



COLLEGE AND CAREER ADVANTAGE

GOVERNING BOARD MEETING

September 13, 2023

9:00 a.m.

33122 Valle Road, San Juan Capistrano, CA
Training Room 1

AGENDA

CALL TO ORDER

ROLL CALL:

Trustee Davis
Trustee Jones
Trustee Hanacek
Trustee Perry
Trustee Vickers

Present

Absent

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

RECORDING OF SCHOOL BOARD MEETINGS

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

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 CCA 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 judgement 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 CCA personnel time to make reasonable arrangements to assure accessibility to the meeting.*

COMMENTS FROM THE PUBLIC

DISCUSSION

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

Pages 1-4

This is a routine item. Approval of the minutes of the Board meeting on June 21, 2023 (supporting information).

2. PURCHASE ORDERS

Pages 5-11

This is a routine item. Board to ratify/approve purchase orders (supporting information).

3. CHECKS

Pages 12-14

This is a routine item. Board to ratify/approve checks (supporting information).

4. PERSONNEL ASSIGNMENT ORDER

Pages 15-16

This is a routine item. Board to ratify/approve personnel assignment (supporting information).

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

Pages 17-62

This is an annual item. Board to ratify/approve the Grant Sub-Agreement between Rancho Santiago Community College District (RSCCD) and College and Career Advantage (CCA). The purpose of the Grant Sub-Agreement is to support and host the Strong Workforce Program K12 Pathway Coordinator. The Pathway Coordinator provides technical assistance and support to local educational agencies in implementing career technical education courses, programs, and pathways. CCA will receive from RSCCD \$130,000.00 for hosting this position. The period of performance for this Agreement is from July 1, 2023, through September 30, 2024 (supporting information)

6. MEMORANDUM OF UNDERSTANDING BETWEEN COLLEGE AND CAREER ADVANTAGE AND CAPISTRANO UNIFIED SCHOOL DISTRICT

Pages 63-67

This is an annual item. Board to ratify/approve the Memorandum of Understanding between College and Career Advantage and Capistrano Unified School District for six sections of Culinary Arts/Culinary Baking at Aliso Niguel High School, three sections of TV Broadcast Journalism/Video Production at San Juan Hills High School, three sections of Commercial Music, Stagecraft and Theater/Actors Repertory at Dana Hills High School, six sections of Automotive Mechanics/Technology/Diagnostics at San Clemente High School, six sections of Woodshop at Newhart Middle School (supporting information).

7. MEMORANDUM OF UNDERSTANDING WITH ORANGE COUNTY DEPARTMENT OF EDUCATION

Pages 68-77

Board to approve memorandum of understanding for credentialing services with Orange County Department of Education effective July 1, 2023, through June 30, 2024. There is no cost to the organization (supporting information).

8. CAREER TECHNICAL EDUCATION JOINT POWERS AUTHORITY COALITION LETTER OF AGREEMENT TO PARTICIPATE

Page 78

This is an annual item. Board to ratify/approve the Career Technical Education (CTE) Joint Powers Authority (JPA) Coalition Letter of Agreement to Participate. As a participant, the CTE JPA Coalition agrees to support and participate in legislative efforts for sustained funding for CTE programs and direct funding for JPAs that provide CTE programs. Term of the Agreement shall be for a period of 12 months beginning July 1, 2023, and terminating June 30, 2024. Cost to the Organization is \$4,500.00 (supporting information).

9. MEMORANDUM OF UNDERSTANDING WITH LAGUNA BEACH UNIFIED SCHOOL DISTRICT FOR THE ADULT EDUCATION PROGRAM

Pages 79-82

This is a biennial item. Board to consider approval of the Memorandum of Understanding (MOU) with Laguna Beach Unified School District (LBUSD) for the adult education program. This MOU delineates the mission, organizational structure, and procedures of the adult education program as a joint cooperative effort with LBUSD. CCA will invoice LBUSD for the cost of the classes. LBUSD's payments to CCA will not exceed 75 percent of the annual Adult Education Grant received by LBUSD. Term of the MOU is August 1, 2023, through July 31, 2026 (supporting information).

10. STIPENDS

Page 83-84

This is an annual item. Board to ratify/approve stipends for certain career technical education courses requiring instructors to perform additional work outside of their regular teaching assignment (supporting information).

11. DONATION

Page 85

This is a new item. Board to ratify/approve donation to veterinary technician program from Stanbridge University. The donation includes canine and equine anatomy posters, dental and anesthesia posters; two small dog, one large dog, two cat, two parrot and a horse mannequin; rabies pole; canine muzzles, one of each size; cat grabber; anatomical models of dog ear, cat skull and eye (supporting information).

Motion _____ Second _____

**ACTION/
ROLL CALL**

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

NOTE: BY USING A ROLL CALL VOTE FOR THE CONSENT CALENDAR, IT WILL MEET THE NEED FOR ACTION ITEMS WHICH REQUIRE A SIMPLE MOTION OR A ROLL CALL VOTE.

DISCUSSION/ACTION ITEMS

12. UNAUDITED ACTUALS

Pages 86-118
ACTION/VOTE

This is an annual item. Board to review and consider approval for certification of the 2022-23 unaudited actuals (supporting information).

Contact: Melanie Inskeep, Accountant

Motion _____ Second _____ Vote _____

13. ACTUARIAL STUDY OF RETIREE HEALTH LIABILITIES

This is an annual item. Board to review and acknowledge receipt of the Actuarial Study of Retiree Health Liabilities prepared by Total Compensation Systems, Inc. (under separate cover).

Contact: *Melanie Inskeep, Accountant*

Motion_____ Second_____ Vote_____

Page 119
ACTION/VOTE

14. ORGANIZATIONAL GOALS 2023-24

This is an annual item. Board to review and discuss the proposed 2023-2024 Organizational Goals (supporting information).

Contact: *Dr. Paul Weir, Executive Director*

Pages 120-121
DISCUSSION

15. CELL PHONE ALLOWANCE

This is a new item. Board to consider approval of a cell phone allowance of \$25.00 per month for key team members who use their personal cell phone for CCA business (supporting information).

Contact: *Dr. Paul Weir, Executive Director*

Motion_____ Second_____ Vote_____

Page 122
ACTION/VOTE

16. COURSE INVENTORY

This is an annual item. Board to approve additional course offerings for Fall 2023 (supporting information).

Contact: *Dr. Paul Weir, Executive Director*

Motion_____ Second_____ Vote_____

Page 123
ACTION/VOTE

17. ADJOURNMENT _____ a.m.

Motion_____ Second_____ Vote_____

ACTION/VOTE

COLLEGE AND CAREER ADVANTAGE

BOARD MEETING: June 21, 2023

MINUTES

President Davis called the meeting to order at 9:06 a.m.

Call to Order

CLOSED SESSION COMMENTS

There were no closed session comments.

Closed Session Comments

The Board recessed to Closed Session at 9:07 a.m. to discuss Public Employee Discipline/Dismissal/Release.

The Board recessed from Closed Session. The meeting of the Board was called to order by Trustee Davis at 9:20 a.m.

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

Dominic Vellanoweth, Program Manager, led the Pledge of Allegiance.

APPROVAL OF AGENDA

On a motion from Trustee Vickers, seconded by Trustee Jones, it carried by a vote of 5-0 to approve the agenda.

Approval of Agenda

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

REPORT ON CLOSED SESSION ACTION

There was no reportable action.

EXECUTIVE DIRECTOR'S REPORT

Dr. Weir and the Board discussed the future process for updating board policies.

Executive Director's Report

Dr. Weir announced there will be a few grand openings for the 2023-24 school year. Grand openings include Shorecliffs Middle School culinary kitchen, Niguel Hills and Marco Forster Career Centers and Tesoro High School esports classroom.

PUBLIC COMMENTS

There were no comments from the public.

Public Comments

CONSENT CALENDAR

Staff requested that Item #5 be pulled for further discussion. On a motion from Trustee Vickers, seconded by Trustee Jones, it carried by a roll call vote of 5-0 to approve the consent calendar to include the following:

CONSENT CALENDAR

**Agenda Item 1
September 13, 2023**

Minutes of the Board meeting on March 8, 2023

Minutes

Purchase Orders

Purchase Orders

Checks

Checks

Personnel Assignment Order

Personnel
Assignment
Order

Business-Plus System Support and Software Support Service Agreement
#51647, Amendment #2.

Agreement
#51647,
Amendment #2

Human Resources Application Software Support Service Agreement
#10003674.

Agreement
#10003674

Amendment No. 1 to the Memorandum of Understanding between College
and Career Advantage and Capistrano Unified School District.

Amendment
No. 1

Memorandum of Understanding between University Lab Partners and
College and Career Advantage.

MOU with ULP

First Robotics World Competition.

Robotics
Competition

International Bridge Competition.

Bridge
Competition

International Leadership Conference.

International
Leadership
Conference

ROLL CALL: Ayes: Trustees Davis, Hanacek, Jones, Perry, Vickers
Nos: No

LAW OFFICES OF MARGARET A. CHIDESTER & ASSOCIATES

The retainer agreement with Margaret Chidester was discussed and
direction was given to staff. It carried by a vote of 5-0 to approve the
retainer agreement with the law offices of Margaret A. Chidester &
Associates.

Retainer
Agreement

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

PUBLIC HEARING FOR 2023-24 PROPOSED FINAL BUDGET

Trustee Davis declared the Public Hearing open at 9:57 a.m. As there

Public Hearing

were no comments or input, the Public Hearing was declared closed at 9:58 a.m.

2023-24 PROPOSED BUDGET

Ms. Inskeep, Accountant, presented a summary review of the 2023-24 proposed budget and addressed Trustee questions.

2023-24 Proposed Budget

On a motion from Trustee Vickers, seconded by Trustee Hanacek, it carried by a vote of 5-0 to approve the 2023-24 proposed budget.

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

FIRST READING – BOARD POLICY #4262, 4362 - VACATIONS

On a motion from Trustee Vickers, seconded by Trustee Hanacek, it carried by a vote of 5-0 to approve revisions to Board Policy 4262, 4363 – Vacations.

BP 4262, 4362

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

SALARY SCHEDULE ADJUSTMENT

On a motion from Trustee Vickers, seconded by Trustee Hanacek it carried by a vote of 5-0 to approve the salary schedule adjustments.

Salary Schedule Adjustment

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

ORGANIZATIONAL GOALS 2022-23

Staff provided Trustees with a status report of the end-of-year Organizational Goals for 2022-23 and addressed Trustee questions.

Organizational Goals

RESOLUTION #03-22/23 – YEAR-END INTERNAL TRANSFERS

On a motion from Trustee Jones, seconded by Trustee Vickers, it carried by a roll call vote of 4-0-1 to approve Resolution #03-22/23, Year-End Internal Transfers.

Resolution #03- 22/23

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

RESOLUTION #04-22/23 – SALARY SCHEDULES FOR 2023-24

On a motion from Trustee Vickers, seconded by Trustee Jones, it carried by a roll call vote of 4-0-1 to approve Resolution #04-22/23, Salary Schedules for 2023-24.

Resolution #04- 22/23

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

CCA CALENDAR FOR THE 2023-24 SCHOOL YEAR

On a motion from Trustee Vickers, seconded by Trustee Jones, it carried by a vote of 4-0-1 to approve the CCA calendar for the 2023-24 school year.

**Calendar for
2023-24 School
Year**

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

ADJOURNMENT

On a motion from Trustee Jones, seconded by Trustee Vickers, it carried by a vote of 4-0-1 to adjourn the meeting at 11:04 a.m.

Adjournment

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

Vice President

Secretary

COLLEGE & CAREER ADV

PURCHASE ORDER DETAIL REPORT BY FUND BOARD OF TRUSTEES MEETING 09/13/2023

FROM 06/14/2023 TO 09/06/2023

CONSENT CALENDAR

Agenda Item 2
September 13, 2023

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
S97R0847	HOME DEPOT CREDIT SERVICES	113.41	113.41	0138701805 4310	CTEIG-Middle School / Instructional Supplies
S97R0995	STAPLES	328.24	328.24	0138700A22 4320	CTEIG-Admin 22 / Office Supplies
S97R0996	MCKEAN, WYATT	67.00	67.00	0174310001 4300	COVID-Instruction / MATERIALS & SUPPLIES
S97R0997	ALLEN, HANNAH	67.00	67.00	0174310001 4300	COVID-Instruction / MATERIALS & SUPPLIES
S97R0998	POPPEL, SAMUEL	75.00	75.00	0174310001 4300	COVID-Instruction / MATERIALS & SUPPLIES
S97R0999	LAGUNA BEACH UNIFIED SCHOOL DI	162,000.00	162,000.00	0138892005 7211	Transfers Out-SWP / PASS THRU-REVENUE TO DISTRICT
S97R1000	CAPISTRANO UNIFIED SCHOOL DIST	228,000.00	228,000.00	0138892005 7211	Transfers Out-SWP / PASS THRU-REVENUE TO DISTRICT
S97R1001	AMERICAN EXPRESS	300.75	300.75	0138700A22 5200	CTEIG-Admin 22 / TRAVEL & CONFERENCES
S97R1002	AMERICAN EXPRESS	20.45	20.45	0138710022 4310	CTEIG-Instruction 22 / Instructional Supplies
S97R1006	VALDEZ, LILY	62.00	62.00	0174310001 4300	COVID-Instruction / MATERIALS & SUPPLIES
S97R1008	AMERICAN EXPRESS	5.99	5.99	0138700A22 4300	CTEIG-Admin 22 / MATERIALS & SUPPLIES
S97R1009	AMERICAN EXPRESS	112.90	112.90	0138810005 4310	K12 SWP Instruction R5 / Instructional Supplies
S97R1010	AMERICAN EXPRESS	109.24	109.24	0111610016 4300	K16 / MATERIALS & SUPPLIES
S97R1011	ANDRE, JAQUES	323.13	323.13	0138710022 4310	CTEIG-Instruction 22 / Instructional Supplies
S97R1012	YBARRA, YVONNE	3,780.00	3,780.00	0138710022 5810	CTEIG-Instruction 22 / Professional Services
S97R1013	AMERICAN EXPRESS	5,873.88	5,873.88	0138710022 5220	CTEIG-Instruction 22 / Conferences
S97R1014	AMERICAN EXPRESS	2,567.28	2,567.28	0138700A22 5220	CTEIG-Admin 22 / Conferences
S97R1015	AMERICAN EXPRESS	56.30	56.30	0138710022 4310	CTEIG-Instruction 22 / Instructional Supplies
S97R1016	DEWEY'S	3,335.68	3,335.68	0174310018 4400	COVID-MS / NONCAPITALIZATION EQUIPMENT
S97R1017	AMERICAN EXPRESS	4,170.03	4,170.03	0138700A22 5220	CTEIG-Admin 22 / Conferences
S97R1018	LAGUNA BEACH UNIFIED SCHOOL DI	166,931.24	37,631.13	0119300705 5810	Multimedia Design-LBHS / Professional Services
			37,631.13	0119400705 5810	Multimedia Production-LBHS / Professional Services
			37,631.13	0119600705 5810	3D Media Design-LBHS / Professional Services
			27,018.93	0123000705 5810	Dance Company-LB / Professional Services
			27,018.92	0125100705 5810	Dance Production/Class/LBHS / Professional Services
S97R1019	AMERICAN EXPRESS	543.00	543.00	0138710022 4310	CTEIG-Instruction 22 / Instructional Supplies
S97R1020	AMERICAN EXPRESS	1,205.32	1,205.32	0138710022 4300	CTEIG-Instruction 22 / MATERIALS & SUPPLIES
S97R1021	AMERICAN EXPRESS	117.88	117.88	0138710022 4300	CTEIG-Instruction 22 / MATERIALS & SUPPLIES
S97R1022	AMERICAN EXPRESS	510.74	510.74	0138710022 4300	CTEIG-Instruction 22 / MATERIALS & SUPPLIES

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Report ID: PO010_Fund_2FY <v. 060305>

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Current Date: 09/07/2023

Current Time: 08:49:03

COLLEGE & CAREER ADV
PURCHASE ORDER DETAIL REPORT BY FUND
BOARD OF TRUSTEES MEETING 09/13/2023

FROM 06/14/2023 TO 09/06/2023

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
S97R1023	HOSA	65.00	65.00	0138710022 5300	CTEIG-Instruction 22 / DUES & MEMBERSHIPS
S97R1024	CAPISTRANO UNIFIED SCHOOL DIST	900.46	900.46	0138710022 5870	CTEIG-Instruction 22 / Outside Printing
S97R1025	DEAN, JILLIAN	179.47	179.47	0138700A22 5200	CTEIG-Admin 22 / TRAVEL & CONFERENCES
S97R1026	CAPISTRANO UNIFIED SCHOOL DIST	30.00	30.00	0138710022 5870	CTEIG-Instruction 22 / Outside Printing
S97R1027	SPARKLETTS	88.18	88.18	0174310001 4300	COVID-Instruction / MATERIALS & SUPPLIES
S97R1028	STAPLES	51.54	51.54	0138700A22 4320	CTEIG-Admin 22 / Office Supplies
S97R1029	CAPISTRANO UNIFIED SCHOOL DIST	192,791.14	192,791.14	0110010015 5810	Instruction / Professional Services
S97R1030	CAPISTRANO UNIFIED SCHOOL DIST	631,945.27	61,799.22	0112111305 5810	Accounting I-THS / Professional Services
			31,145.77	0114714905 5810	Small Bus Mgmt Entrep/THS / Professional Services
			26,622.62	0117431405 5810	Building/Industrial Trades-SJH / Professional Services
			55,942.46	0117500505 5810	Digital Video Prod-SCHS / Professional Services
			30,289.17	0117560305 5810	Adv Video Production-CVHS / Professional Services
			29,363.36	0118900205 5810	Biotechnology ANHS / Professional Services
			53,872.23	0118900405 5810	Biotechnology DHHS / Professional Services
			28,246.21	0118901405 5810	Biotechnology SJHHS / Professional Services
			27,866.97	0120200405 5810	Hotel & Hospitality Careers-DH / Professional Services
			29,311.22	0126010505 5810	CISCO IT Essentials-SCHS / Professional Services
			29,467.64	0126101405 5810	Virtual Enterprise-SJHHS / Professional Services
			420.00	0129701305 5810	Careers In Teaching-THS / Professional Services
			28,176.56	0131500305 5810	Art of Animation-CVHS / Professional Services
			67,844.01	0133900405 5810	Medical Core-DHHS / Professional Services
			49,504.96	0145220025 5810	Forensic Science-ANHS / Professional Services
			53,826.65	0145220045 5810	Forensic Science-DHHS / Professional Services
			28,246.22	0145220145 5810	Forensic Science SJHHS / Professional Services
S97R1031	CAPISTRANO UNIFIED SCHOOL DIST	135.00	135.00	0174310001 5870	COVID-Instruction / Outside Printing
T97R0001	AMAZON.COM	75.41	75.41	0138710022 4300	CTEIG-Instruction 22 / MATERIALS & SUPPLIES
T97R0002	AMAZON.COM	35.81	35.81	0138710022 4300	CTEIG-Instruction 22 / MATERIALS & SUPPLIES
T97R0003	NORTHERN ORANGE COUNTY LIABILI	65,751.00	65,751.00	0155509915 5400	Insurance-Liability/Property / INSURANCE
T97R0004	CALCP/CAROC CTE CONFERENCE	950.00	950.00	0138700A22 5220	CTEIG-Admin 22 / Conferences
T97R0005	ANATOMAGE INC	46,800.00	46,800.00	0138810005 5810	K12 SWP Instruction R5 / Professional Services

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Current Time: 08:49:03

COLLEGE & CAREER ADV
PURCHASE ORDER DETAIL REPORT BY FUND
BOARD OF TRUSTEES MEETING 09/13/2023

FROM 06/14/2023 TO 09/06/2023

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
T97R0006	ORANGE COUNTY DEPT OF EDUCATIO	5,000.00	5,000.00	0110110215 5810	Administration/General / Professional Services
T97R0007	AMERICAN EXPRESS	44.78	44.78	0138710022 4310	CTEIG-Instruction 22 / Instructional Supplies
T97R0008	ORANGE COUNTY DEPT OF EDUCATIO	11,550.00	11,550.00	0110910915 5810	Data Processing-Network / Professional Services
T97R0009	ORANGE COUNTY DEPT OF EDUCATIO	29,700.00	29,700.00	0110919315 5810	Data Processing/General / Professional Services
T97R0010	METROPOLITAN EDUCATION DISTRIC	4,500.00	4,500.00	0138710022 5300	CTEIG-Instruction 22 / DUES & MEMBERSHIPS
T97R0011	UNIVERSITY LAB PARTNERS	24,000.00	24,000.00	0138810005 5810	K12 SWP Instruction R5 / Professional Services
T97R0012	PAXTON/PATTERSON LLC	44,752.65	44,752.65	0174310001 4300	COVID-Instruction / MATERIALS & SUPPLIES
T97R0013	BOYLE, VANESSA	123.41	123.41	0138710022 4310	CTEIG-Instruction 22 / Instructional Supplies
T97R0014	SUN PAC CONTAINERS INC.	7,271.61	7,271.61	017431000A 6400	COVID-Admin / EQUIPMENT
T97R0015	AMERICAN EXPRESS	50.60	50.60	0138810005 4300	K12 SWP Instruction R5 / MATERIALS & SUPPLIES
T97R0016	DEWEY'S	1,400.64	1,400.64	0174310018 4400	COVID-MS / NONCAPITALIZATION EQUIPMENT
T97R0017	AMERICAN EXPRESS	196.63	196.63	0138710022 4310	CTEIG-Instruction 22 / Instructional Supplies
T97R0018	AMERICAN EXPRESS	35.98	35.98	0138700A22 4300	CTEIG-Admin 22 / MATERIALS & SUPPLIES
T97R0019	AMERICAN EXPRESS	319.85	319.85	0138810005 4300	K12 SWP Instruction R5 / MATERIALS & SUPPLIES
T97R0020	AMERICAN EXPRESS	82.50	82.50	0138710022 4300	CTEIG-Instruction 22 / MATERIALS & SUPPLIES
T97R0021	THE PATON GROUP	262.83	262.83	0138710022 4310	CTEIG-Instruction 22 / Instructional Supplies
T97R0022	RANAR SCREEN PRINTING EQUIPMEN	4,614.61	4,614.61	0138810005 4400	K12 SWP Instruction R5 / NONCAPITALIZATION
T97R0023	ATLAS SCREEN SUPPLY COMPANY	3,268.52	3,268.52	0138810005 4400	K12 SWP Instruction R5 / NONCAPITALIZATION
T97R0025	THOMAS, KIMBERLEY	107.21	107.21	0138710022 4300	CTEIG-Instruction 22 / MATERIALS & SUPPLIES
T97R0026	PACIFIC ENGRAVING AND PROMOTIO	948.20	948.20	0138700A22 4300	CTEIG-Admin 22 / MATERIALS & SUPPLIES
T97R0027	REEL LUMBER SERVICE	3,427.32	3,427.32	0138710022 4310	CTEIG-Instruction 22 / Instructional Supplies
T97R0028	AMAZON.COM	1,066.68	1,066.68	0138700A22 4400	CTEIG-Admin 22 / NONCAPITALIZATION EQUIPMENT
T97R0029	CCCCD / DIABLO VALLEY COLLEGE	300.00	300.00	0138710022 5810	CTEIG-Instruction 22 / Professional Services
T97R0030	AMAZON.COM	1,065.16	1,065.16	0174310018 4400	COVID-MS / NONCAPITALIZATION EQUIPMENT
T97R0031	AMBA ADMINISTRATORS INC	3,120.00	3,120.00	0138710022 5400	CTEIG-Instruction 22 / INSURANCE
T97R0032	ACSA	1,657.44	1,657.44	0138700A22 5300	CTEIG-Admin 22 / DUES & MEMBERSHIPS
T97R0033	AMERICAN EXPRESS	1,739.26	1,739.26	0174310018 4400	COVID-MS / NONCAPITALIZATION EQUIPMENT
T97R0034	CALCP/CAROC P CTE CONFERENCE	2,375.00	2,375.00	0138700A22 5220	CTEIG-Admin 22 / Conferences
T97R0035	AMERICAN EXPRESS	1,185.00	1,185.00	0138700A22 5220	CTEIG-Admin 22 / Conferences
T97R0036	AMAZON.COM	479.33	479.33	0120200105 4310	Hotel & Hospitality Careers-CC / Instructional Supplies

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T97R0037	AMAZON.COM	172.84	172.84	0138700A22 4300	CTEIG-Admin 22 / MATERIALS & SUPPLIES
T97R0038	AMAZON.COM	1,085.57	1,085.57	0138710022 4310	CTEIG-Instruction 22 / Instructional Supplies
T97R0039	AMAZON.COM	344.61	344.61	0138710022 4300	CTEIG-Instruction 22 / MATERIALS & SUPPLIES
T97R0040	AMERICAN EXPRESS	380.06	380.06	0138839005 4300	CGS K12SWP R5 / MATERIALS & SUPPLIES
T97R0041	AMAZON.COM	350.13	350.13	0138700A22 4300	CTEIG-Admin 22 / MATERIALS & SUPPLIES
T97R0042	AMAZON.COM	208.82	208.82	0138710022 4300	CTEIG-Instruction 22 / MATERIALS & SUPPLIES
T97R0043	AMERICAN EXPRESS	30.51	30.51	0138710022 4300	CTEIG-Instruction 22 / MATERIALS & SUPPLIES
T97R0044	AMERICAN EXPRESS	429.86	429.86	0138700A22 4300	CTEIG-Admin 22 / MATERIALS & SUPPLIES
T97R0045	AMAZON.COM	225.44	225.44	0138710022 4310	CTEIG-Instruction 22 / Instructional Supplies
T97R0046	AMAZON.COM	84.34	84.34	0138700A22 4300	CTEIG-Admin 22 / MATERIALS & SUPPLIES
T97R0047	AMERICAN EXPRESS	707.00	707.00	017431000A 5600	COVID-Admin / RENTALS,LEASES & REPAIRS
T97R0048	AMERICAN EXPRESS	30.28	30.28	0138839005 4300	CGS K12SWP R5 / MATERIALS & SUPPLIES
T97R0049	AMERICAN EXPRESS	236.60	236.60	0138839005 4300	CGS K12SWP R5 / MATERIALS & SUPPLIES
T97R0050	AMERICAN EXPRESS	48.63	48.63	0138839005 4300	CGS K12SWP R5 / MATERIALS & SUPPLIES
T97R0051	AMERICAN EXPRESS	36.62	36.62	0138839005 4300	CGS K12SWP R5 / MATERIALS & SUPPLIES
T97R0052	AMERICAN EXPRESS	202.54	202.54	0138839005 4300	CGS K12SWP R5 / MATERIALS & SUPPLIES
T97R0053	CULVER-NEWLIN/MCMAHAN BUSINESS	22,854.59	22,854.59	0174310013 4400	COVID-THS / NONCAPITALIZATION EQUIPMENT
T97R0054	AMAZON.COM	102.35	102.35	0138710022 4300	CTEIG-Instruction 22 / MATERIALS & SUPPLIES
T97R0055	AMERICAN EXPRESS	312.55	312.55	0138700A22 5200	CTEIG-Admin 22 / TRAVEL & CONFERENCES
T97R0056	MCCLLENAGHAN, AUTUMN	14.41	14.41	0138839005 5200	CGS K12SWP R5 / TRAVEL & CONFERENCES
T97R0057	DAVISSON, MARISSA	14.41	14.41	0138839005 5200	CGS K12SWP R5 / TRAVEL & CONFERENCES
T97R0058	MCMaster CARR	221.21	221.21	0138710022 4310	CTEIG-Instruction 22 / Instructional Supplies
T97R0059	HARINGA COMPRESSOR INC.	1,528.00	1,528.00	0138710022 5810	CTEIG-Instruction 22 / Professional Services
T97R0060	PASCO SCIENTIFIC	3,692.42	3,692.42	0138710022 4400	CTEIG-Instruction 22 / NONCAPITALIZATION EQUIPMEN
T97R0061	NATIONAL RESTAURANT ASSOCIATIO	4,392.53	4,392.53	0138710022 4310	CTEIG-Instruction 22 / Instructional Supplies
T97R0062	AMERICAN EXPRESS	762.20	762.20	0138710022 4310	CTEIG-Instruction 22 / Instructional Supplies
T97R0064	MISSION EQUIPMENT AND LIFTS IN	765.00	765.00	0138710022 5810	CTEIG-Instruction 22 / Professional Services
T97R0065	AMAZON.COM	58.74	58.74	0138710022 4310	CTEIG-Instruction 22 / Instructional Supplies
T97R0066	AMERICAN EXPRESS	24.85	24.85	0138710022 4310	CTEIG-Instruction 22 / Instructional Supplies
T97R0067	AMERICAN EXPRESS	167.23	167.23	0138710022 4310	CTEIG-Instruction 22 / Instructional Supplies

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<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
T97R0070	AMERICAN EXPRESS	64.65	64.65	0138700A22 4300	CTEIG-Admin 22 / MATERIALS & SUPPLIES
T97R0071	ANDRE, JAQUES	802.83	802.83	0138710022 4310	CTEIG-Instruction 22 / Instructional Supplies
T97R0072	A-1 AWARDS & ENGRAVING	180.64	180.64	0138700A22 4300	CTEIG-Admin 22 / MATERIALS & SUPPLIES
T97R0073	YIM, SUMMER	9.17	9.17	0138839005 5200	CGS K12SWP R5 / TRAVEL & CONFERENCES
T97R0074	MCKESSON MEDICAL SURGICAL	982.82	982.82	0138710022 4310	CTEIG-Instruction 22 / Instructional Supplies
T97R0075	AMAZON.COM	922.76	922.76	0138710022 4310	CTEIG-Instruction 22 / Instructional Supplies
T97R0076	AMAZON.COM	1,102.93	1,102.93	0138710022 4310	CTEIG-Instruction 22 / Instructional Supplies
T97R0077	AMAZON.COM	163.46	163.46	0138810005 4300	K12 SWP Instruction R5 / MATERIALS & SUPPLIES
T97R0078	AMERICAN EXPRESS	762.25	762.25	0138710022 4310	CTEIG-Instruction 22 / Instructional Supplies
T97R0079	AMAZON.COM	123.96	123.96	0138839005 4300	CGS K12SWP R5 / MATERIALS & SUPPLIES
T97R0080	AMAZON.COM	579.33	579.33	0138710022 4310	CTEIG-Instruction 22 / Instructional Supplies
T97R0081	AMERICAN EXPRESS	150.25	150.25	0138710022 4300	CTEIG-Instruction 22 / MATERIALS & SUPPLIES
T97R0082	AMERICAN EXPRESS	49.51	49.51	0138810005 4300	K12 SWP Instruction R5 / MATERIALS & SUPPLIES
T97R0083	AMERICAN EXPRESS	254.29	254.29	0138710022 4300	CTEIG-Instruction 22 / MATERIALS & SUPPLIES
T97R0084	AMERICAN EXPRESS	67.66	67.66	0138710022 4300	CTEIG-Instruction 22 / MATERIALS & SUPPLIES
T97R0085	AMERICAN EXPRESS	265.30	265.30	0138710022 4300	CTEIG-Instruction 22 / MATERIALS & SUPPLIES
T97R0086	AMERICAN EXPRESS	155.36	155.36	0138710022 4300	CTEIG-Instruction 22 / MATERIALS & SUPPLIES
T97R0087	AMERICAN EXPRESS	129.28	129.28	0138810005 4300	K12 SWP Instruction R5 / MATERIALS & SUPPLIES
T97R0088	AMERICAN EXPRESS	16.59	16.59	0138700A22 4300	CTEIG-Admin 22 / MATERIALS & SUPPLIES
T97R0089	AMERICAN EXPRESS	50.91	50.91	0138710022 4300	CTEIG-Instruction 22 / MATERIALS & SUPPLIES
T97R0090	AMERICAN EXPRESS	68.48	68.48	0138810005 4300	K12 SWP Instruction R5 / MATERIALS & SUPPLIES
T97R0092	AMERICAN EXPRESS	304.89	304.89	0138710022 4300	CTEIG-Instruction 22 / MATERIALS & SUPPLIES
T97R0093	AMERICAN EXPRESS	618.04	618.04	0138710022 4300	CTEIG-Instruction 22 / MATERIALS & SUPPLIES
T97R0094	AMERICAN EXPRESS	547.33	547.33	0138810005 4300	K12 SWP Instruction R5 / MATERIALS & SUPPLIES
T97R0095	AMERICAN EXPRESS	88.88	88.88	0138710022 4300	CTEIG-Instruction 22 / MATERIALS & SUPPLIES
T97R0096	AMAZON.COM	693.91	346.96	0138700A22 4400	CTEIG-Admin 22 / NONCAPITALIZATION EQUIPMENT
			346.95	0138710022 4400	CTEIG-Instruction 22 / NONCAPITALIZATION EQUIPMEN
T97R0097	AMAZON.COM	170.87	170.87	01163901 4310	Dental Assistant-Adult / Instructional Supplies
T97R0098	AMAZON.COM	167.62	167.62	0138710022 4310	CTEIG-Instruction 22 / Instructional Supplies
T97R0099	VEX ROBOTICS INC	6,029.70	6,029.70	0138710022 4310	CTEIG-Instruction 22 / Instructional Supplies

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T97R0100	LAW OFFICES OF MARGARET A. CH	1,722.50	1,722.50	0138700A22 5810	CTEIG-Admin 22 / Professional Services
T97R0101	AMERICAN EXPRESS	600.00	600.00	0138810005 5220	K12 SWP Instruction R5 / Conferences
T97R0102	AMERICAN EXPRESS	175.69	175.69	0138839005 4300	CGS K12SWP R5 / MATERIALS & SUPPLIES
T97R0103	SACRAMENTO COUNTY OF EDUCATION	900.00	900.00	01901901 5220	Adult Program-General CAEP / Conferences
T97R0104	CCEMC	450.00	450.00	0138700A22 5220	CTEIG-Admin 22 / Conferences
T97R0105	WEIR, PAUL	53.61	53.61	0138710022 4300	CTEIG-Instruction 22 / MATERIALS & SUPPLIES
T97R0106	DEAN, JILLIAN	446.71	446.71	0138710022 5200	CTEIG-Instruction 22 / TRAVEL & CONFERENCES
T97R0107	BRIZENO, STEPHANIE	82.43	82.43	0138839005 5200	CGS K12SWP R5 / TRAVEL & CONFERENCES
T97R0108	MCKESSON MEDICAL SURGICAL	5,229.95	5,229.95	01125901 4310	Surgical Technician-Adult / Instructional Supplies
T97R0109	HENRY SCHEIN INC.	9,043.27	9,043.27	01163901 4310	Dental Assistant-Adult / Instructional Supplies
T97R0110	PACIFIC COMMUNITY MEDIA LLC	3,109.86	709.86	0138700A22 4300	CTEIG-Admin 22 / MATERIALS & SUPPLIES
			2,400.00	0138700A22 5810	CTEIG-Admin 22 / Professional Services
T97R0111	CCCAOE	945.00	945.00	0138810005 5220	K12 SWP Instruction R5 / Conferences
T97R0112	ACCESSORIE AIR COMPRESSOR SYST	821.77	821.77	0138710022 4310	CTEIG-Instruction 22 / Instructional Supplies
T97R0113	AMAZON.COM	61.04	61.04	01190901 4310	Pharmacy Technician-Adult / Instructional Supplies
T97R0114	STAPLES	147.49	147.49	01191901 4310	Medical Assistant-Adult / Instructional Supplies
T97R0116	HOME DEPOT CREDIT SERVICES	439.10	439.10	01467901 4310	Emergency Med Tech CCTC-ADULT / Instructional Supplies
T97X0001	NORTHERN ORANGE COUNTY	52,216.00	39,162.00	0110010015 3601	Instruction / WORKERS'COMP-CERTIFICATED
			13,054.00	0140040015 3602	Support Staff / WORKERS'COMP-CLASSIFIED
T97X0002	STAPLES	2,000.00	2,000.00	0138700A22 4320	CTEIG-Admin 22 / Office Supplies
T97X0003	HOME DEPOT CREDIT SERVICES	600.00	600.00	0138700A22 4300	CTEIG-Admin 22 / MATERIALS & SUPPLIES
T97X0004	PATTERSON DENTAL SUPPLY INC.	1,600.00	800.00	0138710022 5810	CTEIG-Instruction 22 / Professional Services
			800.00	01901901 5810	Adult Program-General CAEP / Professional Services
T97X0005	AMERICAN EXPRESS	2,000.00	2,000.00	0138710022 5200	CTEIG-Instruction 22 / TRAVEL & CONFERENCES
T97X0006	PATTERSON DENTAL SUPPLY INC.	3,094.44	3,094.44	01163901 5810	Dental Assistant-Adult / Professional Services
T97X0007	CAPISTRANO VACUUM & SEWING CEN	1,200.00	1,200.00	0138710022 5810	CTEIG-Instruction 22 / Professional Services
T97X0008	SOUTHWEST SCHOOL & OFFICE SUPP	600.00	600.00	0138710022 4311	CTEIG-Instruction 22 / Copier Paper-Instructional Use
T97X0009	SPARKLETTS	200.00	200.00	0138710022 4300	CTEIG-Instruction 22 / MATERIALS & SUPPLIES
T97X0010	STAPLES	3,000.00	3,000.00	0138839005 4320	CGS K12SWP R5 / Office Supplies
T97X0011	STAPLES	2,000.00	1,000.00	01126901 4320	Office Assitant-Adult / Office Supplies

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T97X0011	*** CONTINUED ***				
			1,000.00	0138710022 4310	CTEIG-Instruction 22 / Instructional Supplies
T97X0012	AMERICAN EXPRESS	300.00	300.00	0138700A22 4300	CTEIG-Admin 22 / MATERIALS & SUPPLIES
T97X0013	AMERICAN EXPRESS	25,000.00	25,000.00	0138710022 4310	CTEIG-Instruction 22 / Instructional Supplies
T97X0014	AMERICAN EXPRESS	300.00	300.00	0138700A22 4300	CTEIG-Admin 22 / MATERIALS & SUPPLIES
	Fund 01 Total:	1,848,466.82	1,848,466.82		
	Total Account Amount:		1,848,466.82		

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COLLEGE & CAREER ADV
Consolidated Check Register
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CONSENT CALENDAR

Agenda Item 3
 September 13, 2023

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
97 00016247	V9702017	Apex Audio Inc.	49236	OH	06/14/2023		MW	IS	31,548.06
97 00016248	V9702103	BRIZENO, STEPHANIE	MILEAGE 60623	OH	06/14/2023		MW	IS	41.66
97 00016249	V9702147	BUI, NEIL	REIM NB 32123	OH	06/14/2023		MW	IS	70.00
97 00016250	V9702105	CHOW, KAREN	REIM KC 60723	OH	06/14/2023		MW	IS	52.65
97 00016251	V9702091	PACIFIC ENGRAVING AND PROMOTIO	10457	OH	06/14/2023		MW	IS	323.25
97 00016252	V9700119	SPARKLETTS	21920686060123	OH	06/14/2023		MW	IS	22.28
97 00016253	V9700948	HENRY SCHEIN INC.	39545688	OH	06/15/2023		MW	IS	1,369.68
97 00016254	V9702125	HOLGUIN, LUPE	MILEAGE 060623	OH	06/15/2023		MW	IS	25.15
97 00016255	V9701736	THE PATON GROUP	226896	OH	06/15/2023		MW	IS	58,784.00
97 00016256	V9701854	VIRTUAL ENTERPRISES INTERNATIO	VEI 000689	OH	06/16/2023		MW	IS	5,000.00
97 00016257	V9702017	Apex Audio Inc.	49258	OH	06/22/2023		MW	IS	11,388.94
97 00016258	V9700066	HOME DEPOT CREDIT SERVICES	7900500	OH	06/22/2023		MW	IS	634.81
97 00016259	V9701553	PATTERSON DENTAL SUPPLY INC.	4225444211	OH	06/22/2023		MW	IS	237.87
97 00016260	V9700471	REID, MARK	CUSD230601A	OH	06/22/2023		MW	IS	950.00
97 00016261	V9700162	STAPLES	37484	OH	06/22/2023		MW	IS	1,019.43
97 00016262	V9702149	ALLEN, HANNAH	REIM 061323	OH	06/23/2023		MW	IS	67.00
97 00016263	V9702148	MCKEAN, WYATT	REIM 060223	OH	06/23/2023		MW	IS	67.00
97 00016264	V9702150	POPPEN, SAMUEL	REIM 061323	OH	06/23/2023		MW	IS	75.00
97 00016265	V9700003	Laguna Beach Unified School Di	23 0622	OH	06/26/2023		MW	IS	113,400.00
97 00016266	V9702151	VALDEZ, LILY	REIM 062223	OH	06/26/2023		MW	IS	62.00
97 00016267	V9701877	ANDRE, JAQUES	REIM 062823	OH	07/05/2023		MW	IS	323.13
97 00016268	V9702017	Apex Audio Inc.	49297	OH	07/05/2023		MW	IS	4,003.90
97 00016269	V9702144	SPRINTRAY INC	CI 6202 08916	OH	07/06/2023		MW	IS	20,335.80
97 00016270	V9701116	YBARRA, YVONNE	18	OH	07/10/2023		MW	IS	3,780.00
97 00016271	V9701684	CSEBA	EAP JUL2023	OH	07/12/2023		MW	IS	3,306.39
97 00016272	V9701985	INSTRUCTURE INC.	INV570645	OH	07/12/2023		MW	IS	5,500.00
97 00016273	V9700003	Laguna Beach Unified School Di	76230706	OH	07/12/2023		MW	IS	166,931.24
97 00016274	V9701846	METLIFE SMALL MARKET	LIFE JUL23	OH	07/12/2023		MW	IS	258.60
97 00016275	V9701102	NORTHERN ORANGE COUNTY WORKERS	290697	OH	07/12/2023		MW	IS	17,753.44
97 00016276	V9700671	NORTHERN ORANGE COUNTY LIABILI	290541	OH	07/12/2023		MW	IS	65,751.00
97 00016277	V9701672	AMERICAN EXPRESS	92165 JUN2023	OH	07/13/2023		MW	IS	29,434.31
97 00016278	V9700695	CALCP/CAROCF CONFERENCE	F52E297T1	OH	07/13/2023		MW	IS	950.00
97 00016279	V9701977	HOSA	99560236	OH	07/14/2023		MW	IS	65.00
97 00016280	V9701852	THOMAS, KIMBERLEY	REIM 051523	OH	07/14/2023		MW	IS	42.88

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Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
97 00016281	V9702152	BOYLE, VANESSA	REIM 071023	OH	07/17/2023		MW	IS	123.41
97 00016282	V9701845	METROPOLITAN EDUCATION DISTRIC	CTE JPAC 2023 24	OH	07/17/2023		MW	IS	4,500.00
97 00016283	V9702056	ANATOMAGE INC	INV 68880	OH	07/18/2023		MW	IS	46,800.00
97 00016284	V9700002	CAPISTRANO UNIFIED SCHOOL DIST	68SI2074	OH	07/20/2023		MW	IS	900.46
97 00016285	V9701799	DEAN, JILLIAN	MIILEAGE 063023	OH	07/20/2023		MW	IS	179.47
97 00016286	V9701662	TOTAL COMPENSATION SYSTEMS INC	12093	OH	07/20/2023		MW	IS	1,102.50
97 00016287	V9700517	ACSA	ACSA 2023 24	OH	07/27/2023		MW	IS	1,657.44
97 00016288	V9702153	AMBA ADMINISTRATORS INC	AHV 101743012	OH	07/27/2023		MW	IS	3,120.00
97 00016289	V9700695	CALCP/CAROCPC CTE CONFERENCE	F52E55T1	OH	07/27/2023		MW	IS	2,375.00
97 00016290	V9701790	CCCCD / DIABLO VALLEY COLLEGE	0004442	OH	07/27/2023		MW	IS	300.00
97 00016291	V9701852	THOMAS, KIMBERLEY	REIM 071923	OH	07/27/2023		MW	IS	107.21
97 00016292	V9799999	CDTFA	INV111131	OH	07/28/2023		MW	IS	4,565.76
97 00016293	V9700948	HENRY SCHEIN INC.	36170572	OH	07/28/2023		MW	IS	143.13
97 00016294	V9700002	CAPISTRANO UNIFIED SCHOOL DIST	68SI2324	OH	07/31/2023		MW	IS	49,417.50
97 00016295	V9700119	SPARKLETTS	21920686070123	OH	07/31/2023		MW	IS	88.18
97 00016296	V9700162	STAPLES	3349	OH	07/31/2023		MW	IS	352.57
97 00016297	V9702091	PACIFIC ENGRAVING AND PROMOTIO	104898	OH	08/03/2023		MW	IS	948.20
97 00016298	V9701553	PATTERSON DENTAL SUPPLY INC.	4225448602	OH	08/03/2023		MW	IS	237.87
97 00016299	V9700002	CAPISTRANO UNIFIED SCHOOL DIST	68SI2495	OH	08/07/2023		MW	IS	192,791.14
97 00016300	V9700002	CAPISTRANO UNIFIED SCHOOL DIST	68SI25506	OH	08/08/2023		MW	IS	515,443.70
97 00016301	V9700002	CAPISTRANO UNIFIED SCHOOL DIST	68SI2148	OH	08/08/2023		MW	IS	159,600.00
97 00016302	V9702154	DAVISSON, MARISSA	073123 MILEAGE	OH	08/09/2023		MW	IS	14.41
97 00016303	V9702095	MCCLLENAGHAN, AUTUMN	072623 MILEAGE	OH	08/09/2023		MW	IS	14.41
97 00016304	V9700134	Orange County Dept of Educatio	94TI0236	OH	08/09/2023		MW	IS	5,000.00
97 00016305	V9700842	CAPISTRANO VACUUM & SEWING CEN	4394	OH	08/10/2023		MW	IS	640.00
97 00016306	V9701684	CSEBA	EAP AUG23	OH	08/10/2023		MW	IS	3,615.78
97 00016307	V9701846	METLIFE SMALL MARKET	LIFE AUG23	OH	08/10/2023		MW	IS	292.10
97 00016308	V9700002	CAPISTRANO UNIFIED SCHOOL DIST	68SI2478	OH	08/11/2023		MW	IS	135.00
97 00016309	V9700002	CAPISTRANO UNIFIED SCHOOL DIST	68SI2478A	OH	08/11/2023		MW	IS	290,176.83
97 00016310	V9700002	CAPISTRANO UNIFIED SCHOOL DIST	68TI0035	OH	08/15/2023		MW	IS	116,501.57
97 00016311	V9700002	CAPISTRANO UNIFIED SCHOOL DIST	68TI0036	OH	08/15/2023		MW	IS	575,305.56
97 00016312	V9701672	AMERICAN EXPRESS	92165 JUL2023	OH	08/16/2023		MW	IS	9,409.74
97 00016313	V9701693	A-1 AWARDS & ENGRAVING	AA 223072	OH	08/18/2023		MW	IS	180.64
97 00016314	V9701877	ANDRE, JAUQUES	REIMB 072723	OH	08/18/2023		MW	IS	802.83

User: MFINSK - Melanie F Inskeep
Report: BK3005: Consolidated Check Register

Page
2

Current Date: 09/07/2023
Current Time: 08:49:58

COLLEGE & CAREER ADV
Consolidated Check Register
from 6/14/2023 to 9/6/2023

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
97 00016315	V9701830	CNH FOODSERVICE INC.	3347	OH	08/18/2023		MW	IS	136,815.18
97 00016316	V9701926	DEWEY'S	S00052108	OH	08/18/2023		MW	IS	1,400.64
97 00016317	V9702155	McMASTER CARR	12298114	OH	08/18/2023		MW	IS	230.30
97 00016318	V9701931	MISSION EQUIPMENT AND LIFTS IN	499846	OH	08/18/2023		MW	IS	765.00
97 00016319	V9701553	PATTERSON DENTAL SUPPLY INC.	4225452986	OH	08/18/2023		MW	IS	237.87
97 00016320	V9700119	SPARKLETTS	21920686080123	OH	08/18/2023		MW	IS	24.11
97 00016321	V9702158	YIM, SUMMER	MILEAGE 081423	OH	08/18/2023		MW	IS	9.17
97 00016322	V9701589	ATLAS SCREEN SUPPLY COMPANY	INV423300	OH	08/28/2023		MW	IS	3,059.75
97 00016323	V9702017	Apex Audio Inc.	49574	OH	08/29/2023		MW	IS	16,616.73
97 00016324	V9701926	DEWEY'S	S00052110	OH	08/29/2023		MW	IS	3,335.68
97 00016325	V9701950	LAW OFFICES OF MARGARET A. CH	10268	OH	08/29/2023		MW	IS	1,722.50
97 00016326	V9700162	STAPLES	3311047991	OH	08/29/2023		MW	IS	1,198.65
97 00016327	V9702103	BRIZENO, STEPHANIE	MILEAGE JUL	OH	08/31/2023		MW	IS	78.73
97 00016328	V9702135	CCEMC	2094	OH	08/31/2023		MW	IS	450.00
97 00016329	V9701818	COLLEGE AND CAREER ADVANTAGE	MILEAGE JUL	OH	08/31/2023		MW	IS	446.71
97 00016330	V9701738	MCKESSON MEDICAL SURGICAL	21002709	OH	08/31/2023		MW	IS	628.16
97 00016331	V9702159	SACRAMENTO COUNTY OF EDUCATION	CAEP AUG2023	OH	08/31/2023		MW	IS	900.00
97 00016332	V9702090	WEIR, PAUL	REIM 082223	OH	08/31/2023		MW	IS	53.61
97 00016333	V9702160	PACIFIC COMMUNITY MEDIA LLC	2489	OH	09/06/2023		MW	IS	3,058.80

Issued: 2,701,448.47
97 Bank Total: 2,701,448.47

Grand Total: 2,701,448.47



PERSONNEL ASSIGNMENT ORDER

CERTIFICATED PERSONNEL 2023-2024 NEW HIRES

Name:	CALEB CHU		
Job Title:	Instructor		
CTE Industry Sector:	Information & Communications Technology	Instructional Hours:	Up to 720 hours
School Site/Location:	SCHS	Rate per Instructional Hour:	\$42.18
Instructional Duty Days:	08/15/23 – 05/30/24	Number of Sections Assigned:	Four
Name:	JANA ERVEN		
Job Title:	Instructor		
CTE Industry Sector:	Agriculture and Natural Resources	Instructional Hours:	Up to 360 hours
School Site/Location:	CCATC	Rate per Instructional Hour:	\$49.37
Instructional Duty Days:	08/15/23 – 05/30/24	Number of Sections Assigned:	Two
	BRET RUSSELL		
Job Title:	Instructor		
CTE Industry Sector:	Health Science & Medical Technology/Public Service	Instructional hours:	Up to 756 hours + Internship
School Site/Location:	CCATC	Rate per Instructional Hour:	\$59.64
Instructional Duty Days:	8/15/23 – 5/30/24	Number of Sections Assigned:	Two
	CHAD TROTTER		
Job Title:	Instructor		
CTE Industry Sector:	Business & Finance	Instructional Hours:	Up to 180
School Site/Location:	THS	Rate per Instructional Hour:	\$57.79
Instructional Duty Days:	8/15/23 – 5/30/24	Number of Sections Assigned:	One

CERTIFICATED PERSONNEL RESIGNATION/SEPARATION

NAME	TITLE	EFFECTIVE DATE	LOCATION
Karen Chow	Vet Tech Instructor	06/01/2023	CCATA
NAME	TITLE	EFFECTIVE DATE	LOCATION
Craig Cunningham	Accounting Instructor	06/01/2023	THS

CLASSIFIED PERSONNEL 2023-2024 NEW HIRES

Name:	MARISSA DAVISSON		
Effective Date:	July 24, 2023		
Job Title:	Career Guidance Specialist		
Salary:	Range 4, Step C - \$5435/month - CLII salary schedule		
Assignment:	10-1/2 Month		
Name:	MARESSA McDONALD		
Effective Date:	July 24, 2023		
Job Title:	Career Guidance Specialist		
Salary:	Range 4, Step D - \$5706/month – CLII salary schedule		
Assignment:	10-1/2 Month		

Agenda Item 4

CONSENT CALENDAR

September 13, 2023

Name:	SUMMER YIM
Effective Date:	July 24, 2023
Job Title:	Career Guidance Specialist
Salary:	Range 4, Step G - \$6606/month – CLII salary schedule
Assignment:	10-1/2 Month

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 26th day of June, 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 will support the Orange County Regional Consortium as the Fiscal Agent for the Strong Workforce Program (SWP) K12 Pathway Coordinators (hereinafter "Grant") in the Orange County (OC) region from the California Community Colleges Chancellor's Office, (hereinafter "PRIME SPONSOR") Workforce and Economic Development Division.

WHEREAS, the PRIME SPONSOR, has directed RSCCD to sub-grant and contract with Local Educational Agencies to host K12 Pathway Coordinators to provide technical assistance and support to local educational agencies in implementing career technical education courses, programs, and pathways.

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 host the **Strong Workforce Program K12 Pathway Coordinator** serving the **South Orange County Community College District** in the **Orange County Region**, and 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*) 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 July 1, 2023, through September 30, 2024.

3. **Total Cost**

The total cost to RSCCD for performance of this Agreement shall not exceed \$130,000.00.

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 advanced payment of 70% and a final payment of 30%. Payments will not exceed the amount listed above under Article I.3. "Total Costs".

SUBCONTRACTOR must submit invoices for payment to RSCCD via e-mail to FA_K12K14_SWP@rsccd.edu. The subject line of the e-mail should be written as follows: "Invoice Enclosed – LEA Acronym/SWP K12 Pathway Coordinator/Sub-Agreement #"

Refer to the invoice form and instructions (*Exhibit B*) for the process to submit invoices.

6. Reporting

SUBCONTRACTOR will provide reports as requested or required by the PRIME SPONSOR, in a timely manner. Refer to the Guidance Memorandum (*Exhibit C*) on guidance and instructions on reporting.

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. Program Design Requirements

RSCCD may request SUBCONTRACTOR to follow specific processes and procedures, complete forms or toolkits, or comply with related directions pertaining to program design, to ensure that projects meet the funding requirements and PRIME SPONSOR's expectations and standards. Technical assistance, training and support services will be provided to assist SUBCONTRACTOR with responding to these requests.

9. Modifications

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 and approved by RSCCD. 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.

10. Time Extensions

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

11. 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.

12. 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 RSCCD. 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.

13. 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.

14. 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.

15. 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 willful misconduct of the non-indemnifying party or any of its agents or employees.

16. 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.

17. 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.

18. 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 of Business Services
2323 North Broadway, Ste. 404-1
Santa Ana, CA 92706
(714) 480-7340; Ingram_Iris@rsccd.edu

SUBCONTRACTOR:

Primary Contact:
Name: Dr. Paul Weir
Title: Executive Director
Address: 33122 Valle Road
City, State Zip: San Juan Capistrano, CA 92675
Phone No.: 949-234-9477
E-mail: PPWeir@capousd.org

Fiscal Contact:
Name: Melanie Inskeep
Title: Accountant
Address: 33122 Valle Road
City, State Zip: San Juan Capistrano, CA 92675
Phone No.: 949-234-9459
E-mail: MEInskeep@capousd.org

19. 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.

20. 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

(*Exhibit D* - Articles I, Rev. 09/18 and Article II, Rev. 05/14), 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

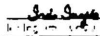
By signing this Agreement the Parties certify that they comply with the Legal Terms and Conditions described in Exhibit D, Article II (Rev. 5/14) regarding Standards of Conduct, Workers' Compensation Insurance, Participation in Grant-Funded Activities, the Nondiscrimination Clause, Accessibility for 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

By: 
Name: Dr. Paul Weir

Title: Vice Chancellor, Business Services

Title: Executive Director

Date: Jun 29, 2023

Date: July 12, 2023

Board Approval Date: June 26, 2023

95-2661408

Employer/Taxpayer Identification Number (EIN)

List of Exhibits

Exhibit A: Scope of Work/Application

Exhibit B: Invoice Form and Instructions

Exhibit C: Guidance Memorandum (05/2023)

Exhibit D: Articles I, Rev. 09/18 and Article II, Rev. 05/14

(NOTE: Exhibit D is included as a general reference on the allowable and appropriate use of funds. Many of the specific terms in the Articles (e.g., payment, invoicing) pertain solely to the Fiscal Agent and do not apply to the SUBCONTRACTOR.)

EXHIBIT A:

Scope of Work/Application

K-12 Pathway Coordinator Host Application
Orange County | Round 5 (2023 – 2024)

Applicant General Information

Local Education Agency (LEA)	College and Career Advantage
Community College District Served	South Orange County Community College District
Primary Contact	Dr. Paul Weir
Primary Contact Position	Executive Director
E-mail	ppweir@capousd.org
Phone	(949) 234-9476

Please provide brief answers to the following questions:

1. How will you and your organization support the external multi-tier oversight of the K-12 PC position and help ensure they are serving your community college district service area including high school affiliates?

a) How will you support the external workflow provided by the OCRC/K-14 TAP?
We provide a state-of-the-art workspace, support in attending conferences, workshops and meetings related to the role. Facilitate relationships and partnerships within the region. Ensure job stability by providing a competitive salary range and the opportunity to focus 100% on their role as Pathway Coordinator.
b) Describe prior or existing collaborations with K-12 and college partners that would support hosting this position.
CCA has existing relationships with the community colleges and K-12 LEAs within our region. We have collaborations that include articulations/dual enrollment, guest speakers, internship and employment opportunities. In partnership with our local partners, we have over 3,500 students earning articulated college credit, 100% of UC a-g courses are honors weighted courses. We have collaboration on grants including K12 SWP and CTEIG with our local community colleges and partner JPA district, Laguna Beach.
c) Describe CTEIG or K-12 SWP partnerships in which your organization has played a role.
College and Career Advantage serves as the lead in our collaboration with our JPA partner districts, Capistrano and Laguna Beach Unified School Districts, in meeting the 12 Elements of a High Quality CTE program as required in both CTEIG and SWP. In addition, we have developed an integrated program of CTE courses and pathways that lead to industry certifications, state licensing and college degrees.

2. Describe how your fiscal/grant processes and resources are prepared to support the work of the K-12 PC.

a) What examples do you have of your organization's ability to serve as a fiscal agent for a K-12 PC? Include experience managing other grants.
As a JPA, College and Career Advantage receives funding from each of our JPA partner districts through LCFF and operates as a separate LEA. In addition, we have successfully managed funds received through the CA Career Pathway Trust, Perkins funds, CTEIG, K12 SWP and various other grants.
b) What evidence do you have of your organization's ability to process payments, travel, conference expenses?
Quarterly and annual SACs reports are on file and can be provided. In addition, we have resource coded grant expense reports on file. CCA is audited annually.
c) What office space, technology, and administrative support is available to support this position?
The K12 Pathway Coordinator has a dedicated office space. They have access to all technology needs including desktop computer, laptop, software needs (Microsoft Office, Adobe Acrobat, etc.), and computer drives that house job related information and resources. The K12 Pathway Coordinator has access to technical support for computer and data related needs.

3. If selected, describe how you would manage the K-12 PC and how you would collaborate with the K-14 TAP.

a) Who will serve as K14 TAP point of contact for the monitoring of timesheet related items at the LEA?
Dr. Paul Weir, Executive Director
b) How will the host LEA collaborate with OCRC in the monitoring and evaluation of the performance of this position?
CCA will collaborate with OCRC in each step of the evaluation process. We will meet quarterly or as requested.
c) The K-12 PC position is an 80/20 time split (minimum of 30 hours per week). If the position will be split with other duties, what obligations would the individual have to the host institution?
In addition to the K12 Pathway Coordinator duties, this individual will support events and services for CCA. The Pathway Coordinator will manage projects and timelines based off of

priority of work and needs within the region and will be able to meet concurrent deadlines as required.

d) This position is responsible for serving multiple institutions and will be situated within an evolving organizational matrix with reporting relationships to the region. How will your institution take this into account in hosting this position?

80% of the K12 Pathway Coordinator role is dedicated to the initiatives within the K12 PC work plan. College and Career Advantage will support the K12 Pathway Coordinator in working with regional partners, attending meetings, and supporting multiple institutions.

4. How will the K-12 PC position be filled?

a) How you would employ the K-12 PC (faculty on special assignment, administrator, classified staff, independent contractor, etc.)

Certificated Staff

b) Will you recruit for this position, or do you already have someone identified for the position?

CCA recruited and filled this position through a competitive hiring process.

c) Describe how you would carry out the recruitment process.

The recruitment process consisted of posting the position on Edjoin.org. We then held two rounds of interviews including an interview virtually through Zoom and a final interview in person.

d) What is your projected timeline for filling the position?

This position is filled.

e) How will you include the K-14 TAP in the selection process? (Note: OCRC requests that the K-14 TAP be included in the selection process.)

The K14 TAP was included in the interviewing process and assisted in generating interview questions that would guide in hiring the K12 PC.

K-12 Pathway Coordinator Budget

The annual budget for K-12 PC position is \$130,000. The Host LEA is allowed, but not required, to claim a maximum of 4% administrative indirect costs (\$5,200).

As mentioned above, pay equity and compensation for the K-12 PC should align with the regional leadership, duties, and responsibility of the position. The Orange County Regional Consortium (OCRC) strongly recommends a salary range of \$85,000 - \$100,000 and is typically a ten (10) or twelve (12) month, full-time position. If your organization is not able to meet the recommended salary range, please provide a brief justification. Lastly, the Host LEA must ensure that 80% of the K-12 PCs time is allocated towards accomplishing the duties and responsibilities of the position.

When considering the salary of the K-12 PC, please keep in mind the regional leadership and critical role the position serves to expand and enhance CTE programs. Fair compensation for this work, and duties outside of the K-12 PC scope of work, will increase retention amongst the K-12 Strong Workforce Key Talent Team.

The primary allocation of funding should go to salary and benefits. All other expenses require approval from the OCRC. Any Round 4 Key Talent Funds not utilized will be sent to the California Community College Chancellor's Office for redistribution of future Key Talent Funds.

Examples of allowable expenses are listed below

- Milage Reimbursement
- Professional Development
- CTE or SWP related training and conferences (Educating for Careers, CCCAOE, CCEMC Dual Enrollment Leadership Academy etc.)

NOTE: This is not a final budget. After review, suggestions will be provided by the regional consortium if necessary.

Expenditure Category	Amount
1000 – Certificated Salary	\$104,000
2000 – Classified Salary	\$
3000 – Employee Benefits	\$26,000
4000 – Supplies (i.e. computer)	\$
5000 – Contract for K-12 PC	\$
6000 – Travel, Milage, Professional Development	\$
7000 – Indirect (max. 4%)	\$
Total	\$130,000

If your organization is unable to meet the regional consortium recommended salary range of \$85,000 - \$100,000, please provide a brief justification below.

CCA is able to meet the regional consortium recommended salary. Any expenditures beyond the \$130,000 grant funds will be covered by College and Career Advantage.

Thank you for completing the Round 5 K-12 PC Host Application.

Please e-mail your completed application to Michael Sacoto at sacoto_michael@rsccd.edu. If you have issues submitting the application, please call Michael at (310) 754-9844.

EXHIBIT B:

Invoice Form and Instructions

LEA/HOST/ROP LETTERHEAD/LOGO

INVOICE

Date:

Name

Invoice No.:

Address:

Purchase Order No.:

City:

State:

Zip:

Attn:

Bill To: Rancho Santiago CCD (RSCCD)
Attn: Sarah Santoyo
2323 North Broadway, Ste. 201
Santa Ana, CA 92706

Grant Number: N/A

Fiscal Agent Sub-Agreement Number:

Chancellor's Office Project Monitor: Katie Gilks

Payment Type:

☐ Advance Payment

☐ Progress Payment

☐ Final Payment

☐ Other Payment (describe):

Description of Work and Dates Services Rendered:

Total Amount Due: \$

LEA/Host/ROP Accounting Office Contact:

LEA/Host/ROP Program Contact:

Name:

Name:

Title:

Title:

Email:

Email:

Phone number:

Phone number:

Please send payment to the address above.

Instructions for Invoice Template

All invoices must be submitted electronically to the Fiscal Agent in-box (FA_K12K14_SWP@rsccd.edu). The e-mail subject line must state "Invoice Enclosed – LEA Acronym/SWP K12 Pathway Coordinator/Sub-Agreement #".

Example: Invoice Enclosed - LAUSD/SWP K12 Pathway Coordinator/DO-21-2265-02

If you are submitting a corrected invoice, please state it in the subject line "REVISED Enclosed – LEA Acronym/SWP K12 Pathway Coordinator/Sub-Agreement #".

Below are additional details about each field. If you have any questions about this Invoice Template, please contact the Fiscal Agent at FA_K12K14_SWP@rsccd.edu.

Letterhead/logo - Insert letterhead or logo image.

Date – Enter the date the invoice was created.

Invoice No. – Enter an invoice number to be used for internal purposes by the community college district/college.

Name – Enter the LEA/ROP name. The name must match the name listed on the sub-agreement with the Fiscal Agent.

Address – Enter the LEA/ROP address which should match with the address listed on the sub-agreement with the Fiscal Agent.

Grant Number – N/A

Fiscal Agent Sub-Agreement Number – Enter the sub-agreement number listed on the page footer of the sub-agreement with the Fiscal Agent.

Chancellor's Office Project Monitor – Enter the name of the Chancellor's Office Project Monitor. If unknown, enter the Program Name.

Payment Type – Identify the payment type (advance, progress, final or other payment). If other payment is clicked, provide a brief description of the payment type.

Description of Work and Dates Services Rendered – Provide a description of the work performed and the dates of services rendered.

Total Amount Due – Enter the amount invoiced to CCCCCO.

LEA/ROP Accounting Office Contact Information – Identify an accounting office contact.

LEA/ROP Program Contact Information – Identify a program contact who can address questions about the work performed.

EXHIBIT C:
Guidance
Memorandum
(05/2023)

DATE: May 11, 2023

TO: LEA Host Institution for the SWP K12 Pathway Coordinators
K14 Technical Assistance Providers
K12 Pathway Coordinators
Fiscal Offices

FROM: Sarah Santoyo, Fiscal Agent Administrator, Rancho Santiago CCD

CC: CCCCCO Dean and Project Monitor overseeing SWP K12

RE: Notice of Award for Strong Workforce K12 Pathway Coordinator and K14 Technical Assistance Provider grants

Greetings,

The California Community Colleges Chancellor's Office (CCCCO), in partnership with the California Department of Education (CDE), provides annual funding to implement a regional technical assistance structure to assist teachers and industry partners in implementing high-quality Career Technical Education (CTE) programs. Education Code 88833 appropriates \$12,000,000 in annual CTE funding to support the establishment of Career Technical Education Key Talent field positions to support both the CTE Incentive Grant Program and the K-12 component of the Strong Workforce Program with the positions of K14 Technical Assistance Providers and K12 Pathway Coordinators. Funding is inclusive of eight K14 Technical Assistance Providers (TAPs) (one per California Community College regional consortium) and 72 K12 Pathway Coordinators (K12 PCs) (one per California Community College district).

This memo is to share information regarding Year 5 K12 Pathway Coordinators and K14 Technical Assistance Provider contracts, based on information received from the California Community Colleges Chancellor's Office, Workforce and Economic Development Division (CCCCO WEDD).

Year 5 Flow of Funding, Plans, and Progress Reporting:

- Year 5 awards will be processed by the Regional Consortia Fiscal agents. This is a change from Years 1 and 2 awards, all of which were disseminated by one fiscal agent for the state. It is the responsibility of each regional consortium to select the Host LEAs for the K12 Pathway Coordinators assigned to their region.

- Each Year 5 K12 Pathway Coordinator award will be \$130,000 with a term of July 1, 2023-September 30, 2024. The host is allowed, but not required, to claim an indirect of 4%.
- Each Year 5 K14 Technical Assistance Provider award will be \$225,000 with a term of July 1, 2023 – September 30, 2024. The host is allowed, but not required, to claim an indirect of 4%.
- The Chancellor's Office NOVA system will be updated by June 30, 2023, to allow K12 PC and K14 TAP awardees to enter their Year 5 Workplan objectives and budget in the "Plan" section of NOVA.

Please refer to Appendix A for Key Talent Workplan objectives that will be completed and submitted via the NOVA system <https://nova.cccco.edu/login>. All Plans must be certified in NOVA no later than September 2, 2023.

Year 5 Reporting for K12 Pathway Coordinators and K14 Technical Assistance Providers

The K12 Strong Workforce Program Expenditures and Progress reporting is completed on a bi-annual schedule. To ensure that the K12 SWP legislative reporting requirements are met, all program recipients (K12 Pathway Coordinators and K14 Technical Assistance Providers) are required to complete and submit Expenditure and Progress reports into the NOVA system at <https://nova.cccco.edu/login>.

The Year Five Performance Period is July 1, 2023 – September 30, 2024

The complete reporting schedule for Year Five (5) Pathway Coordinators and Technical Assistance Providers can be found in the table below:

***Please note:** the Funding Fiscal Year for Year 5 Pathway Coordinators and K14 Technical Assistance Providers is appropriated from the 2022-2023 allocation.

Year 5 Reporting Period	Quarter	Performance Period	Due Date
*Program Year 2023/2024	2	(07/01–12/31)	01/31/2024
(Fiscal Year 2022/2023)	4	(01/01–06/30)	07/31/2024
	FINAL	(07/01–09/30)	01/31/2025

Details about the contracting process and timeline to disburse grant awards to the host institutions will be provided by Sarah Santoyo, Fiscal Agent Administrator at 714-480-7466 or Santoyo_Sarah@rscdd.edu at a later date, based on updates from the CCCCO WEDD.

Questions pertaining to regional planning and selection should be addressed to Dr. Adriene "Alex" Davis, Regional Chair, OCRC at 714-480-7464 or Davis_Aдриene@rscdd.edu.

Appendix A Key Talent Objectives

K14 SWP Technical Assistance Providers

Objective 1: Provide leadership, guidance, and technical assistance to the region related to K- 12 Strong Workforce Program (SWP) and Career Technical Education Incentive Grant (CTEIG).

Objective 2: Assume responsibility for and support a regional needs assessment of the status of implementation of K-12 Career Technical Education programs and pathways and develop and maintain a list of all Career Technical Education Incentive Grants (CTEIG) and Strong Workforce Program (SWP) funded projects.

Objective 3: Conduct professional development activities for the K12 Pathway Coordinators and other stakeholders in the region as appropriate, in response to the needs identified by the field.

Objective 4: Promote partnerships between K-12 and business & industry within the region.

Objective 5: Ensure the collection of data documenting that the LEAs are meeting the K12 SWP Metrics for each project funded with K12 SWP dollars.

K12 Pathway Coordinators

Objective 1: Act as a point of contact for and work with high school and community college CTE programs and other workforce development stakeholders to effectively engage employers and industry representatives with the intent of building and strengthening K14 pathways that respond to industry needs and facilitating industry connections with K-14 career technical education programs.

Objective 2: Provide technical assistance to inform the development and implementation of CTE curriculum. Support faculty collaboration to ensure sequential CTE courses align with regional post-secondary pathways.

Objective 3: Facilitate the use of data to identify existing pathways and gaps among K12 and community colleges and help make recommendations for furthering pathway development.

Objective 4: Inform and support the development and implementation of college and career exploration. Liaise with LEAs to ensure college and career exploration are embedded within CTE courses.

Objective 5: Support postsecondary transitions and completion. Encourage and facilitate the intersegmental work between LEAs and Community Colleges

Objective 6: Provide technical assistance to inform the development of work-based learning opportunities.

EXHIBIT D:
Articles I. Rev.
09/18 and Article
II. 05/14

Exhibit D

Chancellor's Office, California Community Colleges

GRANT AGREEMENT

ARTICLE I

**K-12 Pathway Coordinators and K-14 Technical Assistance Providers
Program-Specific Legal Terms and Conditions
September 2018**

ARTICLE II

Standard Legal Terms and Conditions
(Revision 5/15/14)

Chancellor's Office, California Community Colleges

GRANT AGREEMENT

ARTICLE I

**K-12 Pathway Coordinators and K-14 Technical Assistance Providers
Program-Specific Legal Terms and Conditions
September 2018**

1. Cost and Payments

In consideration of satisfactory performance of the services described in the Grantee's application, the Chancellor's Office, California Community Colleges (hereinafter Chancellor's Office) agrees to pay the Grantee a total amount not to exceed the "Grant Funds" amount stated on the fully executed Grant Agreement face sheet, which shall be used as set forth in the Application Budget. All payments must be requested via invoice and emailed to accountspayable@cccco.edu. Payment shall be made as follows:

- An advance payment of 40% of the total amount of this Grant Agreement will be paid, upon receipt of an invoice, after the Grant Agreement is fully executed.
- Grantee may request progress payment(s) at the time that progress/quarterly reports are submitted pursuant to section 4 of this Article. Payment(s) will be made, upon receipt of an invoice, after review and approval of the progress/quarterly reports by the Chancellor's Office.
- A final payment will be calculated based on the Final Performance and Expenditure Reports due by February 28. If the total expenditure of funds by that date is less than the advance payment, the Chancellor's Office may invoice the Grantee for the excess amount.

2. Budget Changes

- Grantee may make changes to any budget category amounts up to 10% of the total award amount per line item without the approval of the Project Monitor so long as budget categories are not added or deleted, the total dollar amount of the Grant Agreement is not affected, and the outcomes of the Grant Agreement will not be materially affected.
- Grantee may add or delete budget categories subject to the prior approval of the Project Monitor.
- Grant amendments are required for budget changes when there are changes in the total dollar amount of the Grant Agreement and/or the outcome of the Grant

Article I-Standard Legal Terms and Conditions

Agreement is materially affected. The request for such changes should include a letter of justification; three copies of a revised "Application Budget Summary," all of which have been signed by the Chief Business Officer or his/her designee, in an ink color other than black, and a revised "Application Budget Detail Sheet." The project monitor shall send grantee an amended face sheet if the total dollar amount of the Grant Agreement is changed. The amended face sheet must be signed by both parties prior to processing.

- The Budget Amendment request should be mailed to the Project Monitor for approval. Grantee will be notified if the request is approved or if additional information is required. In any event, the Grantee shall implement changes only upon written notification by the Project Monitor. Additionally, the next Progress Report must show the new budget changes.

Budget changes or amendments involving an extension of time are subject to applicable program limitations. For grants funded under the Carl D. Perkins Career and Technical Education Improvement Act of 2006, extensions of time are not allowed beyond June 30th of the year in which the funds were awarded. For other programs, no budget change or amendment may permit expenditures to be made after June 30th of the second year following the period for which the funds were appropriated. Any budget change or amendment permitting funds to be spent beyond the year of appropriation shall ensure that Grantee does not receive funding for the same expense from more than one fiscal year.

3. Amendments for Time Extension or Augmentations

Amendment requests for time extensions and/or augmentations must be received by the project monitor three months prior to the end date of the grant term. If the amendment request is approved, an amended face sheet will be sent to the grantee that must be signed by both parties.

4. Reporting

The following reports shall be submitted by the due dates indicated for the duration of the grant term. Extensions of reporting deadlines may be made with the approval of the Project Monitor.

- 1st Quarter – October 31
- 2nd Quarter – January 31
- 3rd Quarter – April 30
- 4th Quarter – July 31
- Final Report – February 28

NOTE: If the above reporting dates fall on a weekend or a holiday the report shall be due by close of business on the last working day **prior to the reporting deadline.**

ARTICLE II

Standard Legal Terms and Conditions

(Revision 5/15/14)

1. Work to be Performed

The Grantee shall complete the tasks described in the Grantee's application and funds shall be expended in compliance with the requirements for the funding source and category referenced in the Grant Agreement face sheet.

Grantee may request modifications to the work to be performed. All such requests must be submitted in writing to the Project Monitor prior to the modification being made. The Project Monitor may require that a Grant Amendment be processed, if the monitor determines that the change would materially affect the project outcomes or the term of this Grant Agreement.

Modifications or amendments to the Work to be Performed provisions of this Agreement involving an extension of time are subject to applicable program limitations. For grants funded under the Carl D. Perkins Career and Technical Education Improvement Act of 2006, extensions of time are not allowed beyond June 30th of the year in which the funds were awarded. For other programs, no modification or amendment may permit expenditures to be made after June 30th of the second year following the period for which the funds were appropriated. Any modification or amendment permitting funds to be spent beyond the year of appropriation shall ensure that Grantee does not receive funding for the same expense from more than one fiscal year.

2. Amendments

An amendment of this Grant Agreement is required when the Grantee wishes to extend the completion date or materially change the work to be performed or the budget (see Article I section 2 and Article II section 1). The request must be made on the appropriate form provided by the Chancellor's Office and must be submitted to the Project Monitor prior to making the desired alteration in the performance or expenditures under the Grant Agreement. Requests for amendments should be received 60 days before the end of the performance period.

Amendments involving an extension of time are subject to applicable program limitations. For grants funded under the Carl D. Perkins Career and Technical Education Improvement Act of 2006, extensions of time are not allowed beyond June 30th of the year in which the funds were awarded. For other programs, no amendment may permit expenditures to be made after June 30th of the second year following the period for which the funds were appropriated. Any amendment permitting funds to be spent beyond the year of

appropriation shall ensure that Grantee does not receive funding for the same expense from more than one fiscal year.

3. Unenforceable Provision

In the event that any provision of this Grant Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Grant Agreement remain in full force and effect and shall not be affected thereby.

4. Dispute

In the event of a dispute, Grantee agrees to file a "Notice of Dispute" with the Chancellor's Office, within ten (10) days of discovery of the problem. Within ten (10) days, the Chancellor or his or her designee shall meet with the Grantee, the Vice Chancellor for the division awarding the Grant Agreement, and the Project Monitor for purposes of resolving the dispute. The decision of the Chancellor shall be final.

In the event of a dispute, the language contained within this Grant Agreement shall prevail over any other language including that of the grant proposal.

Grantee shall continue with the responsibilities under this Grant Agreement during any dispute.

5. Notice

Either party may give notice to the other party by sending certified mail properly addressed, postage fully prepaid to the other party's business address. Notices to be sent to the Chancellor's Office shall be addressed to the Project Monitor at California Community Colleges, Chancellor's Office, 1102 Q Street, Suite 4554, Sacramento, CA 95811-6539. Notices to be sent to the Grantee shall be addressed to the Project Director at the Grantee's address as specified on the face sheet of this Grant Agreement. Such notice shall be effective when received, as indicated by post office records, or if deemed undeliverable by the post office, such notice shall be postponed 24 hours for each such intervening day.

6. Interpretation

In the interpretation of this Grant Agreement, any inconsistencies between the terms hereof and the Exhibits shall be resolved in favor of the terms hereof.

7. Project Director and Key Personnel

The Project Director is designated by the Grantee on the face sheet of the Grant Agreement, and the key personnel are identified in the application or proposal. The Grantee may change the Project Director or other key personnel, but the Grantee shall immediately notify the Project Monitor in writing of any such changes.

8. Project Monitor

The Project Monitor is designated by the Chancellor's Office on the face sheet of the Grant Agreement. The Project Monitor is responsible for overseeing the project and any questions or problems relating to the project should be directed to the Project Monitor. If necessary, the Chancellor's Office may change the Project Monitor by written notice sent to the Grantee.

9. Budget Concerns

- a. It is mutually understood between the parties that this Grant Agreement may have been written before ascertaining the availability of state or federal funds, for the mutual benefit of both parties in order to avoid program and fiscal delays which would occur if this Grant Agreement were executed after the determination was made.
- b. It is mutually agreed that if the state or federal budget for the current year and/or any subsequent years covered under this Grant Agreement does not appropriate sufficient funds for the program, this Grant Agreement shall have no force and effect. In this event, the Chancellor's Office shall have no liability to pay any funds whatsoever to Grantee or to furnish any consideration under this Grant Agreement and Grantee shall not be obligated to perform any provisions of this Grant Agreement.
- c. Grantee shall inform any subcontractors and subgrantees that any work performed prior to approval of the state or federal budget, as applicable, will be rendered on a voluntary basis, and shall not be compensated unless and until funding is authorized.
- d. In no event may Grantee use Grant funds to pay any individual or organization for the work associated with preparing the Grant application. For breach or violation of this prohibition, the Chancellor's Office shall, in addition to other remedies provided by law, have the right to annul this Grant Agreement without liability, paying only for the value of the work actually performed, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.
- e. In addition, this Grant Agreement is subject to any additional restrictions, funding reductions, limitations or conditions enacted in the state or federal budget, any amendments thereto, or in the laws and Executive Orders that may affect the provisions, term, or funding of this Grant Agreement in any manner. The parties hereby agree that the Chancellor's Office will notify Grantee of any such changes affecting the terms of this Grant Agreement, but need not execute an amendment to modify the Grant Agreement.

10. Assignment

Grantee may not transfer by assignment or novation the performance of this Grant Agreement or any part thereof except with the prior written approval of the Project Monitor. Nor may Grantee, without the prior written consent of the Project Monitor, assign any other right that Grantee may have under this Grant Agreement. Each assignment that is approved by the Project Monitor shall contain a provision prohibiting further assignments to any third or subsequent tier assignee without additional written approval by the Project Monitor. The Project Monitor's consent to one or more such assignments or novations shall not constitute a waiver or diminution of the absolute power to approve each and every subsequent assignment or novation.

11. Subcontracts or Subgrants

- a. Grantee agrees to obtain the written approval of the Project Monitor prior to the selection of subcontractors or subgrantees to perform services under this Grant Agreement, based upon a written request indicating compliance with the provisions set forth below. Except where prohibited by the Standards of Conduct provisions set forth in section 15 of this Article, subcontractors or subgrantees specifically identified in this Grant Agreement or the Exhibits attached hereto and which are secured in accordance with applicable legal requirements and the provisions set forth below are deemed approved upon execution of this Grant Agreement.
- b. In any event, if the Grantee wishes to enter into a subcontract or subgrant agreement for performance of any part of the activities under this Grant Agreement, Grantee shall disclose the intended purpose and amount of the subcontracting, identify the proposed subcontractor or subgrantee, and certify that the subcontractor or subgrantee was selected according to locally applicable competitive bidding processes which are reasonably calculated to ensure that cost shall be given substantial weight in the selection process, and that the selected subcontractor or subgrantee is the best qualified party available to provide the required services. Upon request, Grantee shall furnish evidence of compliance with this provision to the Project Monitor. Grantee shall immediately notify the Project Monitor in the event that any subcontract or subgrant is terminated.
- c. All subcontracts or subgrants shall contain a provision prohibiting any third or subsequent tier subcontracts or subgrants without additional written approval by the Project Monitor.
- d. The Project Monitor's consent to one or more subcontracts or subgrants shall not constitute a waiver or diminution of the absolute power to approve each and every subsequent subcontract or subgrant.
- e. Upon request, Grantee shall furnish any additional evidence the Project Monitor may deem appropriate concerning the competitive bidding procedures used or any other matter related to compliance with paragraphs (a) or (b).

- f. Grantee shall not enter into any subgrant or subcontract of the types described below and any such agreement which may be executed is null and void and of no force or effect.
1. A former state employee (including a Chancellor's Office employee, or a district employee who worked for the Chancellor's Office on an Interjurisdictional Exchange (IJE)) cannot enter into a subcontract or subgrant under this Grant Agreement with the Grantee if that employee was engaged in the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to this Grant Agreement while employed by the state. (Gov. Code, §§ 1090, et seq., 87100, and 87400 et seq.; Cal.Code Regs. tit. 5, §§ 18741.1 and 18747.)
 2. A current state employee (including a current Chancellor's Office employee or district employee working for the Chancellor's Office on an Interjurisdictional Exchange (IJE)) cannot enter into a subcontract or subgrant with the Grantee, with the exception of rank-and-file employees of the California State University and the University of California. (Pub. Contr. Code, § 10410.)
 3. The spouse or a member of the immediate family of a current Chancellor's Office employee (including a current Chancellor's Office employee or district employee working for the Chancellor's Office on an Interjurisdictional Exchange (IJE)) may not enter into a subcontract or subgrant with the Grantee if the Chancellor's Office employee or person on an IJE was engaged in the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to this Grant Agreement, or the subcontract or subgrant, or had any influence whatsoever in the making of this Grant Agreement, or the subcontract or subgrant. (Gov. Code, §§ 1090, et seq.; and 87100.)
- g. Nothing contained in this Grant Agreement or otherwise, shall create any contractual relationship between the Chancellor's Office and any subcontractors or subgrantees, and no subcontract or subgrant shall relieve Grantee of its responsibilities and obligations hereunder. Grantee agrees to be as fully responsible to the Chancellor's Office for the acts and omissions of its subcontractors, subgrantees, and of persons either directly or indirectly employed by them, as it is for the acts and omissions of persons directly employed by Grantee. Grantee's obligation to pay its subcontractors and subgrantees is independent from the obligation of the Chancellor's Office to make payments to Grantee. As a result, the Chancellor's Office shall have no obligation to pay or enforce the payment of any moneys to any subcontractor.

12. Audit

Grantee agrees that the Chancellor's Office, 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 Grant Agreement. Grantee agrees to maintain such 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. Grantee 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, Grantee agrees to include a similar right of the Chancellor's Office, 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 or subgrant related to performance of this Grant Agreement.

13. Products and Deliverables

- a. Each deliverable to be provided under this Grant Agreement shall be submitted to and approved by the Project Monitor. All products, documents and published materials, including multimedia presentations, shall be approved by the Project Monitor prior to distribution.
- b. Any document or written report prepared, in whole or in part by Grantee, or its subcontractors or subgrantees, shall contain the Grant number and dollar amount of the Grant and subcontracts or subgrants relating to the preparation of such document or written report. The Grant and subcontract or subgrant numbers and dollar amounts shall be contained in a separate section of such document or written report. (Gov. Code, § 7550(a).)
- c. When multiple documents or written reports are the subject or product of the Grant Agreement, the disclosure section must also contain a statement indicating that the total Grant amount represents compensation for multiple documents or written reports. (Gov. Code, § 7550(b).)
- d. All products resulting from this Grant Agreement or its subcontracts in whole or in part shall reference the California Community Colleges, Chancellor's Office and the specific funding source.
- e. All references to the project shall include the phrase, "funded in part by the California Community Colleges, Chancellor's Office."

14. Travel

For travel necessary to the performance of this Grant Agreement, Grantee travel and other expense reimbursement claims shall be governed by the travel policy and procedures adopted by the Grantee's governing board. Travel and other expenses shall be limited to

those necessary for the performance of this Grant Agreement. For grants involving federal funds, any out-of-state travel must be approved in advance by the Project Monitor.

Grant funds may be used to pay for travel for Chancellor's Office staff provided that the travel is related to the purposes of the Grant Agreement, the travel is necessary to allow Chancellor's Office staff to provide services or technical assistance beyond the scope of normal Grant monitoring, the request is made by the Grantee without duress from Chancellor's Office staff, Grantee does not seek or receive any favorable treatment in exchange for paying for travel, travel is arranged and paid for through ordinary Chancellor's Office processes, and the Grant funds are used to reimburse those costs using Accounting Form RT-01 Request for Services/Agreement to Pay Travel Expenses.

15. Standards of Conduct

Grantee hereby assures that, in administering this Grant Agreement, it will comply with the standards of conduct hereinafter set out, as well as the applicable state laws concerning conflicts of interests, in order to maintain the integrity of this Grant Agreement and to avoid any potential conflict of interests in its administration.

- a. Every reasonable course of action will be taken by the Grantee in order to maintain the integrity of this expenditure of public funds and to avoid any favoritism or questionable or improper conduct. The Grant Agreement will be administered in an impartial manner, free from personal, financial, or political gain. The Grantee, and its officers and employees, in administering the Grant Agreement, will avoid situations which give rise to a suggestion that any decision was influenced by prejudice, bias, special interest, or personal gain.
- b. Conducting Business with Relatives. No relative by blood, adoption, or marriage of any officer or employee of the Grantee, or of any member of its governing board, will receive favorable treatment in the award of subcontracts or subgrants or in educational or employment opportunities funded by this Grant Agreement.
- c. Conducting Business Involving Close Personal Friends and Associates. In administering the Grant Agreement, officers and employees of the Grantee will exercise due diligence to avoid situations which may give rise to an assertion that favorable treatment is being granted to friends and associates.
- d. Avoidance of Conflicts of Economic Interests.
 1. Grantee shall take all reasonable steps to ensure that its officers and employees, and members of its governing board, will avoid any actual or potential conflicts of interests, and that no officer, employee, or board member who exercises any functions or responsibilities in connection with this Grant Agreement shall have any personal financial interest or benefit which either directly or indirectly arises from this Grant Agreement. The

term "financial interest" shall include the financial interest of the officer, employee, or board member's spouse or dependent child.

2. Grantee shall establish safeguards to prohibit officers, employees or board members from using their positions for a purpose which could result in private gain, or give the appearance of being motivated for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
 3. An officer or employee of Grantee, an elected official in the area, or a member of the governing board, may not solicit or accept money or any other consideration from a third person for the performance of any act reimbursed, in whole or in part, by Grantee or the Chancellor's Office. Supplies, materials, equipment, or services purchased with Grant funds will be used solely for purposes allowed under this Grant Agreement.
 4. The governing board may not authorize the award of any subcontract or subgrant funded by this Grant Agreement, if that contract, subcontract or subgrant is for the provision of services or goods by any board member, or by any person or entity which is a source of income to a board member.
- e. In the interest of avoiding conflicts of interests involving friends or associates of Chancellor's Office employees, in administering this Grant Agreement, officers and employees of the Grantee will exercise due diligence to avoid situations which may give rise to an assertion that favorable treatment is being granted to friends and associates of Chancellor's Office employees.

16. Statewide or Regional Projects

If this Grant involves provision of coordination, technical assistance, or other services for the California Community College system or for a particular region or group of colleges, the following requirements shall apply:

- a. Grantee agrees to consult regularly with the Project Monitor and representatives of the colleges to be served and to give every reasonable consideration to their views in the conduct of the project.
- b. Grantee shall require all employees, consultants, subcontractors and subgrantees to disclose any employment or contractual relationships they may have with other colleges being served under a statewide or regional grant. Such relationships are prohibited and shall be promptly terminated unless, after being fully informed of the circumstances, the Project Monitor determines that the services being provided

to the other college by the employee, consultant, or contractor are above and beyond or unrelated to those provided under this Grant.

- c. If the primary role of the Grantee under this agreement is to serve as a fiscal agent for distribution of funds, the Grantee agrees that it will not make any payment to subcontractors engaged to provide consulting services under this grant without the written approval of the Project Monitor and the Executive Vice Chancellor or the person he/she has designated to approve grants pursuant to subdivision (c) of section 3600 of the Chancellor's Office Contracts and Grants Manual. Grantee may, however, disburse funds as provided in the grant budget for other activities (including paying for expenses related to meetings of advisory bodies or travel expenses for site reviews) without prior approval.
- d. If this Grant exceeds \$750,000 and funds a full-time position to perform grant activities, Grantee hereby agrees to engage in full and open recruitment for that position in accord with subsection (a) of section 53021 of title 5 of the California Code of Regulations, with the understanding that such position may be filled on a temporary basis to the extent authorized by law. Grantee shall, in a timely manner, submit to the Personnel Office of the Chancellor's Office a copy of all such job announcements. In the event that an employee of the Chancellor's Office applies for and is selected to fill the position, the Chancellor's Office may consider executing an Interjurisdictional Exchange Agreement to permit the employee in question to work for the Grantee.
- e. Consistent with the requirements of section 19 of this Article ("Real Property and Equipment"), the disposition of real property or equipment with an initial purchase price in excess of \$5,000 shall be subject to the approval of the Chancellor's Office.

17. Time Is of the Essence

Time is of the essence in this Grant Agreement.

18. Intellectual Property

- a. Grantee agrees that any and all services rendered and documents or other materials, inventions, processes, machines, manufactures, or compositions of matter, and/or trademarks or servicemarks first created, developed or produced pursuant to the Grant Agreement, whether by Grantee or its subcontractors or subgrantees, shall be and are Work for Hire. All subcontracts or subgrants shall include a Work for Hire provision by which all materials, procedures, processes, machines, and trademarks or servicemarks produced as a result of the Grant Agreement shall be Work for Hire. All rights, title, and interest in and to the Work first developed under the Grant Agreement or under any subcontract or subgrant shall be assigned and transferred to the Chancellor's Office. This Work for Hire agreement shall survive the expiration or early termination of this Grant Agreement.

- b. The copyright for all materials first produced as a result of this Work for Hire agreement shall belong to the Chancellor's Office. Grantee, and all subcontractors, subgrantees, and others that produce copyright materials pursuant to the Grant Agreement, assigns all rights, title and interest, including the copyright to any and all works created pursuant to this Work for Hire agreement, to the Chancellor's Office. The Chancellor's Office shall acknowledge Grantee or its subcontractors and subgrantees, if any, as the author of works produced pursuant to this Work for Hire agreement on all publications of such work. The Chancellor's Office will license such copyrighted work with a Creative Commons CC BY license. The license will authorize Grantee or its subcontractors and subgrantees, if any, to reproduce and disseminate copies of such work, provided the licensee agrees not to permit infringement of the copyright by any person, to compensate Chancellor's Office for any infringement which may occur, and to indemnify and hold harmless the Chancellor's Office for any and all claims arising out of or in connection with the licensing agreement. Said license shall include the right to create and use works derived from those created under this Grant Agreement, even if such derivative works compete with those created under this Grant Agreement.

All materials first developed in draft and in final form pursuant to this Grant Agreement shall, in a prominent place, bear the © (the letter "c" in a circle) or the word "Copyright," or the abbreviation "Copr.", followed by the year created; and the words "California Community Colleges, Chancellor's Office." In addition, all such materials shall bear the Creative Commons CC BY symbol below. Acknowledgment may be given to Grantee or the actual author(s) of the work in an appropriate manner elsewhere in the copyright material. If it is deemed necessary by either the Chancellor's Office or the Grantee that the copyright be registered with the U.S. Copyright Office, Grantee will be responsible for applying for, paying the filing fees for, and securing said copyright.



- c. All technical communications and records originated or first prepared by the Grantee or its subcontractors and subgrantees, if any, pursuant to this Work for Hire agreement, including papers, reports, charts, computer programs, and technical schematics and diagrams, and other documentation, but not including Grantee's administrative communications and records relating to this Grant Agreement, shall be delivered to and shall become the exclusive property of the Chancellor's Office and may be copyrighted by the Chancellor's Office.
- d. If it is deemed necessary by either the Chancellor's Office or the Grantee that a patent be obtained from the U.S. Patent and Trademark Office for any invention, process, machine, manufacture, or composition of matter, Grantee will be responsible for applying for, paying the filing fees for, and securing said patent. All patents for inventions, processes, machines, manufactures, or compositions of matter developed pursuant to this Grant Agreement shall be issued to the "California Community Colleges, Chancellor's Office." All products and

references to patents shall be marked and designated as such as required by law. Acknowledgment may be given to Grantee or the actual inventor(s) in an appropriate manner. The Chancellor's Office agrees to grant a nonexclusive license for such intellectual property to the Grantee. Said license shall include the right to use the patent for inventions, processes, machines, manufactures, or compositions of matter derived from those created under this Grant Agreement.

- e. All trademarks and servicemarks first created, developed or acquired pursuant to this Grant Agreement shall be the property of the Chancellor's Office. If it is deemed necessary by either the Chancellor's Office or the Grantee that a trademark or servicemark be registered with state or federal agencies, Grantee will be responsible for applying for, paying the filing fees for, and securing said protection. All trademarks and servicemarks obtained pursuant to this Grant Agreement shall be issued to the "Chancellor's Office California Community Colleges" and carry the designations permitted or required by law. The Chancellor's Office agrees to grant a nonexclusive license for the use of trademarks or servicemarks created, developed or obtained under this Grant Agreement to the Grantee.
- f. In connection with any license granted pursuant to the preceding paragraphs, Grantee agrees not to permit infringement by any person, to compensate Chancellor's Office for any infringement which may occur, and to indemnify and hold harmless the Chancellor's Office for any and all claims arising out of or in connection with such license. Grantee may, with the permission of the Chancellor's Office, enter into a written sublicensing agreement subject to these same conditions.
- g. Any and all services rendered, materials, inventions, processes, machines, manufactures, or compositions of matter, and trademarks or servicemarks created, developed or produced pursuant to this Grant Agreement by subcontractors or subgrantees that create works for this Grant for Grantee are for and are the property of the Chancellor's Office. Grantee shall obtain an acknowledgement of the work for hire performed by these subcontractors or subgrantees that produce intellectual property pursuant to this Grant Agreement, and all rights, title, and interests in such property shall be assigned to the Chancellor's Office from all subcontractors or subgrantees. Grantee shall incorporate the above applicable paragraphs, modified appropriately, into its agreements with subcontractors or subgrantees that create works for this Grant. No unpaid volunteer or other person shall produce copyright materials under this Grant Agreement without entering into a subcontract or subgrant between such person(s) and Grantee giving the Chancellor's Office the foregoing rights in exchange for the payment of the sum of at least one dollar (\$1).

19. Real Property and Equipment

Where allowed by the funding source, real property and equipment (as defined in the California Community Colleges Budget and Accounting Manual, page 4.64) procured with Grant funds will be used for the purpose of the Grant in accordance with the following:

- a. Equipment with an initial purchase price in excess of \$5,000 must be appropriately tagged as purchased with funds from the particular funding source and the Grantee shall maintain an inventory of equipment purchased, including a description of the equipment, a serial or other identification number, the acquisition date, the cost of the equipment, the location of the equipment, and any ultimate disposition data. The Grantee will also adhere to all other property management procedures and property accountability requirements as published by the Chancellor's Office.
- b. If the real property or equipment is not needed full time for the purposes of the Grant, it may also be used for other purposes so long as this does not interfere with its use in carrying out the purposes of the Grant throughout the term of this Grant Agreement.
- c. Upon completion or termination of the Grant, or when real property or equipment is no longer useful or necessary for purposes of the Grant, it may be disposed of as follows:
 - 1. Equipment with an initial purchase price less than \$5,000 may be disposed of as the Grantee deems appropriate.
 - 2. If the Grant-funded project involves systemwide or regional coordination or technical assistance activities, the disposition of real property or equipment with an initial purchase price in excess of \$5,000 shall be subject to the approval of the Chancellor's Office.
 - 3. In all other cases, real property or equipment with an initial purchase price in excess of \$5,000 may be sold or used in another program funded by the Chancellor's Office. If the real property or equipment is sold, the proceeds of the sale shall be returned to the program funded by this Grant Agreement, or if that program has been discontinued, to another program funded by the Chancellor's Office; provided however, that the Grantee may retain \$100 or ten percent of the sale price (whichever is greater) to cover the costs of sale.
- d. Equipment purchased with federal funds shall also comply with any additional or more stringent equipment management requirements applicable to the particular federal funding source.

20. Surveys

If this Grant Agreement involves a survey of community college faculty, staff, students, or administrators, Grantee shall ensure that the survey is developed, administered, tabulated, and summarized by a survey evaluator/specialist. Surveys shall conform to project goals, shall minimize the burden on the group being surveyed, and shall not collect data already available to the Grantee from the Chancellor's Office or another source.

21. Work by Chancellor's Office Personnel

- a. Chancellor's Office staff will be permitted to work side by side with Grantee's staff to the extent and under conditions that may be directed by the Project Monitor. In this connection, Chancellor's Office staff will be given access to all data, working papers, subcontracts, etc., which Grantee may seek to utilize.
- b. Grantee will not be permitted to utilize Chancellor's Office personnel for the performance of services which are the responsibility of Grantee unless such utilization is previously agreed to in writing by the Project Monitor, and any appropriate adjustment in price is made. No charge will be made to Grantee for the services of Chancellor's Office employees while performing, coordinating or monitoring functions, except where an Interjurisdictional Exchange agreement has been properly executed.

22. Termination

- a. Termination Option. Either party may at its option terminate this Grant Agreement at any time upon giving thirty (30) days' advance notice in writing to the other party in the manner herein specified. In such event, both parties agree to use all reasonable efforts to mitigate their expenses and obligations hereunder. In such event, the Chancellor's Office shall pay Grantee for all satisfactory services rendered and expenses incurred prior to such termination which could not by reasonable efforts of Grantee have been avoided, but not in excess of the maximum payable under the Grant Agreement as specified on the Grant Agreement Face Sheet. In such event, Grantee agrees to relinquish possession of equipment purchased for this project to the Chancellor's Office or Grantee may, with approval of the Chancellor's Office, purchase or dispose of said equipment as provided in section 19 of this Article ("Real Property and Equipment").
- b. Event of Breach. In the event of any breach of this Grant Agreement, the Chancellor's Office may, without any prejudice to any of its other legal remedies, terminate this Grant Agreement upon five (5) days' written notice to the Grantee. In the event of such termination the Chancellor's Office may select a new grantee to proceed with the work in any manner deemed proper by the Chancellor's Office. The cost to the Chancellor's Office of having the project completed by another grantee shall be deducted from any sum due Grantee under this Grant Agreement, and the balance, if any, shall be paid to Grantee upon demand. Whether or not the Chancellor's Office elects to proceed with the project, the Chancellor's Office shall pay Grantee only the reasonable value of the services theretofore rendered by Grantee as may be agreed upon by the parties or determined by a court of law.
- c. Gratuities. The Chancellor's Office may, by written notice to Grantee, terminate the right of Grantee to proceed under this Grant Agreement if it is found, after notice and hearing by the Chancellor or his or her duly authorized representative, that gratuities were offered or given by Grantee or any agent or representative of

Grantee to any officer or employee of the Chancellor's Office with a view toward securing a grant or securing favorable treatment with respect to awarding or amending or making a determination with respect to the performance of such grant.

In the event this Grant Agreement is terminated as provided herein, the Chancellor's Office shall be entitled to (1) pursue the same remedies against Grantee as it could pursue in the event of the breach of the Grant Agreement by the Grantee, and (2) exemplary damages in an amount which shall be not less than three nor more than ten times the cost incurred by Grantee in providing any such gratuities to any such officer or employee, as a penalty in addition to any other damages to which it may be entitled by law.

The rights and remedies provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Grant Agreement.

23. Waiver

No waiver of any breach of this Grant Agreement shall be held to be a waiver of any other or subsequent breach. All remedies afforded in this Grant Agreement shall be taken and construed as cumulative; that is, in addition to every other remedy provided therein or by law. The failure of the Chancellor's Office to enforce at any time any of the provisions of this Grant Agreement, or to require at any time performance by Grantee of any of the provisions thereof, shall in no way be construed to be a waiver of such provisions nor in any way affect the validity of this Grant Agreement or any part thereof or the right of Chancellor's Office to thereafter enforce each and every such provision.

24. Workers' Compensation Insurance

Grantee hereby warrants that it carries Workers' Compensation Insurance for all of its employees who will be engaged in the performance of this Grant Agreement, or is self-insured in accordance with the provisions of Labor Code section 3700, and agrees to furnish to the Chancellor's Office satisfactory evidence thereof at any time the Project Monitor may request.

25. Law Governing

It is understood and agreed that this Grant Agreement shall be governed by the laws of the State of California both as to interpretation and performance; venue of any action brought with regard to this Grant Agreement shall be in Sacramento County, Sacramento, California.

26. Participation in Grant-Funded Activities

- a. During the performance of this Grant Agreement, Grantee and its subcontractors or subgrantees shall ensure that no person is excluded from, denied the benefits of, or

otherwise subjected to discrimination with respect to participation in, any program or activity funded under this Grant Agreement on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics.

- b. Programs funded by this Grant Agreement should not be designed, administered, or advertised in a manner that discourages participation on any of the bases set forth above. Any informational, advertising, or promotional materials regarding such programs may not include any statements to the effect that a program is for, or designed for students of a particular race, color, national origin, ethnicity or gender. In the event that mentoring or counseling services are provided with funding provided by this Grant Agreement, students may not be paired with mentors or counselors based solely upon the race, color, national origin, ethnicity or gender of the students, mentors, or counselors. The Chancellor's Office may, by written approval of the Chancellor, grant an exception to the requirements of this paragraph where Grantee provides documentation clearly demonstrating that designing a program for a particular group of students is justified under applicable legal standards as a remedy for past discrimination.

27. Curriculum Development

If this Grant Agreement involves the development of new college curriculum, the following shall apply:

- a. All courses initiated or substantially modified as a result of activities supported by this Grant Agreement must comply with all applicable provisions of subchapter 1 of chapter 6 of division 6 of title 5 of the California Code of Regulations (commencing with section 55000), including but not limited to, section 55002, which defines standards for degree-applicable credit, non-degree-applicable credit, and noncredit courses. All such courses must be reviewed through the appropriate processes as described in the Program and Course Approval Handbook published by the Chancellor's Office.
- b. All programs (certificates or degrees) initiated or substantially modified as a result of activities supported by this Grant Agreement must be approved at the appropriate level and through the appropriate process as described in subchapter 1 (commencing with section 55000) and subchapter 2 (commencing with section 55100) of chapter 6 of division 6 of title 5 of the California Code of Regulations and the Program and Course Approval Handbook published by the Chancellor's Office.
- c. The fact that the Chancellor's Office has awarded funding through this Grant Agreement to support the development of new curriculum shall not be construed to

constitute endorsement or approval of the resulting curriculum or to guarantee or affect the outcome of the curriculum review and approval process.

28. Eligibility for Noncitizens

Funds provided under this Grant Agreement shall only be used to employ, contract with, or provide services to citizens of the United States or noncitizens who are eligible to receive public benefits pursuant to section 401 (with respect to federally funded activities) or section 411 (with respect to state funded activities) of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (P.L. 104-193, codified at 42 U.S.C. §§ 601 and 611, respectively). Grantee certifies that all of its employees and/or subcontractors or subgrantees are qualified pursuant to these provisions.

29. Nondiscrimination Clause

- a. During the performance of this Grant Agreement, Grantee and its subcontractors or subgrantees shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of ethnic group identification, national origin, religion, creed, age (over 40), sex, race, color, ancestry, sexual orientation, physical disability (including HIV and AIDS), mental disability, medical condition (cancer and genetic characteristics), or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, marital status, denial of family care leave, political affiliation, or position in a labor dispute. Grantee and subcontractors or subgrantees shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment.
- b. Grantee and its subcontractors or subgrantees shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code, §§ 12900 et seq.) and the applicable regulations promulgated thereunder (Cal. Code Regs., tit. 2, §§ 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code section 12990 (a-f), set forth in chapter 5 of division 4 of title 2 of the California Code of Regulations are incorporated into this Grant Agreement by reference and made a part hereof as if set forth in full.
- c. Grantee and its subcontractors or subgrantees shall also comply with the provisions of Government Code sections 11135-11139.8, and the regulations promulgated thereunder by the Board of Governors of the California Community Colleges (Cal. Code Regs., tit. 5, §§ 59300 et seq.); provided, however, that if Grantee or any subgrantee or subcontractor is not a community college district the references in the regulations of the Board of Governors to "the district" shall be deemed to refer to the Grantee, subgrantee or subcontractor and references to the "district governing board" shall be deemed to refer to the management or governing body of the Grantee, subgrantee or subcontractor.

- d. Grantee and its subcontractors or subgrantees shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.
- e. Grantee shall include the nondiscrimination and compliance provisions of this clause in all subcontract or subgrant agreements to perform work under this Grant Agreement.

30. Accessibility for Persons with Disabilities

- a. By signing this Grant Agreement, Grantee assures the Chancellor's Office that it complies with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA.
- b. Grantee shall, upon request by any person, make any materials produced with Grant funds available in braille, large print, electronic text, or other appropriate alternate format. Grantee shall establish policies and procedures to respond to such requests in a timely manner.
- c. All data processing, telecommunications, and/or electronic and information technology (including software, equipment, or other resources) developed, procured, or maintained by Grantee, whether purchased, leased or provided under some other arrangement for use in connection with this Grant Agreement, shall comply with the regulations implementing Section 508 of the Rehabilitation Act of 1973, as amended, set forth at 36 Code of Federal Regulations, part 1194.
- d. Design of computer or web-based materials, including instructional materials, shall conform to guidelines of the Web Access Initiative (see <http://www.w3.org/TR/WAI-WEBCONTENT/>) or similar guidelines developed by the Chancellor's Office.
- e. Grantee shall respond, and shall require its subcontractors and subgrantees to respond to and resolve any complaints regarding accessibility of its products and services as required by this section. If such complaints are not informally resolved, they shall be treated and processed as complaints of discrimination based on disability pursuant to California Code of Regulations, title 5, sections 59300 et seq.; provided, however, that if Grantee or any subgrantee or subcontractor is not a community college district the references in the regulations of the Board of Governors to "the district" shall be deemed to refer to the Grantee, subgrantee or subcontractor and references to the "district governing board" shall be deemed to refer to the management or governing body of the Grantee, subgrantee or subcontractor.

- f. Grantee and its subcontractors and subgrantees shall indemnify, defend, and hold harmless the Chancellor's Office, its officers, agents, and employees, from any and all claims by any person resulting from the failure to comply with the requirements of this section.
- g. Grantee shall incorporate the requirements of this section into all subcontract or subgrant agreements to perform work under this Grant Agreement.

31. Drug-Free Workplace Certification

By signing this Grant Agreement, the Grantee hereby certifies under penalty of perjury under the laws of the State of California that the Grantee will comply with the requirements of the Drug-Free Workplace Act of 1990 (Gov. Code. §§ 8350 et seq.) and will provide a drug-free workplace by taking the following actions:

- a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
- b. Establish a Drug-Free Awareness Program to inform employees about:
 - 1. The dangers of drug abuse in the workplace;
 - 2. The organization's policy of maintaining a drug-free workplace;
 - 3. Any available counseling, rehabilitation, and employee assistance programs; and,
 - 4. Penalties that may be imposed upon employees for drug abuse violations.
- c. Every employee who works under the Grant will:
 - 1. Receive a copy of the Grantee's drug-free policy statement; and,
 - 2. Agree to abide by the terms of the Grantee's policy statement as a condition of employment under the Grant.

Failure to comply with these requirements may result in suspension of payments under the Grant Agreement or termination of the Grant Agreement or both and Grantee may be ineligible for award of any future state grants if the Chancellor's Office determines that any of the following has occurred: (1) Grantee has made false certification, or (2) violated the certification by failing to carry out the requirements as noted above.

32. Captions

The clause headings appearing in this Grant Agreement have been inserted for the purpose of convenience and ready reference. They do not purport to and shall not be deemed to define, limit, or extend the scope or intent of the clauses to which they appertain.

33. Indemnification

Grantee agrees to indemnify, defend and save harmless the State, the Board of Governors of the California Community Colleges, the Chancellor's Office, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all employees, subcontractors, subgrantees, suppliers, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with performance of this Grant Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Grantee in the performance of this Grant Agreement. Such defense and payment will be conditional upon the following:

- a. The Chancellor's Office will notify Grantee of any such claim in writing and tender the defense thereof within a reasonable time; and
- b. Grantee will have sole control of the defense of any action on such claim and all negotiations for its settlement or compromise; provided that:
 1. When substantial principles of government or public law are involved, when litigation might create precedent affecting future Chancellor's Office operations or liability, or when involvement of the Chancellor's Office is otherwise mandated by law, the Chancellor's Office may participate in such action at its own expense with respect to attorneys' fees and costs (but not liability);
 2. The Chancellor's Office will have the right to approve or disapprove any settlement or compromise, which approval will not unreasonably be withheld or delayed; and
 3. The Chancellor's Office will reasonably cooperate in the defense and in any related settlement negotiations.

34. Independent Status of Grantee

The Grantee, and the agents and employees of Grantee, in the performance of this Grant Agreement, shall act in an independent capacity and not as officers or employees or agents of the State of California or the Chancellor's Office.

35. Grant Agreement is Complete

No amendment, alteration or variation of the terms of this Grant Agreement shall be valid unless made in writing, signed by the parties, and approved as required. No oral understanding or agreement not incorporated in this Grant Agreement is binding on any of the parties.

36. Union Organizing

Grantee, by signing this Grant Agreement, hereby acknowledges the applicability of Government Code section 16645.2 to this Grant Agreement, and hereby certifies that none of the Grant funds will be used to assist, promote or deter union organizing.

If Grantee incurs costs, or makes expenditures to assist, promote or deter union organizing, Grantee will maintain records sufficient to show that no reimbursement from state funds has been sought for these costs, and Grantee shall provide those records to the Attorney General upon request.

37. Debarment, Suspension, and Other Responsibility Matters

If this Grant Agreement is funded in whole or in part with federal funds, Executive Order 12549, Debarment and Suspension, and the implementing regulations set forth at 34 Code of Federal Regulations part 85, require that prospective participants in covered transactions, as defined at 34 Code of Federal Regulations part 85, sections 85.105 and 85.110, provide the certification set forth in paragraph a. or the explanation required by paragraph b. below.

- a. By signing this Grant Agreement, Grantee hereby certifies under penalty of perjury under the laws of the State of California that Grantee and its principals:
 1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 2. Have not within a three-year period preceding this Grant Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph 8(a)(2) of this certification; and

4. Have not within a three-year period preceding this Grant Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.
- b. Where Grantee is unable to certify to any of the above statements, Grantee shall attach an explanation to the face sheet for this Agreement.

Sub template_SWPK12_Pathway_Coordinators-Year 5_CCA to Iris

Final Audit Report


2023-06-30

Created:	2023-06-30
By:	Vanessa Palomares (palomares_vanessa@rscdd.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAmYbnHZb8Z4EypV5IScd3GVz2xFuu1XM5

"Sub template_SWPK12_Pathway_Coordinators-Year 5_CCA to Iris" History

 Document created by Vanessa Palomares (palomares_vanessa@rscdd.edu)

2023-06-30 - 0:57:00 AM GMT- IP address: 204.75.252.3

 Document emailed to Iris Ingram (Ingram_Iris@rscdd.edu) for signature

2023-06-30 - 0:57:31 AM GMT

 Email viewed by Iris Ingram (Ingram_Iris@rscdd.edu)

2023-06-30 - 1:22:49 AM GMT- IP address: 47.28.81.39

 Document e-signed by Iris Ingram (Ingram_Iris@rscdd.edu)

Signature Date: 2023-06-30 - 1:22:55 AM GMT - Time Source: server- IP address: 47.28.81.39

 Agreement completed.

2023-06-30 - 1:22:55 AM GMT

Memorandum of Understanding
Between
Capistrano Unified School District and
College and Career Advantage (ROP)

I. STATEMENT OF WORK

All services provided under this agreement shall be performed by Vanessa Boyle, a CCA teacher at Aliso Niguel High School as six sections of her teaching assignment. The teacher agrees to provide instruction in the area of Culinary Arts/Culinary Baking.

II. PERIOD OF PERFORMANCE

The term of this agreement shall be for the duration of the 2023-2024 school year.

III. COSTS AND PAYMENTS

In consideration of the performance of the foregoing in a satisfactory manner, Capistrano Unified School District agrees to pay College and Career Advantage an estimated amount of \$110,000 including statutory payroll benefits, and health and welfare for three sections of College and Career Advantage CTE courses taught by Ms. Boyle for the term of the 2023-2024 school year.

APPROVED:



Laura Lyon, Assistant Superintendent,
Human Resource Services

8-24-23
Date



Paul Weir, Executive Director
College and Career Advantage

8-21-23
Date

Memorandum of Understanding
Between
Capistrano Unified School District and
College and Career Advantage (ROP)

I. STATEMENT OF WORK

All services provided under this agreement shall be performed by Jason Zuidema, a CCA teacher at San Juan Hills High School as three sections of his teaching assignment. The teacher agrees to provide instruction in the area of TV Broadcast Journalism and Video Production.

II. PERIOD OF PERFORMANCE

The term of this agreement shall be for the duration of the 2023-2024 school year.

III. COSTS AND PAYMENTS

In consideration of the performance of the foregoing in a satisfactory manner, Capistrano Unified School District agrees to pay College and Career Advantage an estimated amount of \$55,000 including statutory payroll benefits, and health and welfare for three sections of College and Career Advantage CTE courses taught by Mr. Zuidema for the term of the 2023-2024 school year.

APPROVED:



Laura Lyon, Assistant Superintendent,
Human Resource Services

8-24-23
Date



Paul Weir, Executive Director
College and Career Advantage

8-21-23
Date

Memorandum of Understanding
Between
Capistrano Unified School District and
College and Career Advantage (ROP)

I. STATEMENT OF WORK

All services provided under this agreement shall be performed by Nathan Longdon, a CCA teacher at Dana Hills High School as three sections of his teaching assignment. The teacher agrees to provide instruction in the area of Commercial Music, Stagecraft, Theater and Actors Repertory.

II. PERIOD OF PERFORMANCE

The term of this agreement shall be for the duration of the 2023-2024 school year.

III. COSTS AND PAYMENTS

In consideration of the performance of the foregoing in a satisfactory manner, Capistrano Unified School District agrees to pay College and Career Advantage an estimated amount of \$55,000 including statutory payroll benefits, and health and welfare for three sections of College and Career Advantage CTE courses taught by Mr. Longdon for the term of the 2023-2023 school year.

APPROVED:



Laura Lyon, Assistant Superintendent,
Human Resource Services

8-24-23
Date



Paul Weir, Executive Director
College and Career Advantage

8-21-23
Date

Memorandum of Understanding
Between
Capistrano Unified School District and
College and Career Advantage (ROP)

I. STATEMENT OF WORK

All services provided under this agreement shall be performed by Sean Selff, a CCA teacher at San Clemente High School as six sections of his teaching assignment. The teacher agrees to provide instruction in the area of Automotive Mechanics/Technology/Diagnostics.

II. PERIOD OF PERFORMANCE

The term of this agreement shall be for the duration of the 2023-2024 school year.

III. COSTS AND PAYMENTS

In consideration of the performance of the foregoing in a satisfactory manner, Capistrano Unified School District agrees to pay College and Career Advantage an estimated amount of \$110,000 including statutory payroll benefits, and health and welfare for six sections of College and Career Advantage CTE courses taught by Mr. Selff for the term of the 2023-2024 school year.

APPROVED:



Laura Lyon, Assistant Superintendent,
Human Resource Services

8-24-23
Date



Paul Weir, Executive Director
College and Career Advantage

8-21-23
Date

Memorandum of Understanding
Between
Capistrano Unified School District and
College and Career Advantage (ROP)

I. STATEMENT OF WORK

All services provided under this agreement shall be performed by Steve Steinert, a CCA teacher at Newhart Middle School as six sections of his teaching assignment. The teacher agrees to provide instruction in the area of Woodshop.

II. PERIOD OF PERFORMANCE

The term of this agreement shall be for the duration of the 2023-2024 school year.

III. COSTS AND PAYMENTS


In consideration of the performance of the foregoing in a satisfactory manner, Capistrano Unified School District agrees to pay College and Career Advantage an estimated amount of \$110,000 including statutory payroll benefits, and health and welfare for six sections of College and Career Advantage CTE courses taught by Mr. Steinert for the term of the 2023-2024 school year.

APPROVED:



Laura Lyon, Assistant Superintendent,
Human Resource Services

8-24-23
Date



Paul Weir, Executive Director
College and Career Advantage

8-21-23
Date

COLLEGE AND CAREER ADVANTAGE

Memorandum

TO: CCA Governing Board

FROM: Dr. Paul Weir, Executive Director

DATE: September 13, 2023

SUBJECT: MEMORANDUM OF UNDERSTANDING – ORANGE COUNTY
DEPARTMENT OF EDUCATION CREDENTIALING SERVICES

BACKGROUND INFORMATION

Orange County Department of Education is approved by the California Commission on Teacher Credentialing to provide credentialing services and required course work services to new instructors as they begin the credentialing process. The Memorandum of Understanding is for a one-year period effective July 1, 2023 through June 30, 2024.

FISCAL IMPLICATIONS

None

RECOMMENDATION

Approval of the Memorandum of Understanding with Orange County Department of Education effective July 1, 2023, through June 30, 2024.

CONSENT CALENDAR

**Agenda Item 7
September 13, 2023**

ORANGE COUNTY SUPERINTENDENT OF SCHOOLS
MEMORANDUM OF UNDERSTANDING ("MOU")

This Memorandum of Understanding (MOU) is entered into by and between the Orange County Superintendent of Schools, herein called the "Program Sponsor" and College and Career Advantage herein called the "District," who agrees to participate in the Orange County Superintendent of Schools Career Technical Education (CTE) Teacher Credentialing Program.

1. PROGRAM SPONSOR: BASIC RESPONSIBILITIES

The Program Sponsor agrees to:

- A. Provide credential services for Designated Subjects CTE Credential candidates
 - Review and advise on eligibility requirements.
 - Analyze application packet to confirm eligibility.
 - Recommend to the Commission on Teacher Credentialing (CTC) the approved candidate's application for a Preliminary Designated Subjects CTE Credential.
- B. Establish and maintain a partnership with the District
 - Distribute periodic commission and program information.
 - Convene the Institute for Leadership Development (ILD) advisory council a minimum of twice a year to further support collaboration among local Institutions of Higher Education (IHE's), District and all relevant stakeholders.
- C. Provide all program coursework and support
 - Provide CTC approved coursework facilitated by CTE experts delivered in an online environment.
 - Review and analyze data from course evaluations to inform program decisions.
 - Establish partnerships with IHE's and District to identify additional professional development opportunities and support.
 - Provide professional development opportunities for district hired mentors.
- D. Adhere to the Commission on Teacher Credentialing mandates as they apply to educator preparation programs as defined by the 7-year accreditation reporting cycle.

2. DISTRICT: BASIC RESPONSIBILITIES

The District agrees to:

- A. Identify one (1) District contact person.
 - This individual will serve as the District representative to work collaboratively with the ILD Program Coordinator to support their candidate(s) enrollment in the Program Sponsor's CTE Teacher Credentialing Program.
 - This individual will participate in a program orientation to secure a current understanding of program requirements timelines and available resources.
 - This individual will sit on the ILD advisory council representing their Districts interest.
- B. Ensure candidates enroll in the next available CTE cohort following recommendation of preliminary credential.
- C. Provide a mentor to all enrolled CTE program candidates. These mentors will work with the Program Sponsor to give ongoing support to candidates. CTE mentor must meet minimum qualifications as outlined in Exhibit "A", "CTE Mentor Selection Guidelines, Roles and Responsibilities", which is attached hereto and incorporated by reference herein.

3. TERM AND TERMINATION

This agreement shall be effective from July 1, 2023 until June 30, 2024 and is renewable annually, by mutual written agreement. The MOU may be amended by mutual written consent of the parties and may be terminated by Program Sponsor upon thirty (30) days advance written notification.

4. PAYMENT

- A. District Not Paying Tuition:

If the District is not paying program costs for candidates going through the Program Sponsor's CTE Teacher Credentialing Program, the program tuition and all other costs will be the responsibility of the enrolled candidate.
- B. District Paying Tuition:

If the District agrees to pay program tuition for candidates going through the Program Sponsor's CTE Teacher Credentialing Program, fees are outlined in Exhibit "B", which is attached

hereto and incorporated by reference herein. Tuition will be invoiced on a quarterly basis at the time class registration closes.

- Program application fee will be collected from the candidate and is due at the time the candidate applies to the program.

5. INDEMNIFICATION

Both parties agree to defend, indemnify, save, and hold harmless each other from and against any and all demands, debts, liens, claims, losses, damages, liability, costs, expenses (including, but not by way of limitation, attorneys fees and costs actually incurred, whether or not litigation has commenced), judgments or obligations, actions, or causes of action whatsoever, for or in connection with injury, damage, or loss (including, but not limited to death) to any person or property unless such injury, damage or loss results from or is connected with the sole negligence or error or omission of the other party. The provisions of this clause shall not be limited to the availability or collectability of insurance coverage.

6. INSURANCE

Both parties shall maintain such general liability, property damage, workers' compensation, and auto insurance, and any other insurance as may be necessary, as is required to protect Program Sponsor's and District interests as they may appear.

7. EMPLOYEE FINGERPRINTING

During the entire term of the MOU, both parties, including any/all subcontractors, shall fully comply with the provisions of the Education Code Section 45125.1 when either parties' employees and/or employees of subcontractors will have more than limited contact with Program Sponsor's candidates.

8. GOVERNING LAW/FORUM SELECTION

This MOU is made, entered into and executed in Orange County, California, and the parties agree that any legal action, claim or proceeding arising out of or connected with this Contract shall be filed in the applicable court in Orange County, California. The parties further agree this Contract shall be construed, and all disputes hereunder shall be settled, in accordance with the laws of the State of California.

9. INCORPORATION BY REFERENCE

Any exhibits referenced herein shall be incorporated and made a part of this MOU.

10. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Each and every provision of law and clause required by law to be inserted in this MOU shall be deemed to be inserted herein and the MOU shall be read and enforced as though it were so inserted and included.

11. NO THIRD-PARTY OBLIGATIONS

The execution and delivery of this MOU shall not be deemed to confer any rights upon, nor obligate any parties thereto, to any person or entity other than the parties hereto.

12. TOBACCO-FREE POLICY

In the interest of public health, Program Sponsor provides a tobacco-free environment. Smoking or the use of any tobacco products are prohibited in buildings and vehicles, and on any property owned, leased or contracted for by the Program Sponsor pursuant to Program Sponsor's Board Policy 400-7. Failure to abide with conditions of this policy could result in the termination of this MOU.

13. ALCOHOL AND DRUG-FREE WORKPLACE

Both parties hereby certify under penalty or perjury under the laws of the State of California that they will comply with the requirements of the Drug-Free Workplace Act of 1988 (Government Code Section 8350 et. seq.), and the Orange County Board of Education's Alcohol and Drug-Free Workplace Policy 7240.

14. RECORD RETENTION AND INSPECTION

Both parties shall have access to and the right to examine, audit, excerpt, copy or transcribe any pertinent records pertaining to this MOU. All records shall be kept and maintained by District/Program Sponsor and made available to Program Sponsor/District during the entire term of this Contract and for a period not less than five (5) years.

15. NOTICES

All notices or demands to be given under this MOU by either Party to the other shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by registered or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when received if personally served or if mailed on the third (3rd) day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either Party may be changed by written notice given in accordance with the notice provisions of this section. At the date of this MOU, the addresses of the Parties are as follows:

District:	Program Sponsor:
College and Career Advantage	Orange County
33122 Valle Road	Superintendent of Schools
San Juan Capistrano, California 92675	200 Kalmus Drive
Attn: _____	Costa Mesa, California 92626
	Attn: Patricia McCaughey

16. CERTIFICATION REGARDING DEBARMENT, SUSPENSION OR OTHER INELIGIBILITY (Federal Executive Order 12549)

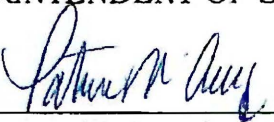
By executing this MOU, District certifies to the best of its knowledge and belief that it and its principals:

- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or Agency;
- B. Have not, within a three-year period preceding the execution of this MOU, been convicted of, or had a civil judgment rendered against them, for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (Federal, State or Local) or MOU under a public transaction; or violation of Federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- C. Are not presently indicted for, or otherwise criminally or civilly charged by any government entity (Federal, State or Local), with commission of any of the offenses enumerated in Section B above, of this certification; and,

D. Have not, within a three-year period preceding the execution of this MOU, had one or more public transactions (Federal, State or Local) terminated for cause of default.

ORANGE COUNTY
SUPERINTENDENT OF SCHOOLS

COLLEGE AND CAREER
ADVANTAGE

By 
Patricia McCaughey
Administrator

By _____

Date August 7, 2023

Date _____

Exhibit "A"

CTE Mentor Selection Guidelines, Roles and Responsibilities

Selection Criteria

- ☐ Certificated, have at least three years of successful teaching experience and verification of recent work experience in an education setting
- ☐ Hold a clear Designated Subjects CTE Credential

District/ROP/Employer Responsibilities

- ☐ Select Mentors per selection criteria
- ☐ Provide Program Sponsor with Mentor matches
- ☐ Supervision of Mentors and Candidates
- ☐ Support participation in professional development opportunities
- ☐ Attend Advisory meetings
- ☐ Ensure completion of CTE Teach Mentor Certification (<https://sites.google.com/cryrop.org/cteteach/online-modules?authuser=0>)

Mentor Responsibilities

- ☐ Complete CTE Teach Mentor Certification (<https://sites.google.com/cryrop.org/cteteach/online-modules?authuser=0>)
- ☐ Conduct classroom observations as outlined in the Mentor Handbook.
- ☐ Provide a minimum of 24 hours annually of ongoing feedback to candidates
- ☐ Provide required documentation to OCDE Program Staff
- ☐ Attend Advisory meetings and mentor collaboration meetings as necessary

"EXHIBIT B"

ORANGE COUNTY DEPARTMENT OF EDUCATION CTE TEACHER CREDENTIALING PROGRAM FIRST-TIME CREDENTIAL CANDIDATES

As an approved Program Sponsor, The Orange County Department of Education recommends candidates to the Commission on Teacher Credentialing (CTC) for the preliminary Career Technical Education (CTE) Credential. Within three years, First-Time Credential CTE candidates must successfully fulfill the following requirements to obtain the clear Designated Subjects (DS) CTE Credential:

- ✓ Complete the application process to be issued a preliminary credential
 - \$300.00 Application fee to OCDE - non-refundable
- ✓ Complete the free, self-paced, on-line Early Orientation course within 30 days of receiving the email instructions. Note: It is strongly recommended that any CTE candidate lacking appropriate computer hardware and software or basic computer skills (including the ability to utilize the Internet and email as well as download, print, and create PDF documents) should purchase the necessary equipment and complete a computer literacy course prior to applying for the CTE credential.
- ✓ Complete the required program coursework. All courses are offered online.
 - Cohort Cost of \$3,000.00 which includes
 - CTE 101 - Teacher Preparation Course
 - CTE 102 - Instructional Practices of CTE Course
 - EL 100 - English Language Learner Course
- ✓ Complete CPR (Infant, Child and Adult), Health for Educators, and U.S. Constitution requirements.
- ✓ Verify four terms/two years of successful teaching, from the date the preliminary credential is issued, in the industry sector listed on the credential. The experience must be a minimum of one course in each of the four terms, two of which must be with the same employing school district.
- ✓ Teachers with less than two years of successful teaching experience must complete the Advanced Teaching Methods and Strategies Course (CTE104) in order to qualify for the clear CTE credential.

"EXHIBIT B" cont.

**ORANGE COUNTY DEPARTMENT OF EDUCATION CTE TEACHER
CREDENTIALING PROGRAM FIRST-TIME CREDENTIAL CANDIDATES**

As an approved Program Sponsor, The Orange County Department of Education recommends candidates to the Commission on Teacher Credentialing (CTC) for the preliminary Career Technical Education (CTE) Credential. Teachers holding a **clear** multiple subject, single subject or education specialist California teaching credential must have:

- At least one year of teaching experience while holding the original credential
- Two years of occupational experience in the specific industry sector for the CTE credential they wish to obtain (Work experience based on qualifications set by CTC, approved alternatives or substitutions will qualify)
- An authorization to teach English Learners *

**If the original teaching credential does not include an authorization to teach English learners or if the individual does not hold a separate English learner authorization (i.e. Clear CLAD/BCLAD Certificate, Certificate of Completion of Staff Development) then the individual must complete the coursework for the English learner authorization in addition to the other credential requirements.*

- ✓ Must complete the application process to be issued a preliminary credential
 - \$300.00 Application fee to OCDE - Non-refundable

Additionally, within three years, candidates must successfully fulfill the following requirements to obtain the **clear** Designated Subjects (DS) CTE Credential:

- ✓ Complete the required coursework. All courses are offered online.
 - CTE 100 - Core Foundations Course - \$1200.00
- ✓ Complete CPR (Infant, Child and Adult), Health for Educators, and U.S. Constitution requirements.
- ✓ Verify one year of documented successful CTE teaching experience completed while holding a preliminary CTE credential.



Career Technical Education Joint Powers Authority Coalition

Letter of Agreement to Participate 2023-24

The College and Career Advantage expresses its agreement to participate in the Career Technical Education Joint Powers Authority Coalition (Coalition), effective July 1, 2023, through June 30, 2024.

As a participant, our Joint Powers Authority (JPA) agrees to support and participate in legislative efforts for sustained funding for Career Technical Education (CTE) programs and direct funding for JPAs that provide CTE programs.

To assist in this effort, the Metropolitan Education District (MetroED) will contract with School Services of California Inc. (SSC) to provide legislative services for the Coalition. Legislative services shall include, but not be limited to, representing and advocating on behalf of the Coalition before the California State Legislature, the Governor's Office, the California Department of Finance, the California Department of Education, the California Community College Chancellor's Office, and other state departments, as appropriate.

In addition, SSC staff shall organize and facilitate at least two in-person meetings (to the extent possible) of the Coalition as well as regular conference calls throughout the year. Meetings and conference calls shall be used to provide policy updates on matters related to CTE and to give Coalition members a shared space to discuss best practices and identify challenges and opportunities in their CTE programs. SSC staff will work with members of the Coalition to develop the agenda for the meetings and conference calls.

The contract on behalf of the Coalition shall be for a period of 12 months, beginning July 1, 2023, and terminating June 30, 2024. The contracted amount will be equal to \$4,500 per participant, which includes expenses.

The membership fee for July 1, 2023, to June 30, 2024, is \$4,500 per participant for the term of the contract.

Superintendent Name: Dr. Paul Weir	
Email Address: ppweir@capousd.org	
Name of JPA: College and Career Advantage	
Enrollment Count: 15934	County: Orange
Mailing Address: 33122 Valle Road	
Telephone No.: 949234	Fax No.: 9492489718
List of Participating School Districts: Capistrano Unified Laguna Beach Unified	
Membership Fee:	\$4,500.00

Additional Contacts (for CTE JPA Coalition emails):

Name	Job Title	Email Address

Signature  Date 6/26/23

Please make checks payable to MetroED. This serves as an official invoice.

Please make checks payable to MetroED and submit this agreement along with payment to:

c/o Tina Gerges
School Services of California Inc.
1121 L Street, Suite 1060
Sacramento, CA 95814
Questions? Email: kellys@sscal.com or leilania@sscal.com

**Agenda Item 8
September 13, 2023**

COLLEGE AND CAREER ADVANTAGE

Memorandum

TO: CCA Governing Board

FROM: Dr. Paul Weir, Executive Director

DATE: September 13, 2023

SUBJECT: MEMORANDUM OF UNDERSTANDING WITH LAGUNA BEACH UNIFIED SCHOOL DISTRICT FOR THE ADULT EDUCATION PROGRAM

BACKGROUND INFORMATION

This is a biennial item. The mission of the Adult Education Program (AEP) is to ensure adults have access to education and resources that will improve their quality of life by providing basic training and instruction in technical career skills and other continuing education programs. CCA and LBUSD have a long-term partnership to provide a wide variety of career and technical education courses for students.

CURRENT SITUATION

The original MOU with LBUSD was established December 10, 2021, and expired June 30, 2023. Ratification/approval of the new MOU formalizes the relationship with LBUSD to foster an efficient and cohesive Adult Education Program (AEP) for the local community with the goal of providing classes and resources to adult residents. The term of this MOU begins August 1, 2023, and ends July 31, 2026.

FINANCIAL IMPLICATIONS

CCA and LBUSD will meet annually in April to discuss the upcoming academic year and course offerings. CCA will invoice LBUSD for the cost of classes. LBUSD's payments to CCA will not exceed 75% of the annual Adult Education Grant received by LBUSD. The actual annual budgeted amount will be determined during the annual meeting in April. LBUSD will be responsible for transferring attendance and accountability records to meet any grant requirements.

RECOMMENDATION

It is respectfully requested the Board ratify/approve the Memorandum of Understanding with Laguna Beach Unified School District to continue fostering an efficient and cohesive adult education program for the local community.

CONSENT CALENDAR

Agenda Item 9
September 13, 2023

ADULT EDUCATION PROGRAM

Memorandum of Understanding Between College and Career Advantage and Laguna Beach Unified School District

This Memorandum of Understanding (hereinafter MOU) is made and entered into by and between Career & College Advantage (CCA) and the Laguna Beach Unified School District (LBUSD) effective August 1, 2023.

SECTION 1. PURPOSE OF MOU

This MOU formalizes the relationship between LBUSD and CCA to foster an efficient and cohesive adult education program for the local community, with the goal of providing classes and resources to adult residents. This MOU delineates the mission, organizational structure, and procedures of the Adult Education Program (AEP) as a joint cooperative effort between CCA and LBUSD.

SECTION 2. TERM

The term of this MOU shall begin on August 1, 2023, and end on July 31, 2026, unless terminated earlier as provided herein.

SECTION 3. MISSION, GOALS, AND OBJECTIVES

Mission

LBUSD has a long-term partnership with CCA to provide a wide variety of Career and Technical Education (CTE) courses for students. This agreement expands this partnership to provide adult CTE classes. The mission of the AEP is to ensure adults have access to education and resources that will improve their quality of life by providing basic training and instruction in technical career skills and other continuing education programs.

Goals

To provide training and instruction in the following areas:

1. Workforce preparation for adults (including senior citizens) entering or re-entering the workforce
2. Short-term career technical education with high employment potential
3. Pre-apprenticeship training activities coordinated with approved apprenticeship programs
4. Programs for adults with disabilities

Objectives

This MOU supports the Parties' efforts to:

1. Promote and enhance policies that will improve access to adult education and overall well-being;
2. Advance the quality of educational opportunities for adult learners;
3. Provide research-based academic, social-emotional and behavioral supports to facilitate transitions into the workforce;
4. Provide leadership and advocacy programs to help adult learners cope with a changing workforce; and
5. Provide instructors and administrators to support adult learners.

SECTION 4. ORGANIZATIONAL STRUCTURE

- A. Composition. CCA and LBUSD will meet annually in April to discuss the upcoming academic year and course offerings. The program schedules will align, as best as possible, with CCA's timelines for class sessions. CCA will coordinate class schedules, locations, instructors, instructional materials, and promotion. CCA will invoice LBUSD for the cost of the classes. LBUSD's payments to CCA will not exceed 75 percent of the annual Adult Education Grant (AEG) received by LBUSD. The actual annual budgeted amount will be determined during the annual meeting in April. LBUSD will also be responsible for transferring attendance and accountability records to meet any grant requirements.
- B. Supervision. The day-to-day operation and administrative control of the CTE adult education classes within this MOU will be the responsibility of CCA. Responsibility for grant requirements and correspondences with the consortia shall remain with the LBUSD.

SECTION 5. PROCEDURES

- A. Selection of courses. Each April, CCA will propose course offerings for the upcoming year that must be approved by LBUSD.
- B. Payments. CCA will track all expenses related to the program and will provide a detailed accounting to LBUSD.

SECTION 6. TERMINATION

This Agreement may be terminated by CCA or LBUSD, with or without cause, upon thirty (30) day's advance written notice to the other party.

SECTION 7. HOLD HARMLESS

- A. Each Party agrees to hold harmless, defend, and indemnify each other, including its officers, agents, and employees, against all claims, demands, actions and suits (including all attorneys' fees and costs) arising from the indemnitor's performance of this MOU

where the loss or claim is attributable to the negligent acts or omissions of the indemnitor.

- B. LBUSD and CCA mutually covenant and agree that neither will insure the actions of the other, and each will assume its own responsibility in connection with any claims made by a third party against the LBUSD and/or CCA.

SECTION 8. NOTICE

Any notice, consent or other communication in connection with this MOU shall be in writing and may be delivered in person, by mail or by email. Notice to CCA shall be to the attention of the Executive Director, and notice to the District shall be to the attention of the Superintendent. If hand-delivered, the notice shall be effective upon delivery. If by email, the notice shall be effective when sent. If served by mail, the notice shall be effective three (3) business days after being deposited in the United States Postal Service by certified mail, return receipt requested, and addressed appropriately.

SECTION 9. MODIFICATION; ENTIRE AGREEMENT OF PARTIES EXPRESSED

No modification of this MOU shall be valid or binding unless the modification is in writing, duly dated and signed by both parties. This MOU reflects the entire agreement between the Parties and supersedes any other agreements between the Parties on the same subject, whether orally or in writing.

Executed this 27 day of July, 2023

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

By: 

Jason Viloria
SUPERINTENDENT

CAREER COLLEGE ADVANTAGE

By: _____

Paul Weir
EXECUTIVE DIRECTOR

COLLEGE AND CAREER ADVANTAGE

Memorandum

TO: CCA Governing Board

FROM: Dr. Paul Weir, Executive Director

DATE: September 13, 2023

SUBJECT: STIPENDS

BACKGROUND INFORMATION

Certain CTE courses require the instructor to perform additional work outside of their regular assignment related to the industry sector being taught. In many cases, the work is mandated by the state or licensing authority and in other instances they are assigned as part of a ROP employment practice throughout the state. In order to stay competitive in the CTE teaching workforce, CCA follows these same practices. The stipends below are for additional work performed outside of the regular teaching schedule for 2023-24.

CURRENT SITUATION

CCA has assigned stipends to the following courses/instructors as deemed necessary.

Lab Maintenance Stipends:

The following instructors are paid \$1,000 monthly lab stipends over 10 months:

Auto Shop Lab Stipend – CVHS – Patrick Sullivan
Engineering Lab Stipend – CVHS – Justin Eves
Woodworking Lab Stipend – NHMS – Steve Steinert

Internship Stipends:

The following instructors are paid for internship assignments based on number of students out on site for a maximum of \$1,000 (Ratio: 25% 1-5 students, 50% 6-10 students, 75% 11-15 students and 100% 16+ students).

Pharmacy – CCTC – Juan Alvarez
Medical Assistant – CCTC – Rhonda Brown
Sports Medicine – CVHS – Kathryn Geha
Veterinary Technician – CCTC – Jana Erven
Medical Hospital Careers – LBHS – Brian Carver
Dental Assistant – CCTC – Adrienne Gutierrez-Duke
Emergency Medical Technician – LBHS – Brian Carver
Emergency Medical Technician – CCATC – Eric Johnson
Emergency Medical Technician – CCTCA – Bret Russell
Surgical Technologist – CCTC – Scott Jones
Biotechnology – DHHS – Kristine Akintada - \$333.33 monthly (10 Months)

Robotics Stipend:

Robotics Stipend – CVHS – Rick Jung - \$200.00/monthly (10 months)

Robotics Stipend – CVHS – Shawn O'Brien - \$200.00/monthly (10 months)

CTSO/HOSA Advisor Stipends monthly (10 times):

CTSO/HOSA – CVHS – Kathryn Geha - \$500.00

CTSO/HOSA – SJHHS – Eric Johnson - \$250.00

Extra Duty Coordinators: \$30.00 per hour:

EMT – CCATC – Bret Russell (50 hours per semester)

CPR – CCATC – Kathryn Geha - \$300/month (10 months)

Tutorial and Prep:

Commencing spring 2023, semester and continuing for 2023-24 additional hours for tutorial and prep time based on instructors' regular assignment hours per week at their regular salary rate of pay.

Assignment 15+ hours per week – 4 hours per week

Assignment less than 15 hours per week – 2 hours per week

Funding source: CTEIG Grant, District Apportionment Pass-Through, K12 Strong Workforce Program, California Adult Education Program, all included in the 2023-24 preliminary budget.

RECOMMENDATION

It is respectfully requested that the Governing Board approve the stipends.

CONSENT CALENDAR



Donation Form

Organization

Name

College and Career Advantage, ROP

EIN

Address

33122 Valle Rd

City/State/Zip

San Juan Capistrano, CA 92675

Date

8/10/2023

Thank you Stanbridge University for
your contribution of:

Veterinary instructional equipment

Items as described:

- ☐ Canine & equine anatomy posters, dental & anesthesia posters
- ☐ 2 small dog, 1 large dog, 2 cat, 2 parrot, and 1 horse mannequin
- ☐ Rabies pole, canine muzzles 1 of each size, cat grabber
- ☐ Anatomical models of dog ear, cat skull, and eye

☐ This organization is classified as a 501c(3) non-profit organization by the standards of the Internal Revenue Service. Therefore donation may be tax-deductible to the extent allowed by law.

X This organization is not classified as a 501c(3) non-profit organization by the standards of the Internal Revenue Service.

Authorized Signature

Representative's Name

PAUL WEITZ

Title

EXECUTIVE DIRECTOR

COLLEGE AND CAREER ADVANTAGE

Memorandum

TO: CCA Governing Board

FROM: Melanie Inskeep, Accountant

DATE: September 15, 2023

SUBJECT: 2022-2023 UNAUDITED ACTUALS

BACKGROUND INFORMATION

Education code 41023 and 41200 requires the JPA Governing Board to file the 2022-2023 Unaudited Actuals financial reports with the County Superintendent of Schools.

CURRENT SITUATION

The 2022-23 Unaudited Actuals financial reports reflect assets of \$6,915,275 and liabilities of \$3,901,565 resulting in an Ending Fund Balance of \$ 3,013,710.

The components of CCA's fund balance of \$3,013,710 for fiscal year ending June 30, 2023, reflect the following:

\$ 110	Pre-Paid Expenses
\$ 10,000	Revolving Cash Fund
\$ 11,926	Restricted (Handicap Pupils)
\$ 304,001	Reserves for Economic Uncertainties
\$2,687,673	Restricted (COVID-19 Supplemental)

RECOMMENDATION

It is respectfully requested that the Governing Board approve the certification of the 2022-2023 Unaudited Actuals.

ACTION/VOTE

Agenda Item 12
September 13, 2023

UNAUDITED ACTUAL FINANCIAL REPORT:

To the County Superintendent of Schools:

2022-23 UNAUDITED ACTUAL FINANCIAL REPORT. This report was prepared in accordance with Education Code Section 41010 and is hereby approved and filed by the governing board of the JPA pursuant to Education Code sections 41023 and 42100.

Signed: _____
Clerk / Secretary of the JPA Governing Board
(Original signature required)

Date of Meeting: Sep 13, 2023

To the Superintendent of Public Instruction:

2022-23 UNAUDITED ACTUAL FINANCIAL REPORT. This report has been verified for accuracy by the County Superintendent of Schools pursuant to Education Code sections 41023 and 42100.

Signed: _____
County Superintendent/Designee
(Original signature required)

Date: _____

For additional information on the unaudited actual reports, please contact:

For County Office of Education:

Howard Marinier
Name
Executive Director, Business Services
Title
(714) 966-4176
Telephone
HMarinier@ocde.us
E-mail Address

For JPA:

Dr. Paul Weir
Name
Executive Director
Title
(949) 234-9464
Telephone
PPWeir@capousd.org
E-mail Address

REQUEST FOR AN APPROVED INDIRECT COST RATE:

JPA's do not receive an approved indirect cost rate unless specifically requested.

_____ N Do you want an approved indirect cost rate for use with 2024-25 programs? (Yes/No)

Unaudited Actuals
FINANCIAL REPORTS
2022-23 Unaudited Actuals
Summary of Unaudited Actual Data Submission

Following is a summary of the critical data elements contained in your unaudited actual data. Since these data may have fiscal implications for your agency, please verify their accuracy before filing your unaudited actual financial reports.

Form	Description	Value
ICR	Preliminary Proposed Indirect Cost Rate	2.90%
	Fixed-with-carry-forward indirect cost rate for use in 2024-25, subject to CDE approval (applicable only if an approved indirect cost rate has been requested).	

Description	Resource Codes	Object Codes	2022-23 Unaudited Actuals	2023-24 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	4,110,431.03	5,381,798.99	30.9%
4) Other Local Revenue		8600-8799	1,243,192.48	1,350,059.00	8.6%
5) TOTAL, REVENUES			5,353,623.51	6,731,857.99	25.7%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	2,414,893.63	2,542,948.74	5.3%
2) Classified Salaries		2000-2999	791,321.55	1,026,553.01	29.7%
3) Employee Benefits		3000-3999	1,518,392.97	1,645,032.69	8.3%
4) Books and Supplies		4000-4999	2,448,199.86	438,707.40	-82.1%
5) Services and Other Operating Expenditures		5000-5999	1,007,559.35	676,595.37	-32.8%
6) Capital Outlay		6000-6999	571,955.74	50,000.00	-91.3%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	1,141,707.15	799,035.50	-30.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			9,894,030.25	7,178,872.71	-27.4%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(4,540,406.74)	(447,014.72)	-90.2%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(4,540,406.74)	(447,014.72)	-90.2%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	7,554,116.72	3,013,709.98	-60.1%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			7,554,116.72	3,013,709.98	-60.1%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			7,554,116.72	3,013,709.98	-60.1%
2) Ending Balance, June 30 (E + F1e)			3,013,709.98	2,566,695.26	-14.8%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	10,000.00	10,000.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	109.24	0.00	-100.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	2,699,599.47	2,252,584.75	-16.6%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated Reserve for Economic Uncertainties		9789	304,001.27	304,110.51	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%
G. ASSETS					
1) Cash					
a) in County Treasury		9110	4,997,722.38		
1) Fair Value Adjustment to Cash in County Treasury		9111	(49,634.00)		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	10,000.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		

Description	Resource Codes	Object Codes	2022-23 Unaudited Actuals	2023-24 Budget	Percent Difference
3) Accounts Receivable		9200	1,957,078.25		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	109.24		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) TOTAL, ASSETS			6,915,275.87		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	2,298,184.75		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	1,603,381.14		
6) TOTAL, LIABILITIES			3,901,565.89		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
(must agree with line F2) (G10 + H2) - (I6 + J2)			3,013,709.98		
FEDERAL REVENUE					
Special Education Discretionary Grants		8182	0.00	0.00	0.0%
Child Nutrition Programs		8220	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.0%
Pass-Through Revenues from Federal Sources		8287	0.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.0%
OTHER STATE REVENUE					
Other State Apportionments					
All Other State Apportionments - Current Year		8311	0.00	0.00	0.0%
All Other State Apportionments - Prior Years		8319	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	1,141,707.15	799,035.50	-30.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	2,274,147.17	3,469,795.41	52.6%
Drug/Alcohol/Tobacco Funds	6695	8590	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	694,576.71	1,112,968.08	60.2%
TOTAL, OTHER STATE REVENUE			4,110,431.03	5,381,798.99	30.9%
OTHER LOCAL REVENUE					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	127,481.35	100,000.00	-21.6%
Net Increase (Decrease) in the Fair Value of Investments		8662	77,937.00	0.00	-100.0%
Fees and Contracts					
Adult Education Fees		8671	0.00	0.00	0.0%
In-District Premiums/Contributions		8674	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2022-23 Unaudited Actuals	2023-24 Budget	Percent Difference
All Other Fees and Contracts		8689	0.00	0.00	0.0%
Other Local Revenue					
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.0%
All Other Local Revenue		8699	500,383.88	548,029.00	9.5%
Tuition		8710	0.00	0.00	0.0%
All Other Transfers In		8781-8783	537,390.25	702,030.00	30.6%
Transfers of Apportionments					
Special Education SELPA Transfers					
From Districts or Charter Schools	6500	8791	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.0%
ROC/P Transfers					
From Districts or Charter Schools	6360	8791	0.00	0.00	0.0%
From County Offices	6360	8792	0.00	0.00	0.0%
From JPAs	6360	8793	0.00	0.00	0.0%
Other Transfers of Apportionments					
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			1,243,192.48	1,350,059.00	8.6%
TOTAL, REVENUES			5,353,623.51	6,731,857.99	25.7%
CERTIFICATED SALARIES					
Certificated Teachers' Salaries		1100	2,029,872.67	2,129,049.00	4.9%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	385,020.96	413,899.74	7.5%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			2,414,893.63	2,542,948.74	5.3%
CLASSIFIED SALARIES					
Classified Instructional Salaries		2100	23,372.84	20,000.00	-14.4%
Classified Support Salaries		2200	270,894.58	538,992.51	99.0%
Classified Supervisors' and Administrators' Salaries		2300	141,621.96	153,445.00	8.3%
Clerical, Technical and Office Salaries		2400	355,432.17	314,115.50	-11.6%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			791,321.55	1,026,553.01	29.7%
EMPLOYEE BENEFITS					
STRS		3101-3102	651,767.85	803,504.25	23.3%
PERS		3201-3202	193,633.58	268,164.14	38.5%
QASDI/Medicare/Alternative		3301-3302	50,929.93	52,997.78	4.1%
Health and Welfare Benefits		3401-3402	541,128.76	439,115.84	-18.9%
Unemployment Insurance		3501-3502	15,859.45	17,840.32	12.5%
Workers' Compensation		3601-3602	61,004.05	59,967.63	-1.7%
OPEB, Allocated		3701-3702	4,069.35	3,442.73	-15.4%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			1,518,392.97	1,645,032.69	8.3%
BOOKS AND SUPPLIES					
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	864,946.00	395,547.55	-54.3%
Noncapitalized Equipment		4400	1,583,253.86	43,159.85	-97.3%
Food		4700	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			2,448,199.86	438,707.40	-82.1%
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	180,619.73	29,966.58	-83.4%
Dues and Memberships		5300	43,556.57	25,000.00	-42.6%
Insurance		5400-5450	72,831.32	68,120.00	-6.5%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	9,754.06	0.00	-100.0%

Description	Resource Codes	Object Codes	2022-23 Unaudited Actuals	2023-24 Budget	Percent Difference
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	700,348.87	553,008.79	-21.0%
Communications		5900	448.80	500.00	11.4%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			1,007,559.35	676,595.37	-32.8%
CAPITAL OUTLAY					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Equipment		6400	571,955.74	50,000.00	-91.3%
Equipment Replacement		6500	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			571,955.74	50,000.00	-91.3%
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	0.0%
Payments to County Offices		7142	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.0%
Other Transfers Out					
Transfers of Pass-Through Revenues					
To Districts or Charter Schools		7211	1,141,707.15	799,035.50	-30.0%
To County Offices		7212	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments					
To Districts or Charter Schools	6500	7221	0.00	0.00	0.0%
To County Offices	6500	7222	0.00	0.00	0.0%
To JPAs	6500	7223	0.00	0.00	0.0%
ROC/P Transfers of Apportionments					
To Districts or Charter Schools	6360	7221	0.00	0.00	0.0%
To County Offices	6360	7222	0.00	0.00	0.0%
To JPAs	6360	7223	0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			1,141,707.15	799,035.50	-30.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS					
Transfers of Indirect Costs		7310	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.0%
TOTAL, EXPENDITURES			9,894,030.25	7,178,872.71	-27.4%
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
From: Special Reserve Fund		8912	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
To: Special Reserve Fund		7612	0.00	0.00	0.0%
To: State School Building Fund/County School Facilities Fund		7613	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2022-23 Unaudited Actuals	2023-24 Budget	Percent Difference
Proceeds from Leases		8972	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2022-23 Unaudited Actuals	2023-24 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	4,110,431.03	5,381,798.99	30.9%
4) Other Local Revenue		8600-8799	1,243,192.48	1,350,059.00	8.6%
5) TOTAL, REVENUES			5,353,623.51	6,731,857.99	25.7%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		6,807,800.52	4,339,838.99	-36.3%
2) Instruction - Related Services	2000-2999		508,040.48	486,632.36	-4.2%
3) Pupil Services	3000-3999		623,104.69	974,706.77	56.4%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		732,872.60	517,102.95	-29.4%
8) Plant Services	8000-8999		80,504.81	61,556.14	-23.5%
9) Other Outgo	9000-9999	Except 7600-7699	1,141,707.15	799,035.50	-30.0%
10) TOTAL, EXPENDITURES			9,894,030.25	7,178,872.71	-27.4%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			(4,540,406.74)	(447,014.72)	-90.2%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(4,540,406.74)	(447,014.72)	-90.2%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	7,554,116.72	3,013,709.98	-60.1%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			7,554,116.72	3,013,709.98	-60.1%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			7,554,116.72	3,013,709.98	-60.1%
2) Ending Balance, June 30 (E + F1e)			3,013,709.98	2,566,695.26	-14.8%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	10,000.00	10,000.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	109.24	0.00	-100.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	2,699,599.47	2,252,584.75	-16.6%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	304,001.27	304,110.51	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2022-23 Unaudited Actuals	2023-24 Budget
6360	Pupils with Disabilities Attending ROC/P	11,925.80	11,925.80
7431	COVID-19 Supplemental Funding for ROCs	2,687,673.67	2,240,658.95
Total, Restricted Balance		2,699,599.47	2,252,584.75

Fund: 01 General Fund Resource: 0000 Unrestricted		
Description	Object	2022-23 Unaudited Actuals
Ending Fund Balance	979Z	314,110.51
Components of Ending Fund Balance		
Nonspendable		
Revolving Cash	9711	10,000.00
Stores	9712	0.00
Prepaid Expenditures	9713	109.24
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	304,001.27
Unassigned/Unappropriated	9790	0.00

Fund: 01 General Fund Resource: 6360 Pupils with Disabilities Attending ROC/P		
Description	Object	2022-23 Unaudited Actuals
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 Unaudited Actuals
Ending Fund Balance	979Z	2,687,673.67
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	2,687,673.67
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	2023-24 Budget
Ending Fund Balance	979Z	314,110.51
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	304,110.51
Unassigned/Unappropriated	9790	0.00

Fund: 01 General Fund Resource: 6360 Pupils with Disabilities Attending ROC/P		
Description	Object	2023-24 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	2023-24 Budget
Ending Fund Balance	979Z	2,240,658.95
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	2,240,658.95
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

	Unaudited Balance July 1	Audit Adjustments/ Restatements	Audited Balance July 1	Increases	Decreases	Ending Balance June 30
Governmental Activities:						
Capital assets not being depreciated:						
Land			0.00			0.00
Work in Progress			0.00			0.00
Total capital assets not being depreciated	0.00	0.00	0.00	0.00	0.00	0.00
Capital assets being depreciated:						
Land Improvements	18,175.00		18,175.00			18,175.00
Buildings	1,176,759.41		1,176,759.41			1,176,759.41
Equipment	701,760.32		701,760.32	571,955.74		1,273,716.06
Total capital assets being depreciated	1,896,694.73	0.00	1,896,694.73	571,955.74	0.00	2,468,650.47
Accumulated Depreciation for:						
Land Improvements	(13,010.42)		(13,010.42)		908.75	(13,919.17)
Buildings	(1,056,957.46)		(1,056,957.46)		31,434.06	(1,088,391.52)
Equipment	(127,283.15)		(127,283.15)		70,049.09	(197,332.24)
Total accumulated depreciation	(1,197,251.03)	0.00	(1,197,251.03)	0.00	102,391.90	(1,299,642.93)
Total capital assets being depreciated, net excluding lease and subscription assets	699,443.70	0.00	699,443.70	571,955.74	102,391.90	1,169,007.54
Lease Assets			0.00			0.00
Accumulated amortization for lease assets			0.00			0.00
Total lease assets, net	0.00	0.00	0.00	0.00	0.00	0.00
Subscription Assets			0.00			0.00
Accumulated amortization for subscription assets			0.00			0.00
Total subscription assets, net	0.00	0.00	0.00	0.00	0.00	0.00
Governmental activity capital assets, net	699,443.70	0.00	699,443.70	571,955.74	102,391.90	1,169,007.54
Business-Type Activities:						
Capital assets not being depreciated:						
Land			0.00			0.00
Work in Progress			0.00			0.00
Total capital assets not being depreciated	0.00	0.00	0.00	0.00	0.00	0.00
Capital assets being depreciated:						
Land Improvements			0.00			0.00
Buildings			0.00			0.00
Equipment			0.00			0.00
Total capital assets being depreciated	0.00	0.00	0.00	0.00	0.00	0.00
Accumulated Depreciation for:						
Land Improvements			0.00			0.00
Buildings			0.00			0.00
Equipment			0.00			0.00
Total accumulated depreciation	0.00	0.00	0.00	0.00	0.00	0.00
Total capital assets being depreciated, net excluding lease and subscription assets	0.00	0.00	0.00	0.00	0.00	0.00
Lease Assets			0.00			0.00
Accumulated amortization for lease assets			0.00			0.00
Total lease assets, net	0.00	0.00	0.00	0.00	0.00	0.00
Subscription Assets			0.00			0.00
Accumulated amortization for subscription assets			0.00			0.00
Total subscription assets, net	0.00	0.00	0.00	0.00	0.00	0.00
Business-type activity capital assets, net	0.00	0.00	0.00	0.00	0.00	0.00

Unaudited Actuals
2022-23 Estimated Actuals
Schedule of Long-Term Liabilities

30 40089 0000000
Form DEBT
D8AMZRAER4(2022-23)

Description	Unaudited Balance July 1	Audit Adjustments/ Restatements	Audited Balance July 1	Increases	Decreases	Ending Balance June 30	Amounts Due Within One Year
Governmental Activities:							
General Obligation Bonds Payable			0.00			0.00	
State School Building Loans Payable			0.00			0.00	
Certificates of Participation Payable			0.00			0.00	
Leases Payable			0.00			0.00	
Lease Revenue Bonds Payable			0.00			0.00	
Other General Long-Term Debt			0.00			0.00	
Net Pension Liability			0.00			0.00	
Total/Net OPEB Liability			0.00			0.00	
Compensated Absences Payable	94,175.74		94,175.74	.01		94,175.75	
Subscription Liability			0.00			0.00	
Governmental activities long-term liabilities	94,175.74	0.00	94,175.74	.01	0.00	94,175.75	0.00
Business-Type Activities:							
General Obligation Bonds Payable			0.00			0.00	
State School Building Loans Payable			0.00			0.00	
Certificates of Participation Payable			0.00			0.00	
Leases Payable			0.00			0.00	
Lease Revenue Bonds Payable			0.00			0.00	
Other General Long-Term Debt			0.00			0.00	
Net Pension Liability			0.00			0.00	
Total/Net OPEB Liability			0.00			0.00	
Compensated Absences Payable			0.00			0.00	
Subscription Liability			0.00			0.00	
Business-type activities long-term liabilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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) 392,155.11
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) 4,328,383.69

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) 9.06%

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) 195,654.70
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)	7,293.74
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)	230,448.44
9. Carry-Forward Adjustment (Part IV, Line F)	0.00
10. Total Adjusted Indirect Costs (Line A8 plus Line A9)	230,448.44
B. Base Costs	
1. Instruction (Functions 1000-1999, objects 1000-5999 except 5100)	6,235,844.78
2. Instruction-Related Services (Functions 2000-2999, objects 1000-5999 except 5100)	508,040.48
3. Pupil Services (Functions 3000-3999, objects 1000-5999 except 4700 and 5100)	623,104.69
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)	71,434.41
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)	438,283.49
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)	73,211.07
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)	7,949,918.92
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)	2.90%
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)	2.90%
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)

230,448.44

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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Unaudited Actuals
2022-23
Form and Charter Schools Funds
Program Cost Report
Schedule of Allocation Factors (AF) for Support Costs

	Teacher Full-Time Equivalents				Classroom Units		Pupils Transported
	Instructional Supervision and Administration (Functions 2100 - 2200)	Library, Media, Technology and Other Instructional Resources (Functions 2420-2495)	School Administration (Function 2700)	Pupil Support Services (Functions 3100-3199 & 3900)	Plant Maintenance and Operations (Functions 8100-8400)	Facilities Rents and Leases (Function 8700)	Pupil Transportation (Function 3600)
A. Amount of Undistributed Expenditures, Funds 01, 09, and 82, Goals 0000 and 9000 (will be allocated based on factors input)	0.00	0.00	0.00	493,104.69	0.00	0.00	0.00
B. Enter Allocation Factor(s) by Goal: (Note: Allocation factors are only needed for a column if there are undistributed expenditures in line A.)	FTE Factor(s)	FTE Factor(s)	FTE Factor(s)	FTE Factor(s)	CU Factor(s)	CU Factor(s)	PT Factor(s)
Instructional Goals Description							
0001 Pre-Kindergarten							
1110 Regular Education, K-12							
3800 Career Technical Education							
4110 Regular Education, Adult							
4630 Adult Career Technical Education							
5000-5999 Special Education (allocated to 5001)							
6000 RCC/P				493,104.69			
Other Goals Description							
7110 Nonagency - Educational							
7150 Nonagency - Other							
8500 Child Care and Development Services							
Other Funds Description							
-- Adult Education (Fund 11)							
-- Child Development (Fund 12)							
-- Cafeteria (Funds 13 & 51)							
C. Total Allocation Factors	0.00	0.00	0.00	493,104.69	0.00	0.00	0.00

Goal	Program/Activity	Direct Costs			Central Admin Costs (col. 3 + Sch. CAC line B) Column 4	Other Costs (Schedule OC) Column 5	Total Costs by Program (col. 3 + 4 + 5) Column 6
		Direct Charged (Schedule DCC) Column 1	Allocated (Schedule AC) Column 2	Subtotal (col. 1 + 2) Column 3			
Instructional Goals							
0001	Pre-Kindergarten	0.00	0.00	0.00	0.00		0.00
1110	Regular Education K-12	0.00	0.00	0.00	0.00		0.00
3800	Career Technical Education	0.00	0.00	0.00	0.00		0.00
4110	Regular Education Adult	0.00	0.00	0.00	0.00		0.00
4630	Adult Career Technical Education	0.00	0.00	0.00	0.00		0.00
5000-5999	Special Education	0.00	0.00	0.00	0.00		0.00
6000	Regional Occupational CtrPrg (ROCP)	7,526,345.81	493,104.89	8,019,450.70	732,872.80		8,752,323.50
Other Goals							
7110	Nonagency - Educational	0.00	0.00	0.00	0.00		0.00
7150	Nonagency - Other	0.00	0.00	0.00	0.00		0.00
8500	Child Care and Development Services	0.00	0.00	0.00	0.00		0.00
Other Costs							
---	Food Services					0.00	0.00
---	Enterprises					0.00	0.00
---	Facilities Acquisition & Construction					0.00	0.00
---	Other Outgo					1,141,707.15	1,141,707.15
Other Funds							
---	Adult Education, Child Development, California Foundation (Column 3 + CAC line C5) (times CAC line E)		0.00	0.00	0.00		0.00
---	Indirect Cost Transfers to Other Funds (Net of Funds 01, 06, 07, Function 7210, Object 7350)				0.00		0.00
---	Total General Fund and Charter Schools Funds Expenditures	7,526,345.81	493,104.89	8,019,450.70	732,872.80	1,141,707.15	9,894,030.25

Unaudited Actuals
2022-23
General Fund and Charter Schools Funds
Program Cost Report
Schedule of Direct Charged Costs (DCC)

Goal	Type of Program	Instruction (Functions 1000-1999)	Instructional Supervision and Administration (Functions 2100-2200)	Library, Media, Technology and Other Instructional Resources (Functions 2420-2499)	School Administration (Function 2700)	Pupil Support Services (Functions 3110-3160 and 3500)	Pupil Transportation (Function 3600)	Auxiliary Services (Functions 4000-4599)	Community Services (Functions 5000-5999)	General Administration (Functions 7000-7999, except 7210)*	Plant Maintenance and Operations (Functions 8100-8400)	Facilities Rents and Leases (Function 8700)	Total
Instructional Goals													
0001	Pre-Kindergarten	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
1110	Regular Education, K-12	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3800	Career Technical Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4110	Regular Education, Adult	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4630	Adult Career Technical Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
5000-5999	Special Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
6000	RCC/P	6,907,800.52	380,757.73	11,000.00	116,282.75	130,000.00	0.00	0.00			80,504.81	0.00	7,526,345.81
Other Goals													
7110	Nonagency - Educational	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7150	Nonagency - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8500	Child Care and Development Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Direct Charged Costs		6,907,800.52	380,757.73	11,000.00	116,282.75	130,000.00	0.00	0.00	0.00	0.00	80,504.81	0.00	7,526,345.81

* Functions 7100-7199 for goals 8100 and 8500

Goal	Type of Program	Allocated Support Costs (Based on factors input on Form PCR AF)			Total
		Full-Time Equivalents	Classroom Units	Pupils Transported	
Instructional Goals					
0001	Pre-Kindergarten	0.00	0.00	0.00	0.00
1110	Regular Education - K-12	0.00	0.00	0.00	0.00
3820	Career Technical Education	0.00	0.00	0.00	0.00
4110	Regular Education - Adult	0.00	0.00	0.00	0.00
4530	Adult Career Technical Education	0.00	0.00	0.00	0.00
5000-5999	Special Education (allocated to 5001)	0.00	0.00	0.00	0.00
6000	ROCP	493.104 69	0.00	0.00	493.104 69
Other Goals					
7110	Nonagency - Educational	0.00	0.00	0.00	0.00
7150	Nonagency - Other	0.00	0.00	0.00	0.00
8500	Child Care and Development Svcs	0.00	0.00	0.00	0.00
Other Funds					
--	Adult Education (Fund 11)	0.00	0.00	0.00	0.00
--	Child Development (Fund 12)	0.00	0.00	0.00	0.00
--	Calaveras (Funds 13 and 61)	0.00	0.00	0.00	0.00
Total Allocated Support Costs		493.104 69	0.00	0.00	493.104 69

Unaudited Actuals
2022-23
General Fund and Charter Schools Funds
Program Cost Report
Schedule of Central Administration Costs (CAC)

30 40089 0000000
Form PCR
DBAMZRAER4(2022-23)

A.	Central Administration Costs in General Fund and Charter Schools Funds	
1	Board and Superintendent (Funds 01, 09, and 62; Functions 7100-7150; Goals 0000-6999 and 9000; Objects 1000-7999)	71,434.41
2	External Financial Audit (Funds 01, 09, and 62; Functions 7160-7191; Goals 0000-6999 and 9000; Objects 1000 - 7999)	0.00
3	Other General Administration (Funds 01, 09, and 62; Functions 7200-7500 except 7210; Goal 0000; Objects 1000-7999)	633,938.19
4	Centralized Data Processing (Funds 01, 09, and 62; Function 7700; Goal 0000; Objects 1000-7999)	27,500.00
5	Total Central Administration Costs in General Fund and Charter Schools Funds	732,872.60
B.	Direct Charged and Allocated Costs in General Fund and Charter Schools Funds	
1	Total Direct Charged Costs (from Form PCR, Column 1, Total)	7,526,345.51
2	Total Allocated Costs (from Form PCR, Column 2, Total)	493,104.88
3	Total Direct Charged and Allocated Costs in General Fund and Charter Schools Funds	8,019,450.50
C.	Direct Charged Costs in Other Funds	
1	Adult Education (Fund 11; Objects 1000-5999, except 5100)	0.00
2	Child Development (Fund 12; Objects 1000-5999, except 5100)	0.00
3	Cafeteria (Funds 13 & 51; Objects 1000-5999, except 5100)	0.00
4	Foundation (Funds 19 & 57; Objects 1000-5999, except 5100)(Not applicable to JPAs)	0.00
5	Total Direct Charges Costs in Other Funds	0.00
D.	Total Direct Charged and Allocated Costs (B3 + C5)	8,019,450.50
E.	Ratio of Central Administration Costs to Direct Charged and Allocated Costs (A5/D)	9.14%

Unaudited Actuals
2022-23
General Fund and Charter Schools Funds
Program Cost Report
Schedule of Other Costs (OC)

Type of Activity	Food Services (Function 3700)	Enterprise (Function 6000)	Facilities Acquisition & Construction (Function 8500)	Other Outgo (Functions 9000- 9999)	Total
Food Services (Objects 1000-5999, 8400-8700)	0.00				0.00
Enterprise (Objects 1000-5999, 8400-8700)		0.00			0.00
Facilities Acquisition & Construction (Objects 1000-8700)			0.00		0.00
Other Outgo (Objects 1000 - 9999)				1,141,707.15	1,141,707.15
Total Other Costs	0.00	0.00	0.00	1,141,707.15	1,141,707.15

Unaudited Actuals
Unaudited Actuals 2022-23
Technical Review Checks
Phase - All
Display - All Technical Checks

College and Career Advantage ROP JPA

Orange County

Following is a chart of the various types of technical review checks and related requirements:

F - Fatal (Data must be corrected; an explanation is not allowed)

WWC - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)

O - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

IMPORT CHECKS

BALANCE-FDxRS - (Fatal) - Adjusted Beginning Fund Balance plus Revenues minus Expenditures minus Assets minus Deferred Outflows of Resources plus Liabilities plus Deferred Inflows of Resources, must total zero by fund and resource, except for agency funds 76 and 95. **Passed**

BALANCE-FDxRS-AGENCY - (Fatal) - Assets (objects 9100-9489) minus Liabilities (objects 9500-9689) must total zero by fund and resource for agency funds 76 and 95. **Passed**

CHECKFUNCTION - (Fatal) - All FUNCTION codes must be valid. **Passed**

CHECKFUND - (Fatal) - All FUND codes must be valid. **Passed**

CHECKGOAL - (Fatal) - All GOAL codes must be valid. **Passed**

CHECKOBJECT - (Fatal) - All OBJECT codes must be valid. **Passed**

CHECKRESOURCE - (Warning) - All RESOURCE codes must be valid. **Passed**

CHK-FDXRS7690xOB8590 - (Fatal) - Funds 19, 57, 63, 66, 67, and 73 with Object 8590, All Other State Revenue, must be used in combination with Resource 7690, STRS-On Behalf Pension Contributions. **Passed**

CHK-FUNCTIONxOBJECT - (Fatal) - All FUNCTION and OBJECT account code combinations must be valid. **Passed**

CHK-FUNDxFUNCTION-A - (Warning) - All FUND (funds 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations should be valid. **Passed**

CHK-FUNDxFUNCTION-B - (Fatal) - All FUND (all funds except for 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations must be valid. **Passed**

CHK-FUNDxGOAL - (Warning) - All FUND and GOAL account code combinations should be valid. **Passed**

CHK-FUNDxOBJECT - (Fatal) - All FUND and OBJECT account code combinations must be valid. **Passed**

CHK-FUNDxRESOURCE - (Warning) - All FUND and RESOURCE account code combinations should be valid. **Passed**

CHK-GOALxFUNCTION-A - (Fatal) - Goal and Function account code combinations (all goals with expenditure objects 1000-7999 in functions 1000-1999 and 4000-5999) must be valid. NOTE: Functions not included in the GOALxFUNCTION table (0000, 2000-3999, 6000-6999, 7100-7199, 7210, 8000-8999) are not checked and will pass the TRC.	<u>Passed</u>
CHK-GOALxFUNCTION-B - (Fatal) - General administration costs (functions 7200-7999, except 7210) must be direct-charged to an Undistributed, Nonagency, or County Services to Districts goal (Goal 0000, 7100-7199, or 8600-8699).	<u>Passed</u>
CHK-RES6500XOBJ8091 - (Fatal) - There is no activity in Resource 6500 (Special Education) with Object 8091 (LCFF Transfers-Current Year) or 8099 (LCFF/Revenue Limit Transfers-Prior Years).	<u>Passed</u>
CHK-RESOURCExOBJECTA - (Warning) - All RESOURCE and OBJECT (objects 8000 through 9999, except for 9791, 9793, and 9795) account code combinations should be valid.	<u>Passed</u>
CHK-RESOURCExOBJECTB - (Informational) - All RESOURCE and OBJECT(objects 9791, 9793, and 9795) account code combinations should be valid.	<u>Passed</u>
CHK-RS-LOCAL-DEFINED - (Fatal) - All locally defined resource codes must roll up to a CDE defined resource code.	<u>Passed</u>
PY-EFB=CY-BFB - (Fatal) - Prior year ending fund balance (preloaded from last year's unaudited actuals submission) must equal current year beginning fund balance (Object 9791).	<u>Passed</u>
PY-EFB=CY-BFB-RES - (Fatal) - Prior year ending balance (preloaded from last year's unaudited actuals submission) must equal current year beginning balance (Object 9791), by fund and resource.	<u>Passed</u>
SPECIAL-ED-GOAL - (Fatal) - Special Education revenue and expenditure transactions (resources 3300-3405, and 6500-6540, objects 1000-8999) must be coded to a Special Education 5000 goal or to Goal 7110, Nonagency-Educational. This technical review check excludes Early Intervening Services resources 3307, 3309, 3312, 3318, and 3332.	<u>Passed</u>
<u>GENERAL LEDGER CHECKS</u>	
AR-AP-POSITIVE - (Fatal) - Accounts Receivable (Object 9200), Due from Other Funds (Object 9310), Accounts Payable (Object 9500), and Due to Other Funds (Object 9610) should have a positive balance by resource, by fund.	<u>Passed</u>
CEFB-POSITIVE - (Fatal) - Components of Ending Fund Balance/Net Position (objects 9700-9789, 9796, and 9797) must be positive individually by resource, by fund.	<u>Passed</u>
CEFB=FD-EQUITY - (Fatal) - Components of Ending Fund Balance/Net Position (objects 9710-9790, 9796, and 9797) must agree with Fund Equity (Assets [objects 9100-9489] plus Deferred Outflows of Resources [objects 9490-9499] minus Liabilities [objects 9500-9689] minus Deferred Inflows of Resources [objects 9690-9699]).	<u>Passed</u>
CONTRIB-RESTR-REV - (Fatal) - Contributions from Restricted Revenues (Object 8990) must net to zero by fund.	<u>Passed</u>
CONTRIB-UNREST-REV - (Fatal) - Contributions from Unrestricted Revenues (Object 8980) must net to zero by fund.	<u>Passed</u>
DUE-FROM=DUE-TO - (Fatal) - Due from Other Funds (Object 9310) must equal Due to Other Funds (Object 9610).	<u>Passed</u>
EFB-POSITIVE - (Warning) - All ending fund balances (Object 979Z) should be positive by resource, by fund.	<u>Passed</u>

EXCESS-ASSIGN-REU - (Fatal) - Amounts reported in Other Assignments (Object 9780) and/or Reserve for Economic Uncertainties (REU) (Object 9789) should not create a negative amount in Unassigned/Unappropriated (Object 9790) by fund and resource (for all funds except funds 61 through 95).	<u>Passed</u>
EXP-POSITIVE - (Warning) - Expenditure amounts (objects 1000-7999) should be positive by function, resource, and fund.	<u>Passed</u>
INTERFD-DIR-COST - (Fatal) - Transfers of Direct Costs - Interfund (Object 5750) must net to zero for all funds.	<u>Passed</u>
INTERFD-IN-OUT - (Fatal) - Interfund Transfers In (objects 8910-8929) must equal Interfund Transfers Out (objects 7610-7629).	<u>Passed</u>
INTERFD-INDIRECT - (Fatal) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero for all funds.	<u>Passed</u>
INTERFD-INDIRECT-FN - (Fatal) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero by function.	<u>Passed</u>
INTRA-FD-DIR-COST - (Fatal) - Transfers of Direct Costs (Object 5710) must net to zero by fund.	<u>Passed</u>
INTRA-FD-INDIRECT - (Fatal) - Transfers of Indirect Costs (Object 7310) must net to zero by fund.	<u>Passed</u>
INTRA-FD-INDIRECT-FN - (Fatal) - Transfers of Indirect Costs (Object 7310) must net to zero by function.	<u>Passed</u>
LOTTERY-CONTRIB - (Fatal) - There should be no contributions (objects 8980-8999) to the lottery (resources 1100 and 6300) or from the Lottery: Instructional Materials (Resource 6300).	<u>Passed</u>
NET-INV-CAP-ASSETS - (Warning) - If capital asset amounts are imported/keyed, objects 9400-9489, (Capital Assets) in funds 61-95, then an amount should be recorded for Object 9796 (Net Investment in Capital Assets) within the same fund.	<u>Passed</u>
OBJ-POSITIVE - (Warning) - All applicable objects should have a positive balance by resource, by fund.	<u>Passed</u>
PASS-THRU-REV=EXP - (Warning) - Pass-through revenues from all sources (objects 8287, 8587, and 8697) should equal transfers of pass-through revenues to other agencies (objects 7211 through 7213, plus 7299 for Resource 3327), by fund and resource.	<u>Passed</u>
REV-POSITIVE - (Warning) - Revenue amounts exclusive of contributions (objects 8000-8979) should be positive by resource, by fund.	<u>Passed</u>
RS-NET-POSITION-ZERO - (Fatal) - Restricted Net Position (Object 9797), in unrestricted resources, must be zero, by resource, in funds 61 through 95.	<u>Passed</u>
SE-PASS-THRU-REVENUE - (Warning) - Transfers of special education pass-through revenues are not reported in the general fund for the Administrative Unit of a Special Education Local Plan Area.	<u>Passed</u>
UNASSIGNED-NEGATIVE - (Fatal) - Unassigned/Unappropriated balance (Object 9790) must be zero or negative, by resource, in all funds except the general fund and funds 61 through 95.	<u>Passed</u>
UNR-NET-POSITION-NEG - (Fatal) - Unrestricted Net Position (Object 9790), in restricted resources, must be zero or negative, by resource, in funds 61 through 95.	<u>Passed</u>

SUPPLEMENTAL CHECKS

ASSET-ACCUM-DEPR-NEG - (Fatal) - In Form ASSET, accumulated depreciation and amortization for governmental and business-type activities must be zero or negative.	<u>Passed</u>
ASSET-IMPORT - (Fatal) - If capital asset amounts are imported/keyed (Function 8500, Facilities Acquisition and Construction, or objects 6XXX, Capital Outlay, or objects 9400-9489, Capital Assets, in funds 61-67), then capital asset supplemental data (Form ASSET) must be provided.	<u>Passed</u>
ASSET-PY-BAL - (Fatal) - If capital asset ending balances were included in the prior year unaudited actuals, the Schedule of Capital Assets (Form ASSET) must be provided.	<u>Passed</u>
DEBT-ACTIVITY - (Informational) - If long-term debt exists, there should be activity entered in the Schedule of Long-Term Liabilities (Form DEBT) for each type of debt.	<u>Passed</u>
DEBT-IMPORT - (Fatal) - If long-term debt amounts are imported/keyed, the long-term debt supplemental data (Form DEBT) must be provided.	<u>Passed</u>
DEBT-POSITIVE - (Fatal) - In Form DEBT, long-term liability ending balances must be positive.	<u>Passed</u>
DEBT-PY-BAL - (Fatal) - If long-term liability ending balances were included in the prior year unaudited actuals data, the Schedule of Long-Term Liabilities (Form DEBT) must be provided.	<u>Passed</u>
IC-ADMIN-NOT-ZERO - (Informational) - Other General Administration costs (Part III, Line A1) in Form ICR should not be zero.	<u>Passed</u>
IC-ADMIN-PLANT-SVCS - (Informational) - Percentage of plant services costs attributable to general administration should not be zero or exceed 25%.	<u>Passed</u>
IC-BD-SUPT-NOT-ZERO - (Informational) - Board and Superintendent costs (Part III, Line B7) in Form ICR should not be zero.	<u>Passed</u>
IC-BD-SUPT-VS-ADMIN - (Informational) - In Form ICR, the ratio of Board and Superintendent costs (Part III, Line B7) to Other General Administration costs (Part III, Line A1) should not be less than 5%.	<u>Passed</u>
IC-EXCEEDS-LEA-RATE - (Informational) - The indirect cost rate used in one or more programs (Form ICR, Exhibit A - Rate Used) should not exceed the LEA's approved indirect cost rate.	<u>Passed</u>
IC-PCT - (Informational) - The straight indirect cost percentage before the carry-forward adjustment (Form ICR, Part III, Line C) is between 2% and 9%.	<u>Passed</u>
IC-POSITIVE - (Informational) - The indirect cost rate after the carry-forward adjustment (Form ICR, Part III, Line D) should be positive.	<u>Passed</u>
ICRATE-REQST-PRVDED - (Fatal) - JPAs must indicate in the Unaudited Actual Certification (Form CA) whether or not they are requesting a state approved indirect cost rate.	<u>Passed</u>
PCR-ALLOC-NO-DIRECT - (Warning) - In forms PCR/PCRAF, costs should normally only be allocated to goals that have direct costs.	<u>Passed</u>
PCR-GF-EXPENDITURES - (Fatal) - Total Costs by Program in Form PCR, Column 6 should agree with total expenditures (objects 1000-7999) in funds 01, 09, and 62.	<u>Passed</u>
PCRAF-UNDISTRIBUTED - (Fatal) - Allocation factors must be entered in Form PCRAF for support functions with costs in undistributed goals (goals 0000 and 9000).	<u>Passed</u>

EXPORT VALIDATION CHECKS

CHK-DEPENDENCY - (Fatal) - If data has changed that affect other forms, the affected forms must be opened and saved.	<u>Passed</u>
CHK-EXTRACTED-DATA-SOURCE - (Warning) - All forms that extract data from a prior reporting period use the same source extraction submission	<u>Passed</u>
CHK-UNBALANCED-A - (Warning) - Unbalanced and/or incomplete data in any of the forms should be corrected before an official export is completed.	<u>Passed</u>
CHK-UNBALANCED-B - (Fatal) - Unbalanced and/or incomplete data in any of the forms must be corrected before an official export is completed.	<u>Passed</u>
FORM01-PROVIDE - (Warning) - Form 01 (Form 01I) must be opened and saved.	<u>Passed</u>
UNAUDIT-CERT-PROVIDE - (Fatal) - Unaudited Actual Certification (Form CA) must be provided.	<u>Passed</u>
VERSION-CHECK - (Warning) - All versions are current.	<u>Passed</u>

COLLEGE AND CAREER ADVANTAGE

Memorandum

TO: CCA Governing Board

FROM: Melanie Inskeep, Accountant

DATE: September 13, 2023

SUBJECT: ACTUARIAL STUDY OF RETIREE HEALTH LIABILITIES –
UNDER SEPARATE COVER

BACKGROUND INFORMATION

In July 2004, the Governmental Accounting Standards Board (GASB) implemented Statement No. 45 Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions (OPED). GASB 45 was prompted by concern over potentially large government employer obligations for post-employment benefits; it applies to all government entities including public schools.

Subsequently in June 2015, GASB issued Statement No's 74/75 with the primary objectives to improve the usefulness of information and improve the accounting and financial reporting by state and local governments for postemployment benefits.

CURRENT SITUATION

In the development of the actuarial study, CCA used the entry age actuarial cost method in compliance with GASB 74/75.

CCA entered into an agreement with Total Compensation Systems, Inc. to perform an actuarial study of retiree health liabilities under GASB 74/75 with a valuation and measurement date as of fiscal year-end June 30, 2023. The study was completed July 10, 2023, and provides the necessary information to comply with GASB 74/75. A copy has been provided to the auditing firm of Christy White, Inc.

RECOMMENDATION

It is respectfully requested that the Governing Board acknowledge receipt of the Actuarial Study of Retiree Health Liabilities prepared by Total Compensation Systems, Inc.

ACTION/VOTE

**Agenda Item 13
September 13, 2023**

COLLEGE AND CAREER ADVANTAGE

Memorandum

TO: CCA Governing Board

FROM: Dr. Paul Weir, Executive Director

DATE: September 13, 2023

SUBJECT: ORGANIZATIONAL GOALS – 2023-2024

CURRENT SITUATION

The Leadership Team has developed the following draft of the Organizational Goals for 2023-2024.

The Organizational Goals will be brought to the December Board meeting for consideration of approval. These Organizational Goals will provide useful guidance for staff and serve as guidelines for action. The approved Organizational Goals will be shared with staff.

RECOMMENDATION

It is respectfully requested that the Governing Board review and discuss the 2023-2024 Organizational Goals.

DISCUSSION

**Agenda Item 14
September 13, 2023**



College and Career Advantage Organizational Goals

2023-2024

1. Student Achievement

- a. Through the work of our Career Guidance Specialists, increase pathway completer numbers at all high schools*.
- b. Expand services by our CGS positions to support middle schools in providing support services and presentations aimed at increasing CCA enrollments.
- c. Design and implement support for elementary school iCan labs utilizing student ambassadors.
- d. Issue industry-based certification badges to all CTE students.
- e. Implement data tracking structures for all pathways to access pathway and student performance*.

2. Budget/Resource Management

- a. Work with CDE, Capitol Advisors and School Services to stabilize funding through a variety of sources.
- b. Closely monitor cash flow to ensure deficits are avoided and reserves are maintained.
- c. Implement an annual review cycle for inventoried equipment.
- d. Apply to additional grant funding programs in order to expand CCA course offerings for both K-12 and adult programs*.

3. Community Engagement and Communication

- a. Expand upon partnerships and collaborations throughout the region.
- b. Utilize current partners to create additional opportunities for students in work-based learning and expanded community participation.
- c. Update CCA curriculum based on industry partner recommendations*.
- d. Strengthen marketing strategies and presentations focused on parents, students, business partners, legislators, staff and teachers in local and regional communities*.
- e. Continue to update CCA Board policies.

*WASC Goals

COLLEGE AND CAREER ADVANTAGE

Memorandum

TO: CCA Governing Board

FROM: Dr. Paul Weir, Executive Director

DATE: September 13, 2023

SUBJECT: REQUEST FOR CELL PHONE ALLOWANCE

BACKGROUND INFORMATION

In today's digital age, mobile communication has become an essential tool in carrying out job responsibilities effectively. Several of our key team members use their personal cell phones for work-related purposes. As such, it is important to provide support to our key team members to ensure seamless communication and productivity.

CURRENT SITUATION

The implementation of a cell phone allowance provides several benefits. It would be cost-effective for the organization as it would eliminate the need for the organization to provide district-issued phones. An allowance to support personal existing devices enables key team members to respond to work-related matters more efficiently, improving overall productivity, and it would demonstrate the organization's commitment to providing the necessary tools and resources for our key team members to excel in their roles.

FISCAL IMPLICATION

Providing a cell phone allowance of \$300.00 per year for four key team members would have a financial implication to the organization of \$1,200.00 per year.

RECOMMENDATION

It is respectfully requested that the Board consider approval of a \$25.00 cell phone allowance per month, for a total annual cost of \$300.00, per key team member. The positions that would qualify for a cell phone allowance are the Director, Instructional Services; Director, Student Support Services; Program Manager and one Teacher on Special Assignment.

ACTION/VOTE

**Agenda Item 15
September 13, 2023**



COLLEGE AND CAREER ADVANTAGE

NEW COURSE OFFERINGS

Beginning with the Fall 2023 semester, CCA is proposing to offer the following new courses to enhance current course offerings and build upon existing career pathways. This proposal is based on labor market information and local industry needs, school site interests, career opportunities, course sequencing and student interest.

Mission Hospital Internship - This is a regional internship for all students in both districts who have completed a medical course. Students rotate through 12-14 different departments throughout the hospital for the first semester.

Aviation Advanced - This is the second level in the aviation pathway. This course is intended to prepare students who wish to become commercial sUAS pilots for the written exam. Upon completion of this course, students will have gained the knowledge to take and pass the FAA written examination per requirement of the Federal Aviation Regulations (FAR) Private Pilot which is a requirement in obtaining a private pilot certificate.

RECOMMENDATION

Following discussion, it is recommended the Board review and approve the above course offerings.

ACTION/VOTE

**Agenda Item 16
September 13, 2023**