

## **COLLEGE AND CAREER ADVANTAGE**

### **Memorandum**

TO: CCA Governing Board

FROM: Patricia Romo, Executive Director

DATE: June 22, 2020

SUBJECT: CAREER TECHNICAL EDUCATION JOINT POWERS AUTHORITY  
COALITION – LETTER OF AGREEMENT TO PARTICIPATE

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#### **BACKGROUND INFORMATION**

Funding for Career Technical Education (CTE) has already endured significant cuts since it was flexed and rolled into the Local Control Funding Formula. For the 2019-20 Career Technical Education Incentive Grant (CTEIG) allocations, requests for funding totaled \$900 million, significantly more than the \$150 million available.

#### **CURRENT SITUATION**

The COVID-19 pandemic has triggered a recession that is trending to be worse than the Great Recession of 2008. The Newsom Administration and the State Legislature have signaled they will need to make some very difficult decisions in the upcoming fiscal year to ensure the state can balance its budget and remain fiscally solvent. Absent a federal stimulus package that provides sufficient funding to allow the state to maintain all of its current education programs and spending levels, lawmakers will likely have to make reductions to certain education programs in 2020-21. The Career Technical Education Joint Powers Authority Coalition's primary goal for the year will be to lobby the Newsom Administration and Legislature to ensure that CTEIG and K-12 Strong Workforce Program funding are preserved in the 2020-21 State Budget.

#### **FISCAL IMPACT**

Membership in the Career Technical Education Joint Powers Authority Coalition is \$4,500.00 for the period July 1, 2020 through June 30, 2021.

#### **RECOMMENDATION**

It is respectfully requested the Governing Board review and consider approval to join the Career Technical Education Joint Powers Authority Coalition for the period July 1, 2020 through June 30, 2021.

#### **CONSENT CALENDAR**



# Career Technical Education Joint Powers Authority Coalition

## Letter of Agreement to Participate 2020–21

The College and Career Advantage expresses its agreement to participate in the Career Technical Education Joint Powers Authority Coalition (Coalition), effective July 1, 2020, through June 30, 2021.

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 to 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 the period of 12 months, beginning July 1, 2020, and terminating June 30, 2021. The contracted amount will be equal to \$4,500 per participant, which includes expenses.

The membership fee for July 1, 2020, to June 30, 2021, is \$4,500 per participant, for the term of the contract.

Superintendent Name: Patricia Romo, Executive Director	
Email Address: <a href="mailto:pjromo@capousd.org">pjromo@capousd.org</a>	
Name of JPA: College and Career Advantage, a JPA ROP	
Enrollment Count: 17,000	County: Orange
Mailing Address: 33122 Valle Road; San Juan Capistrano, CA 92675	
Telephone No.: 949-234-9477	Fax No.: 949-248-9718
List of Participating School Districts: Capistrano Unified School District and Laguna Beach Unified School District	
Membership Fee:	\$4,500.00

Additional Contacts (for CTE JPA Coalition emails):

Name	Job Title	Email Address

Signature \_\_\_\_\_

Date \_\_\_\_\_

**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](mailto:kellys@sscal.com) or [leilania@sscal.com](mailto:leilania@sscal.com)

## **COLLEGE AND CAREER ADVANTAGE**

### **Memorandum**

TO: CCA Governing Board

FROM: Patricia Romo, Executive Director

DATE: June 22, 2020

SUBJECT: COVID-19 Operations Written Report

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#### **CURRENT SITUATION**

Executive Order N-56-20 was established on April 22, 2020 to address the impact of continued school closures and the school district's ability to meet the needs of its students in response to the COVID-19 pandemic. The Executive Order requires local education agencies (LEA) to adopt a written report describing the changes the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of the closures on students and families. The COVID-19 Operations Written Report must be adopted in conjunction with the adopted annual budget.

#### **FISCAL IMPACT**

There is no fiscal impact.

#### **RECOMMENDATION**

It is respectfully requested the Governing Board review and approve the COVID-19 Operations Written Report.

**Agenda Item 18**  
**June 29, 2020**

# COVID-19 Operations Written Report

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
College and Career Advantage, JPA ROP	Patricia Romo, Executive Director	<a href="mailto:piromo@capousd.org">piromo@capousd.org</a> (949) 234-9476	June 29, 2020

**Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of the changes your LEA has put in place. LEAs are strongly encouraged to provide descriptions that do not exceed 300 words.**

Provide an overview explaining the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of the closures on students and families.

College and Career Advantage initiated distance learning in response to the COVID 19 emergency as of March 13, 2020 in conjunction with our two JPA partner districts. The Curriculum and Instruction, Facilities, and Administration teams worked closely with the JPA district's Educational Services teams to ensure that teacher's had the technology and resources needed to implement distance learning successfully. CCA's instructional coaches worked closely with teachers to solve and connectivity issues and ensure students had access to curriculum, assignments, and hold office hours to work with students individually. Teachers used Google Classroom and Schoology to hold classroom instruction, post assignments, take attendance, and hold office hours to work with students individually. Professional Development was focused on instructional strategies during distance learning. Teachers implemented the same grading policies as the JPA districts which recognized student grades as of March 13, 2020, implementing a "hold harmless" policy stating that grades could only improve and teachers would work closely with students who had difficulty participating online. Teachers used multiple strategies to connect with students including phone meetings and "drive-by" instructional packet distribution and collection. In many instances, students picked up individual kits or instructions to complete projects at home. 3D Printers were "borrowed out" to engineering and robotics students to complete 3d masks and face shield projects for local healthcare providers. Teachers were innovative in their approach to finding at-home projects that kept CTE instruction interesting and at a high quality level. Every CCA instructor rose to the occasion and found ways to ensure students were learning and engaged.

Provide a description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.

CCA focused on measures to keep all students engaged and provided an artistic outlet for our most vulnerable students by allowing expression of current events through assignments in arts, written expression, researching pandemic topics, and discussion related to the employment crisis, the fiscal crisis and the impact on families. Teachers continued to assist with translation and modified assignments where needed. Counselors were available to students to assist with mental and emotional well-being. Coaching staff worked closely with teachers to reach out to any students who were showing difficulty with participation and find alternative methods of instruction, contacting family members to provide support, and setting up individual online time with the teacher.

Provide a description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.



Teachers attended professional development within one week of the implementation of distance learning to train using online platforms and develop lessons online. Teachers worked in job-alike groups to share best practices and lessons. Schedules were followed based on guidance from the two JPA partner districts and teachers made modifications where necessary. Administrators and Instructional Coaches worked closely with teachers on instruction, assignments, and expectations during online instruction, often finding creative solutions to problems as they arose.

Provide a description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices.

CCA's two district partners provided meals to students twice daily during the entire period of shelter in place orders and continue to do so over the summer.

Provide a description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours.

CCA worked with local, state, and federal guidance to implement the shelter in place orders and did not provide supervision during school closures. Staff will work within all guidelines in the reopening of schools, relying on policies and practices as outlined by its two JPA partner districts in compliance with CDE, CDPH and local requirements.

California Department of Education  
May 2020

# **COLLEGE AND CAREER ADVANTAGE**

## **Memorandum**

TO: CCA Governing Board

FROM: Cindy Fox, Accountant

DATE: June 22, 2020

SUBJECT: PROPOSED FINAL BUDGET 2020/21

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### **BACKGROUND INFORMATION**

College and Career Advantage has participated in the single budget adoption since 1992. Under this method, the annual budget must be presented to the Governing Board and adopted prior to July 1.

### **CURRENT SITUATION**

The annual budget is prepared using the Orange County Department of Education Budget Advisory that includes the School Services of California Projection Dartboard.

### **GENERAL FUND REVENUES**

#### **Interest Income**

The projection for interest revenue is \$36,000 for funds estimated to be on deposit with the Orange County Treasury

#### **Other State Revenue**

The projection for other state revenue includes the CTE Incentive Grant of \$1,162,002, a carryover from 19/20, of which \$438,601 will be passed through to JPA districts. Also included is the K12 Strong Workforce Pathways Grant Funds of \$612,374, a carryover of 18/19 and 19/20, of which \$353,517 will be passed through to JPA districts. Additional other state revenue includes the K12 Strong Workforce Pathways Coordinator Grant of \$125,000 and \$107,850 for STRS on Behalf.

#### **All Other Fees**

The projection for other fees includes revenue of \$348,650 from the California Adult Education Program.

## Apportionment

Local Control Funding Formula does not designate an amount to fund ROP's. Each JPA District determines the amount contributed based on the proposed budget that was submitted by 03/01/2020 per the JPA agreement.

The total apportionment for 2020/21 is projected at \$1,447,821, a decrease of \$318,000 due to the 20% reduction in the CUSD pass-through apportionment.

In summary, the total revenue from all sources is projected in the amount of \$3,839,697 of which \$792,117 will be passed through to JPA partner districts per the requirements of each specific grant, resulting in a net amount of \$3,047,579.

## **GENERAL FUND EXPENDITURES**

### Certificated and Classified Salaries

The projection for certificated salaries is \$1,071,196 and the projection for classified salaries is \$354,785

Certificated salaries are projected to decrease by \$338,766 due to reductions in additional assignments, reducing class offerings, elimination of an Instructional Coach position and reducing remaining Instructional Coach assignments. This amount includes the reinstatement of the Director, Curriculum and Instruction position. Classified salaries are projected to decrease by \$69,023 primarily due to reduced assignments.

### Employee Benefits

STRS- The projected STRS employer contribution includes \$183,174 as well as STRS on Behalf estimated at \$107,850.

PERS- The projected PERS employer contribution is \$69,893.

OASDI/Medicare- The OASDI/Medicare projection is \$20,677.

Health and Welfare- The Health and Welfare projection is \$220,000.

State Unemployment Insurance- is projected at \$2,100.

Worker's Compensation Insurance – is projected at \$28,000.

Retiree Benefits are projected at \$2,000.

Total Employee Benefits are projected in 2020/21 at \$633,694. This is a decrease of \$110,710 from current year estimated actuals due to position reductions.

### Textbooks, Supplies and Non-capitalized Equipment

Expenditures for textbooks, materials and supplies and equipment are projected at \$175,532, a decrease in the amount of \$151,535 from estimated actuals. This decrease is due to necessary cost savings measures.

### Services and Other Operating Expenditures

Expenditures for services and other operating expenditures are projected at \$812,373, a decrease of \$210,718 from estimated actuals. This decrease is due to reduced Instructor and Executive Director MOU's of \$104,661 as well as other reductions necessary as cost saving measures.

### Capital Outlay

No capital outlay has been budgeted.

### **GENERAL FUND BALANCE RESERVES**

At fiscal year ending 6/30/2020, the components of the ending fund balance are projected as shown below:

9711- Reserve for Revolving Cash	\$ 10,000
9740- Restricted-Pupils with Disabilities	\$ 11,926
9789- Reserve for Economic Uncertainties	\$ 212,394

Total Projected Fund Balance	\$ 234,320
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### **PROJECTION OF FINANCIAL CONDITION**

There is no planned deficit spending in the fiscal year 2020/21 adopted budget. Staff projects that CCA will be in a positive financial position for the 2020/21 fiscal year however, at this time deficit spending is projected for the subsequent two fiscal years (2021/22 and 2022/23). Staff will develop plans for a balanced budget over the next two years and present it at the 1<sup>st</sup> Interim report.

The Proposed Final Budget is based on the most updated and reliable fiscal information available to staff,

In submitting the 2020/2021 budget for approval, the Board understands its fiduciary responsibility to maintain fiscal solvency for the current and subsequent two fiscal years.

### **RECOMMENDATION**

It is respectfully requested that the Governing Board review and approve the 2020/21 CCA Proposed Budget as submitted.

### **ACTION/ROLL CALL**



**ANNUAL BUDGET REPORT:**  
July 1, 2020 Budget Adoption

This budget was developed using the state-adopted Criteria and Standards. It was filed and adopted subsequent to a public hearing by the JPA governing board. (Pursuant to Education Code sections 33129, 41023 and 42127)

Budget available for inspection at:

Public Hearing:

Place: 33122 Valle Rd., San Juan Capistrano, CA  
Date: June 22, 2020

Place: 33122 Valle Rd., San Juan Capistrano  
Date: June 29, 2020  
Time: 10:00 a.m.

Adoption Date: \_\_\_\_\_

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

Contact person for additional information on the budget reports:

Name: Patricia Romo

Telephone: (949) 234-9464

Title: Executive Director

E-mail: pjromo@capousd.org

### Criteria and Standards Review Summary

The following summary is automatically completed based on data provided in the Criteria and Standards Review (Form 01CS). Criteria and standards that are "Not Met," and supplemental information and additional fiscal indicators that are "Yes," may indicate areas of potential concern for fiscal solvency purposes and should be carefully reviewed.

CRITERIA AND STANDARDS			Met	Not Met
1	Average Daily Attendance	This criterion is not checked for JPAs.	n/a	n/a
2	Enrollment	This criterion is not checked for JPAs.	n/a	n/a
3	ADA to Enrollment	This criterion is not checked for JPAs.	n/a	n/a
4	Local Control Funding Formula (LCFF) Revenue	This criterion is not checked for JPAs.	n/a	n/a

CRITERIA AND STANDARDS (continued)			Met	Not Met
5	Salaries and Benefits	Projected ratios of total salaries and benefits to total general fund expenditures are consistent with historical ratios for the budget and two subsequent fiscal years.		X
6a	Other Revenues	Projected operating revenues (e.g., federal, other state, and other local) are within the standard for the budget and two subsequent fiscal years.		X
6b	Other Expenditures	Projected operating expenditures (e.g., books and supplies, and services and other operating) are within the standard for the budget and two subsequent fiscal years.		X
7	Ongoing and Major Maintenance Account	This criterion is not checked for JPAs.	n/a	n/a
8	Deficit Spending	Deficit spending, if any, has not exceeded the standard for two or more of the last three fiscal years.	X	
9	Fund Balance	General fund beginning balance has not been overestimated by more than the standard for two or more of the last three fiscal years.		X
10	Reserves	Projected available reserves (e.g., reserve for economic uncertainties, unassigned/unappropriated amounts) meet minimum requirements for the budget and two subsequent fiscal years.		X

SUPPLEMENTAL INFORMATION			No	Yes
	Contingent Liabilities	Are there known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) that may impact the budget?	X	
S2	Using One-time Revenues to Fund Ongoing Expenditures	Are there ongoing general fund expenditures in excess of one percent of the total general fund expenditures that are funded with one-time resources?	X	
S3	Using Ongoing Revenues to Fund One-time Expenditures	Are there large non-recurring general fund expenditures that are funded with ongoing general fund revenues?	X	
S4	Contingent Revenues	Are any projected revenues for the budget or two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)?	X	
S5	Contributions	Have transfers to or from the general fund to cover operating deficits changed by more than the standard for the budget or two subsequent fiscal years?	X	
S6	Long-term Commitments	Does the JPA have long-term (multiyear) commitments or debt agreements?	X	
		• If yes, have annual payments for the budget or two subsequent fiscal years increased over prior year's (2019-20) annual payment?	n/a	

**SUPPLEMENTAL INFORMATION (continued)**

			No	Yes
S7a	Postemployment Benefits Other than Pensions	Does the JPA provide postemployment benefits other than pensions (OPEB)?		X
		• If yes, are they lifetime benefits?		X
		• If yes, do benefits continue beyond age 65?		X
		• If yes, are benefits funded by pay-as-you-go?	X	
S7b	Other Self-insurance Benefits	Does the JPA provide other self-insurance benefits (e.g., workers' compensation)?		X
S8	Status of Labor Agreements	Are salary and benefit negotiations still open for:		
		• Certificated? (Section S8A, Line 1)	n/a	
		• Classified? (Section S8B, Line 1)	n/a	
		• Management/supervisor/confidential? (Section S8C, Line 1)	n/a	
S9	Local Control and Accountability Plan (LCAP)	This supplemental section is not checked for JPAs.	n/a	n/a
S10	LCAP Expenditures	This supplemental section is not checked for JPAs.	n/a	n/a

**ADDITIONAL FISCAL INDICATORS**

			No	Yes
A1	Negative Cash Flow	Do cash flow projections show that the JPA will end the budget year with a negative cash balance in the general fund?	X	
A2	Independent Position Control	Is personnel position control independent from the payroll system?	X	
A3	Declining Enrollment	Is enrollment decreasing in both the prior fiscal year and budget year?	n/a	n/a
A4	New Charter Schools Impacting JPA's Enrollment	Are any new charter schools operating in JPA boundaries that are impacting the JPA's enrollment, either in the prior fiscal year or budget year?	n/a	n/a
A5	Salary Increases Exceed COLA	Has the JPA entered into a bargaining agreement where any of the budget or subsequent fiscal years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?	X	
A6	Uncapped Health Benefits	Does the JPA provide uncapped (100% employer paid) health benefits for current or retired employees?	X	
A7	Independent Financial System	Is the JPA's financial system independent from the county office system?	X	
A8	Fiscal Distress Reports	Does the JPA have any reports that indicate fiscal distress? If yes, provide copies to the COE, pursuant to EC 42127.6(a).	X	
A9	Change of JPA Director or Financial Official	Have there been personnel changes in the JPA director or financial official positions within the last 12 months?	X	

ANNUAL CERTIFICATION REGARDING SELF-INSURED WORKERS' COMPENSATION CLAIMS

Pursuant to EC Section 42141, if a joint powers agency is self-insured for workers' compensation claims, the director of the joint powers agency annually shall provide information to the governing board of the joint powers agency regarding the estimated accrued but unfunded cost of those claims. The governing board annually shall certify to the county superintendent of schools the amount of money, if any, that it has decided to reserve in its budget for the cost of those claims.

To the County Superintendent of Schools:

( ☒ ) Our JPA is self-insured for workers' compensation claims as defined in Education Code Section 42141(a):

Total liabilities actuarially determined:	\$	0.00
Less: Amount of total liabilities reserved in budget:	\$	0.00
Estimated accrued but unfunded liabilities:	\$	0.00

( ☐ ) This joint powers agency is not self-insured for workers' compensation claims.

Signed \_\_\_\_\_  
Clerk/Secretary of the Governing Board  
(Original Signature Required)

Date of Meeting: \_\_\_\_\_

For additional information on this certification, please contact:

Name: Patricia Romo

Title: Executive Director

Telephone: (949) 234-9464

E-mail: pjromo@capousd.org

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>A. REVENUES</b>					
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	1,674,125.31	2,007,226.00	19.9%
4) Other Local Revenue		8600-8799	2,290,272.82	1,832,470.88	-20.0%
5) TOTAL, REVENUES			3,964,398.13	3,839,696.88	-3.1%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	1,409,961.66	1,071,195.75	-24.0%
2) Classified Salaries		2000-2999	423,808.43	354,785.00	-16.3%
3) Employee Benefits		3000-3999	744,403.65	633,693.84	-14.9%
4) Books and Supplies		4000-4999	327,067.03	175,532.19	-46.3%
5) Services and Other Operating Expenditures		5000-5999	1,023,090.13	812,372.50	-20.6%
6) Capital Outlay		6000-6999	36,067.23	0.00	-100.0%
Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	792,117.60	New
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			3,964,398.13	3,839,696.88	-3.1%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			0.00	0.00	0.0%
<b>D. OTHER FINANCING SOURCES/USES</b>					
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%

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			0.00	0.00	0.0%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	0.00	234,319.92	New
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			0.00	234,319.92	New
d) Other Restatements		9795	234,319.92	0.00	-100.0%
e) Adjusted Beginning Balance (F1c + F1d)			234,319.92	234,319.92	0.0%
2) Ending Balance, June 30 (E + F1e)			234,319.92	234,319.92	0.0%
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	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	11,925.80	11,925.80	0.0%
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	212,394.12	212,394.12	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%



Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	0.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
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	0.00		
8) Other Current Assets		9340	0.00		
<b>TOTAL, ASSETS</b>			0.00		
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>					
1) Deferred Outflows of Resources		9490	0.00		
<b>2) TOTAL, DEFERRED OUTFLOWS</b>			0.00		
<b>I. LIABILITIES</b>					
1) Accounts Payable		9500	0.00		
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	0.00		
<b>6) TOTAL, LIABILITIES</b>			0.00		
<b>J. DEFERRED INFLOWS OF RESOURCES</b>					
1) Deferred Inflows of Resources		9690	0.00		
<b>2) TOTAL, DEFERRED INFLOWS</b>			0.00		
<b>K. FUND EQUITY</b>					
Ending Fund Balance, June 30 (G9 + H2) - (I6 + J2)			0.00		

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>FEDERAL REVENUE</b>					
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%
<b>TOTAL, FEDERAL REVENUE</b>			0.00	0.00	0.0%
<b>OTHER STATE REVENUE</b>					
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%
Allocated Costs Reimbursements		8550	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	792,117.60	New
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	254,674.31	723,401.40	184.0%
Drug/Alcohol/Tobacco Funds	6695	8590	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	1,419,451.00	491,707.00	-65.4%
<b>TOTAL, OTHER STATE REVENUE</b>			1,674,125.31	2,007,226.00	19.9%
<b>OTHER LOCAL REVENUE</b>					
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%

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	36,000.00	36,000.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
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%
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	388,451.94	348,650.00	-10.2%
Tuition		8710	0.00	0.00	0.0%
Other Transfers In		8781-8783	1,865,820.88	1,447,820.88	-22.4%
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%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>2,290,272.82</b>	<b>1,832,470.88</b>	<b>-20.0%</b>
<b>TOTAL, REVENUES</b>			<b>3,964,398.13</b>	<b>3,839,696.88</b>	<b>-3.1%</b>

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>CERTIFICATED SALARIES</b>					
Certificated Teachers' Salaries		1100	1,303,720.59	853,090.00	-34.6%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	106,241.07	218,105.75	105.3%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			1,409,961.66	1,071,195.75	-24.0%
<b>CLASSIFIED SALARIES</b>					
Classified Instructional Salaries		2100	0.00	0.00	0.0%
Classified Support Salaries		2200	57,067.21	27,333.34	-52.1%
Classified Supervisors' and Administrators' Salaries		2300	154,676.01	160,493.33	3.8%
Clerical, Technical and Office Salaries		2400	212,065.21	166,958.33	-21.3%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			423,808.43	354,785.00	-16.3%
<b>EMPLOYEE BENEFITS</b>					
STRS		3101-3102	320,386.68	291,024.47	-9.2%
PERS		3201-3202	83,367.22	69,892.65	-16.2%
OASDI/Medicare/Alternative		3301-3302	29,051.35	20,676.72	-28.8%
Health and Welfare Benefits		3401-3402	282,725.73	220,000.00	-22.2%
Unemployment Insurance		3501-3502	4,093.81	2,100.00	-48.7%
Workers' Compensation		3601-3602	23,325.97	28,000.00	20.0%
OPEB, Allocated		3701-3702	1,452.89	2,000.00	37.7%
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			744,403.65	633,693.84	-14.9%
<b>BOOKS AND SUPPLIES</b>					
Approved Textbooks and Core Curricula Materials		4100	8,781.61	7,452.21	-15.1%
Books and Other Reference Materials		4200	2,605.74	0.00	-100.0%
Materials and Supplies		4300	172,952.75	103,479.98	-40.2%
Noncapitalized Equipment		4400	142,726.93	64,600.00	-54.7%
		4700	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			327,067.03	175,532.19	-46.3%

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	48,188.97	0.00	-100.0%
Dues and Memberships		5300	19,574.11	5,378.00	-72.5%
Insurance		5400-5450	51,669.00	51,000.00	-1.3%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	6,097.78	2,000.00	-67.2%
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	896,550.74	753,794.50	-15.9%
Communications		5900	1,009.53	200.00	-80.2%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>1,023,090.13</b>	<b>812,372.50</b>	<b>-20.6%</b>
<b>CAPITAL OUTLAY</b>					
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	36,067.23	0.00	-100.0%
Equipment Replacement		6500	0.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>36,067.23</b>	<b>0.00</b>	<b>-100.0%</b>

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>					
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	0.00	792,117.60	New
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%
DC/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%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			0.00	792,117.60	New
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>					
Transfers of Indirect Costs		7310	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>			0.00	0.00	0.0%
<b>TOTAL, EXPENDITURES</b>			3,964,398.13	3,839,696.88	-3.1%



Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>INTERFUND TRANSFERS</b>					
<b>INTERFUND TRANSFERS IN</b>					
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%
<b>INTERFUND TRANSFERS OUT</b>					
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%
<b>OTHER SOURCES/USES</b>					
<b>SOURCES</b>					
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	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%
<b>USES</b>					
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>					
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%
<b>TOTAL, OTHER FINANCING SOURCES/USES</b> (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>A. REVENUES</b>					
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	1,674,125.31	2,007,226.00	19.9%
4) Other Local Revenue		8600-8799	2,290,272.82	1,832,470.88	-20.0%
5) TOTAL, REVENUES			3,964,398.13	3,839,696.88	-3.1%
<b>B. EXPENDITURES (Objects 1000-7999)</b>					
1) Instruction	1000-1999		3,075,916.38	2,180,315.78	-29.1%
2) Instruction - Related Services	2000-2999		188,178.65	279,966.92	48.8%
3) Pupil Services	3000-3999		229,902.86	216,732.28	-5.7%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		378,229.68	331,847.99	-12.3%
8) Plant Services	8000-8999		92,170.56	38,716.31	-58.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	792,117.60	New
10) TOTAL, EXPENDITURES			3,964,398.13	3,839,696.88	-3.1%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)</b>			0.00	0.00	0.0%
<b>D. OTHER FINANCING SOURCES/USES</b>					
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%

Description	Function Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			0.00	0.00	0.0%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	0.00	234,319.92	New
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			0.00	234,319.92	New
d) Other Restatements		9795	234,319.92	0.00	-100.0%
e) Adjusted Beginning Balance (F1c + F1d)			234,319.92	234,319.92	0.0%
2) Ending Balance, June 30 (E + F1e)			234,319.92	234,319.92	0.0%
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	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	11,925.80	11,925.80	0.0%
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	212,394.12	212,394.12	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2019-20	2020-21
		Estimated Actuals	Budget
6360	Pupils with Disabilities Attending ROC/P	11,925.80	11,925.80
Total, Restricted Balance		11,925.80	11,925.80

Fund: 01 General Fund Resource: 0000 Unrestricted		
Description	Object	2019-20 Estimated Actuals
Ending Fund Balance	979Z	222,394.12
<b>Components of Ending Fund Balance</b>		
<b>Nonspendable</b>		
Revolving Cash	9711	10,000.00
Stores	9712	0.00
Prepaid Expenditures	9713	0.00
All Others	9719	0.00
<b>Restricted</b>	9740	0.00
<b>Committed</b>		
Stabilization Arrangements	9750	0.00
Other Commitments	9760	0.00
<b>Assigned</b>		
Other Assignments	9780	0.00
<b>Unassigned/Unappropriated</b>		
Reserve for Economic Uncertainties	9789	212,394.12
Unassigned/Unappropriated	9790	0.00

<b>Fund: 01 General Fund</b>		
<b>Resource: 6360 Pupils with Disabilities Attending ROC/P</b>		
<b>Description</b>	<b>Object</b>	<b>2019-20 Estimated Actuals</b>
<b>Ending Fund Balance</b>	979Z	11,925.80
<b>Components of Ending Fund Balance</b>		
<b>Nonspendable</b>		
Revolving Cash	9711	0.00
Stores	9712	0.00
Prepaid Expenditures	9713	0.00
All Others	9719	0.00
<b>Restricted</b>	9740	11,925.80
<b>Committed</b>		
Stabilization Arrangements	9750	0.00
Other Commitments	9760	0.00
<b>Assigned</b>		
Other Assignments	9780	0.00
<b>Unassigned/Unappropriated</b>		
Reserve for Economic Uncertainties	9789	0.00
Unassigned/Unappropriated	9790	0.00



Fund: 01 General Fund Resource: 0000 Unrestricted		
Description	Object	2020-21 Budget
Ending Fund Balance	979Z	222,394.12
<b>Components of Ending Fund Balance</b>		
<b>Nonspendable</b>		
Revolving Cash	9711	10,000.00
Stores	9712	0.00
Prepaid Expenditures	9713	0.00
All Others	9719	0.00
<b>Restricted</b>	9740	0.00
<b>Committed</b>		
Stabilization Arrangements	9750	0.00
Other Commitments	9760	0.00
<b>Assigned</b>		
Other Assignments	9780	0.00
<b>Unassigned/Unappropriated</b>		
Reserve for Economic Uncertainties	9789	212,394.12
Unassigned/Unappropriated	9790	0.00

Fund: 01 General Fund		
Resource: 6360 Pupils with Disabilities Attending ROC/P		
Description	Object	2020-21 Budget
Ending Fund Balance	979Z	11,925.80
<b>Components of Ending Fund Balance</b>		
<b>Nonspendable</b>		
Revolving Cash	9711	0.00
Stores	9712	0.00
Prepaid Expenditures	9713	0.00
All Others	9719	0.00
<b>Restricted</b>	9740	11,925.80
<b>Committed</b>		
Stabilization Arrangements	9750	0.00
Other Commitments	9760	0.00
<b>Assigned</b>		
Other Assignments	9780	0.00
<b>Unassigned/Unappropriated</b>		
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
<b>Governmental Activities:</b>						
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
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		137,044.77	137,044.77	36,067.23		173,112.00
Total capital assets being depreciated	0.00	1,331,979.18	1,331,979.18	36,067.23	0.00	1,368,046.41
Accumulated Depreciation for:						
Land Improvements		(10,284.17)	(10,284.17)	(908.75)		(11,192.92)
Buildings		(962,908.40)	(962,908.40)	(31,180.94)		(994,089.34)
Equipment		(77,467.76)	(77,467.76)	(12,982.47)		(90,450.23)
Total accumulated depreciation	0.00	(1,050,660.33)	(1,050,660.33)	(45,072.16)	0.00	(1,095,732.49)
Total capital assets being depreciated, net	0.00	281,318.85	281,318.85	(9,004.93)	0.00	272,313.92
Governmental activity capital assets, net	0.00	281,318.85	281,318.85	(9,004.93)	0.00	272,313.92
<b>Business-Type Activities:</b>						
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
Capital assets being depreciated:	0.00	0.00	0.00	0.00	0.00	0.00
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	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

	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
ESTIMATES THROUGH THE MONTH OF JUNE										
A. BEGINNING CASH			1,048,653.06	2,521,197.84	2,476,485.68	2,301,573.85	2,126,662.02	1,951,750.19	1,920,726.03	1,601,926.53
B. RECEIPTS										
LCFF/Revenue Limit Sources	8010-8019									
Principal Apportionment	8020-8079									
Property Taxes	8080-8099									
Miscellaneous Funds	8100-8299									
Federal Revenue	8300-8599									
Other State Revenue	8600-8799	1,899,376.00								
Other Local Revenue	8810-8929	1,272,000.00	32,054.17	32,054.17	32,054.17	32,054.17	32,054.17	32,054.17	32,054.17	32,054.17
Interfund Transfers In	8910-8929									
All Other Financing Sources	8930-8979									
TOTAL RECEIPTS			3,171,376.00	32,054.17	32,054.17	32,054.17	32,054.17	32,054.17	32,054.17	32,054.17
C. DISBURSEMENTS										
Certificated Salaries	1000-1999		10,000.00	10,000.00	105,119.58	105,119.58	105,119.58	0.00	210,239.15	105,119.58
Classified Salaries	2000-2999	0.00	29,565.42	29,565.42	29,565.42	29,565.42	29,565.42	29,565.42	29,565.42	29,565.42
Employee Benefits	3000-3999	3,688.00	14,591.73	49,671.82	49,671.82	49,671.82	49,671.82	10,903.73	88,439.92	49,671.82
Books and Supplies	4000-4999	14,627.68	14,627.68	14,627.68	14,627.68	14,627.68	14,627.68	14,627.68	14,627.68	14,627.68
Services	5000-5999	7,981.50	7,981.50	7,981.50	7,981.50	7,981.50	7,981.50	7,981.50	7,981.50	7,981.50
Capital Outlay	6000-6599									
Other Outgo	7000-7499	782,117.60								
Interfund Transfers Out	7600-7629									
All Other Financing Uses	7630-7699									
TOTAL DISBURSEMENTS			828,414.78	76,766.33	206,966.00	206,966.00	206,966.00	63,078.33	350,853.67	206,966.00
D. BALANCE SHEET ITEMS										
Assets and Deferred Outflows										
Cash Not In Treasury	9111-9199									
Accounts Receivable	9200-9299									
Due From Other Funds	9310									
Stores	9320									
Prepaid Expenditures	9330									
Other Current Assets	9340									
Deferred Outflows of Resources	9490									
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities and Deferred Inflows										
Accounts Payable	9500-9599		870,416.44							
Due To Other Funds	9610									
Current Loans	9640									
Unearned Revenues	9650									
Deferred Inflows of Resources	9690									
SUBTOTAL		0.00	870,416.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Nonoperating										
Suspense Clearing	9910		0.00							
TOTAL BALANCE SHEET ITEMS		0.00	(870,416.44)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E. NET INCREASE/DECREASE (B - C + D)			1,472,544.78	(44,712.16)	(174,911.83)	(174,911.83)	(174,911.83)	(31,024.16)	(318,799.50)	(174,911.83)
F. ENDING CASH (A + E)			2,521,197.84	2,476,485.68	2,301,573.85	2,126,662.02	1,951,750.19	1,920,726.03	1,601,926.53	1,427,014.70
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

ESTIMATES THROUGH THE MONTH OF	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
<b>A. BEGINNING CASH</b>	JUNE	1,427,014.70	1,252,102.87	1,077,191.04	902,279.21				
<b>B. RECEIPTS</b>									
LCFF/Revenue Limit Sources	8010-8019							0.00	0.00
Principal Apportionment	8020-8079							0.00	0.00
Property Taxes	8080-8099							0.00	0.00
Miscellaneous Funds	8100-8299							0.00	0.00
Federal Revenue	8300-8599				107,850.00			2,007,226.00	2,007,226.00
Other State Revenue	8600-8799	32,054.17	32,054.17	32,054.17	207,875.05	32,054.17		1,832,470.92	1,832,470.88
Other Local Revenue	8910-8929							0.00	0.00
Interfund Transfers In	8930-8979							0.00	0.00
All Other Financing Sources								0.00	0.00
<b>TOTAL RECEIPTS</b>		32,054.17	32,054.17	32,054.17	315,725.05	32,054.17	0.00	3,839,696.92	3,839,696.88
<b>C. DISBURSEMENTS</b>									
Certificated Salaries	1000-1999	105,119.58	105,119.58	105,119.58	105,119.54			1,071,195.75	1,071,195.75
Classified Salaries	2000-2999	29,565.42	29,565.42	29,565.42	29,565.42	29,565.38		354,785.00	354,785.00
Employee Benefits	3000-3999	49,671.82	49,671.82	49,671.82	157,463.96	10,903.76		633,693.84	633,693.84
Books and Supplies	4000-4999	14,627.68	14,627.68	14,627.68	14,627.71			175,532.19	175,532.19
Services	5000-5999	7,981.50	7,981.50	7,981.50	7,981.50	716,594.50		812,372.50	812,372.50
Capital Outlay	6000-6599							0.00	0.00
Other Outgo	7000-7499							792,117.60	792,117.60
Interfund Transfers Out	7600-7629							0.00	0.00
All Other Financing Uses	7630-7699							0.00	0.00
<b>TOTAL DISBURSEMENTS</b>		206,966.00	206,966.00	206,966.00	314,758.13	757,063.64	0.00	3,839,696.88	3,839,696.88
<b>D. BALANCE SHEET ITEMS</b>									
Assets and Deferred Outflows									
Cash Not In Treasury	9111-9199							0.00	0.00
Accounts Receivable	9200-9299							0.00	0.00
Due From Other Funds	9310							0.00	0.00
Stores	9320							0.00	0.00
Prepaid Expenditures	9330							0.00	0.00
Other Current Assets	9340							0.00	0.00
Deferred Outflows of Resources	9490							0.00	0.00
<b>SUBTOTAL</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities and Deferred Inflows									
Accounts Payable	9500-9599							870,416.44	870,416.44
Due To Other Funds	9610							0.00	0.00
Current Loans	9640							0.00	0.00
Unearned Revenues	9650							0.00	0.00
Deferred Inflows of Resources	9690							0.00	0.00
<b>SUBTOTAL</b>		0.00	0.00	0.00	0.00	0.00	0.00	870,416.44	870,416.44
Nonoperating									
Suspense Clearing	9910							0.00	0.00
<b>TOTAL BALANCE SHEET ITEMS</b>		0.00	0.00	0.00	0.00	0.00	0.00	(870,416.44)	(870,416.44)
<b>E. NET INCREASE/DECREASE (B - C + D)</b>		(174,911.83)	(174,911.83)	(174,911.83)	966.92	(725,009.47)	0.00	(870,416.40)	0.00
<b>F. ENDING CASH (A + E)</b>		1,252,102.87	1,077,191.04	902,279.21	903,246.13				
<b>G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS</b>								178,236.66	

ESTIMATES THROUGH THE MONTH OF	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
<b>A. BEGINNING CASH</b>	JUNE		903,246.13	1,509,839.85	1,479,932.65	1,373,927.00	1,267,921.35	1,161,915.70	1,145,892.80	949,904.40
<b>B. RECEIPTS</b>										
LCFF/Revenue Limit Sources	8010-8019									
Principal Apportionment	8020-8079									
Property Taxes	8080-8099									
Miscellaneous Funds	8100-8299									
Federal Revenue	8300-8599		125,000.00							
Other State Revenue	8600-8799		1,272,000.00	29,936.32	29,936.32	29,936.32	29,936.32	29,936.32	29,936.32	29,936.32
Other Local Revenue	8810-8929									
Interfund Transfers In	8930-8979									
All Other Financing Sources										
<b>TOTAL RECEIPTS</b>			1,397,000.00	29,936.32	29,936.32	29,936.32	29,936.32	29,936.32	29,936.32	29,936.32
<b>C. DISBURSEMENTS</b>										
Certificated Salaries	1000-1999		10,000.00	10,000.00	64,809.00	64,809.00	64,809.00	129,618.00	64,809.00	64,809.00
Classified Salaries	2000-2999		0.00	19,086.94	19,086.94	19,086.94	19,086.94	19,086.94	19,086.94	19,086.94
Employee Benefits	3000-3999		3,884.30	11,298.24	32,587.69	32,587.69	32,587.69	7,413.94	57,761.44	32,587.69
Books and Supplies	4000-4999		12,916.67	12,916.67	12,916.67	12,916.67	12,916.67	12,916.67	12,916.67	12,916.67
Services	5000-5999		6,541.67	6,541.67	6,541.67	6,541.67	6,541.67	6,541.67	6,541.67	6,541.67
Capital Outlay	6000-6599									
Other Outgo	7000-7499									
Interfund Transfers Out	7600-7629									
All Other Financing Uses	7630-7699									
<b>TOTAL DISBURSEMENTS</b>			33,342.64	59,843.52	135,941.97	135,941.97	135,941.97	45,959.22	225,924.72	135,941.97
<b>D. BALANCE SHEET ITEMS</b>										
Assets and Deferred Outflows										
Cash Not In Treasury	9111-9199									
Accounts Receivable	9200-9299									
Due From Other Funds	9310									
Stores	9320									
Prepaid Expenditures	9330									
Other Current Assets	9340									
Deferred Outflows of Resources	9490									
<b>SUBTOTAL</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities and Deferred Inflows										
Accounts Payable	9500-9599		757,063.64							
Due To Other Funds	9610									
Current Loans	9640									
Unearned Revenues	9650									
Deferred Inflows of Resources	9690									
<b>SUBTOTAL</b>		0.00	757,063.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Nonoperating</b>										
Suspense Clearing	9910									
<b>TOTAL BALANCE SHEET ITEMS</b>		0.00	(757,063.64)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>E. NET INCREASE/DECREASE (B - C + D)</b>			606,593.72	(29,907.20)	(106,005.65)	(106,005.65)	(106,005.65)	(16,022.90)	(195,988.40)	(106,005.65)
<b>F. ENDING CASH (A + E)</b>			1,509,839.85	1,479,932.65	1,373,927.00	1,267,921.35	1,161,915.70	1,145,892.80	949,904.40	843,898.75
<b>G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS</b>										



ESTIMATES THROUGH THE MONTH OF	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
<b>A. BEGINNING CASH</b>	JUNE	843,898.75	737,893.10	631,887.45	525,881.80				
<b>B. RECEIPTS</b>									
LCFF/Revenue Limit Sources									
Principal Apportionment	8010-8019							0.00	
Property Taxes	8020-8079							0.00	
Miscellaneous Funds	8080-8099							0.00	
Federal Revenue	8100-8299							0.00	
Other State Revenue	8300-8599				80,000.00			205,000.00	205,000.00
Other Local Revenue	8600-8799	29,936.32	29,936.32	29,936.32	205,757.20	29,936.32		1,807,056.72	1,807,056.72
Interfund Transfers In	8910-8929							0.00	
All Other Financing Sources	8930-8979							0.00	
<b>TOTAL RECEIPTS</b>		29,936.32	29,936.32	29,936.32	285,757.20	29,936.32	0.00	2,012,056.72	2,012,056.72
<b>C. DISBURSEMENTS</b>									
Certificated Salaries	1000-1999	64,809.00	64,809.00	64,809.00	64,809.00			668,090.00	668,090.00
Classified Salaries	2000-2999	19,086.94	19,086.94	19,086.94	19,086.94	19,086.99		229,043.33	229,043.33
Employee Benefits	3000-3999	32,587.69	32,587.69	32,587.69	112,587.67	7,413.94		428,473.36	428,473.36
Books and Supplies	4000-4999	12,916.67	12,916.67	12,916.67	12,916.63			155,000.00	155,000.00
Services	5000-5999	6,541.67	6,541.67	6,541.67	6,541.63	654,552.50		733,052.50	733,052.50
Capital Outlay	6000-6599							0.00	
Other Outgo	7000-7499							0.00	
Interfund Transfers Out	7600-7629							0.00	
All Other Financing Uses	7630-7699							0.00	
<b>TOTAL DISBURSEMENTS</b>		135,941.97	135,941.97	135,941.97	215,941.87	661,053.43	0.00	2,213,659.19	2,213,659.19
<b>D. BALANCE SHEET ITEMS</b>									
Assets and Deferred Outflows									
Cash Not in Treasury	9111-9199							0.00	
Accounts Receivable	9200-9299							0.00	
Due From Other Funds	9310							0.00	
Stores	9320							0.00	
Prepaid Expenditures	9330							0.00	
Other Current Assets	9340							0.00	
Deferred Outflows of Resources	9490							0.00	
<b>SUBTOTAL</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Liabilities and Deferred Inflows</b>									
Accounts Payable	9500-9599							757,063.64	
Due To Other Funds	9610							0.00	
Current Loans	9640							0.00	
Unearned Revenues	9650							0.00	
Deferred Inflows of Resources	9690							0.00	
<b>SUBTOTAL</b>		0.00	0.00	0.00	0.00	0.00	0.00	757,063.64	
<b>Nonoperating</b>									
Suspense Clearing	9910							0.00	
<b>TOTAL BALANCE SHEET ITEMS</b>		0.00	0.00	0.00	0.00	0.00	0.00	(757,063.64)	
<b>E. NET INCREASE/DECREASE (B - C + D)</b>		(106,005.65)	(106,005.65)	(106,005.65)	69,815.33	(651,117.11)	0.00	(958,666.11)	(201,602.47)
<b>F. ENDING CASH (A + E)</b>		737,893.10	631,887.45	525,881.80	595,697.13				
<b>G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS</b>								(55,419.98)	

## 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) 220,239.38
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) 2,356,481.47

### 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) 9.35%

## 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)**

**Indirect Costs**

1. Other General Administration, less portion charged to restricted resources or specific goals (Functions 7200-7600, objects 1000-5999, minus Line B9)	300,229.00
2. Centralized Data Processing, less portion charged to restricted resources or specific goals (Function 7700, objects 1000-5999, minus Line B10)	14,442.00
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)	8,617.95
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)	323,288.95
9. Carry-Forward Adjustment (Part IV, Line F)	0.00
10. Total Adjusted Indirect Costs (Line A8 plus Line A9)	323,288.95

**B. Base Costs**

1. Instruction (Functions 1000-1999, objects 1000-5999 except 5100)	3,039,849.15
2. Instruction-Related Services (Functions 2000-2999, objects 1000-5999 except 5100)	188,178.65
3. Pupil Services (Functions 3000-3999, objects 1000-5999 except 4700 and 5100)	229,902.86
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)	63,558.68
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)	0.00
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)	83,552.61
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)	3,605,041.95

**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) 8.97%

**Preliminary Proposed Indirect Cost Rate**

(For final approved fixed-with-carry-forward rate for use in 2021-22 see [www.cde.ca.gov/fg/ac/ic/](http://www.cde.ca.gov/fg/ac/ic/))

(Line A10 divided by Line B19) 8.97%

#### 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.

<b>A. Indirect costs incurred in the current year (Part III, Line A8)</b>	323,288.95
<b>B. Carry-forward adjustment from prior year(s)</b>	
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
<b>C. Carry-forward adjustment for under- or over-recovery in the current year</b>	
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
<b>Preliminary carry-forward adjustment (Line C1 or C2)</b>	0.00
<b>E. Optional allocation of negative carry-forward adjustment over more than one year</b>	
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
<b>F. Carry-forward adjustment used in Part III, Line A9 (Line D minus amount deferred if Option 2 or Option 3 is selected)</b>	0.00

	Unaudited Balance July 1	Audit Adjustments/ Restatements	Audited Balance July 1	Increases	Decreases	Ending Balance June 30	Amounts Due Within One Year
<b>Governmental Activities:</b>							
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	
Capital 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		39,893.80	39,893.80	15,129.84		55,023.64	
Compensated Absences Payable							
Governmental activities long-term liabilities	0.00	39,893.80	39,893.80	15,129.84	0.00	55,023.64	0.00
<b>Business-Type Activities:</b>							
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	
Capital 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	
Business-type activities long-term liabilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Description	Object Codes	2020-21 Budget (Form 01) (A)	% Change (Cols. C-A/A) (B)	2021-22 Projection (C)	% Change (Cols. E-C/C) (D)	2022-23 Projection (E)
Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
<b>A. REVENUES AND OTHER FINANCING SOURCES</b>						
1. LCFF/Revenue Limit Sources	8010-8099					
2. Federal Revenues	8100-8299	0.00	0.00%	0.00	0.00%	0.00
3. Other State Revenues	8300-8599	2,007,226.00	-89.79%	205,000.00	0.00%	205,000.00
4. Other Local Revenues	8600-8799	1,832,470.88	-1.39%	1,807,056.72	0.00%	1,807,056.72
5. Other Financing Sources						
a. Transfers In	8900-8929	0.00	0.00%	0.00	0.00%	0.00
b. Other Sources	8930-8979	0.00	0.00%	0.00	0.00%	0.00
c. Contributions	8980-8999	0.00	0.00%	0.00	0.00%	0.00
<b>6. Total (Sum lines A1 thru A5c)</b>		<b>3,839,696.88</b>	<b>-47.60%</b>	<b>2,012,056.72</b>	<b>0.00%</b>	<b>2,012,056.72</b>
<b>B. EXPENDITURES AND OTHER FINANCING USES</b>						
1. Certificated Salaries						
a. Base Salaries				1,071,195.75		668,090.00
b. Step & Column Adjustment						
c. Cost-of-Living Adjustment						
d. Other Adjustments				(403,105.75)		
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	1,071,195.75	-37.63%	668,090.00	0.00%	668,090.00
2. Classified Salaries						
a. Base Salaries				354,785.00		229,043.33
b. Step & Column Adjustment						
c. Cost-of-Living Adjustment						
d. Other Adjustments				(125,741.67)		
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	354,785.00	-35.44%	229,043.33	0.00%	229,043.33
3. Employee Benefits	3000-3999	633,693.84	-32.38%	428,473.36	0.00%	428,473.36
4. Books and Supplies	4000-4999	175,532.19	-11.70%	155,000.00	0.00%	155,000.00
5. Services and Other Operating Expenditures	5000-5999	812,372.50	-9.76%	733,052.50	0.00%	733,052.50
6. Capital Outlay	6000-6999	0.00	0.00%	0.00	0.00%	0.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	792,117.60	-100.00%	0.00	0.00%	0.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	0.00	0.00%	0.00	0.00%	0.00
9. Other Financing Uses						
a. Transfers Out	7600-7629	0.00	0.00%	0.00	0.00%	0.00
b. Other Uses	7630-7699	0.00	0.00%	0.00	0.00%	0.00
10. Other Adjustments (Explain in Section G below)				0.00		
<b>11. Total (Sum lines B1 thru B10)</b>		<b>3,839,696.88</b>	<b>-42.35%</b>	<b>2,213,659.19</b>	<b>0.00%</b>	<b>2,213,659.19</b>
<b>C. NET INCREASE (DECREASE) IN FUND BALANCE (Line A6 minus line B11)</b>						
		0.00		(201,602.47)		(201,602.47)
<b>D. FUND BALANCE</b>						
1. Net Beginning Fund Balance (Form 01, line F1e)		234,319.92		234,319.92		32,717.45
2. Ending Fund Balance (Sum lines C and D1)		234,319.92		32,717.45		(168,885.02)
3. Components of Ending Fund Balance (Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
a. Nonspendable	9710-9719	10,000.00		10,000.00		10,000.00
b. Restricted	9740	11,925.80		11,925.80		11,925.00
c. Committed						
1. Stabilization Arrangements	9750	0.00		0.00		0.00
2. Other Commitments	9760	0.00		0.00		0.00
d. Assigned	9780	0.00		0.00		0.00
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	212,394.12				
2. Unassigned/Unappropriated	9790	0.00		10,791.65		(190,810.02)
<b>f. Total Components of Ending Fund Balance (Line D3f must agree with line D2)</b>		<b>234,319.92</b>		<b>32,717.45</b>		<b>(168,885.02)</b>

Description	Object Codes	2020-21 Budget (Form 01) (A)	% Change (Cols. C-A/A) (B)	2021-22 Projection (C)	% Change (Cols. E-C/C) (D)	2022-23 Projection (E)
<b>G. AVAILABLE RESERVES</b>						
<b>1. General Fund</b>						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	212,394.12		0.00		0.00
c. Unassigned/Unappropriated	9790	0.00		10,791.65		(190,810.02)
d. Negative Restricted Ending Balances (Negative resources 2000-9999) (Enter projections)	979Z			0.00		0.00
(Enter reserve projections in Columns C and E for subsequent years 1 and 2. - Column A is extracted.)						
<b>2. Special Reserve Fund - Noncapital Outlay (Fund 17)</b>						
a. Stabilization Arrangements	9750			0.00		0.00
b. Reserve for Economic Uncertainties	9789			0.00		0.00
c. Unassigned/Unappropriated	9790			0.00		0.00
3. Total Available Reserves - by Amount (Sum lines E1a thru E2c)		212,394.12		10,791.65		(190,810.02)
4. Total Available Reserves - by Percent (Line E3 divided by Line F2)		5.53%		0.49%		-8.62%
<b>F. RECOMMENDED RESERVES</b>						
<b>1. JPA ADA</b>						
Used to determine the reserve standard percentage level on Line F5 (Enter ADA for current and two subsequent years, if applicable)						
2. Total Expenditures and Other Financing Uses (Line B11)		3,839,696.88		2,213,659.19		2,213,659.19
3. Less: Special Education Pass-through (Not applicable for JPAs)		N/A		N/A		N/A
4. Sub-Total (Line F2 minus F3)		3,839,696.88		2,213,659.19		2,213,659.19
5. Reserve Standard Percentage Level (Refer to Form 01CS, Criterion 10 for calculation details)		5%		5%		5%
6. Reserve Standard - By Percent (Line F4 times F5)		191,984.84		110,682.96		110,682.96
7. Reserve Standard - By Amount (Refer to Form 01CS, Criterion 10 for calculation details)		71,000.00		71,000.00		71,000.00
8. Reserve Standard (Greater of Line F6 or F7)		191,984.84		110,682.96		110,682.96
9. Available Reserves (Line E3) Meet the Reserve Standard (Line F8)		YES		NO		NO
<b>G. ASSUMPTIONS</b>						
Please provide below or on a separate attachment, the assumptions used to determine the projections for the first and second subsequent fiscal years. Further, please include an explanation for any significant expenditure adjustments projected in lines B1d, B2d, and B10. For additional information, please refer to the Budget Assumptions section of the SACS Financial Reporting Software User Guide.						
Due to the uncertainty of CTE Funding for the 21-22 and 22-23 years, both Certificated and Classified staff may be reduced.						

Pr methodology and assumptions used to estimate revenues, expenditures, reserves and fund balance, and multiyear commitments (including cost-living adjustments). Deviations from the standards must be explained and may affect the approval of the budget.

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

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## CRITERIA AND STANDARDS

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1. **CRITERION: Average Daily Attendance**  
This criterion is not checked for JPAs
2. **CRITERION: Enrollment**  
This criterion is not checked for JPAs
3. **CRITERION: ADA to Enrollment**  
This criterion is not checked for JPAs
4. **CRITERION: Local Control Funding Formula (LCFF) Revenue**  
This criterion is not checked for JPAs



**CRITERION: Salaries and Benefits**

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

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

DATA ENTRY: All data are extracted or calculated.

Fiscal Year	Estimated/Unaudited Actuals		Ratio of Salaries and Benefits to Total Expenditures
	Salaries and Benefits (Form 01, Objects 1000-3999)	Total Expenditures (Form 01, Objects 1000-7499)	
Third Prior Year (2017-18)	0.00		0.0%
Second Prior Year (2018-19)	0.00		0.0%
First Prior Year (2019-20)	2,578,173.74	3,964,398.13	65.0%
	Historical Average Ratio:		21.7%

	Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)
JPA's Reserve Standard Percentage (Criterion 10B, Line 4):	5.0%	5.0%	5.0%
JPA's Salaries and Benefits Standard (historical average ratio, plus/minus the greater of 3% or the JPA's reserve standard percentage):	16.7% to 26.7%	16.7% to 26.7%	16.7% to 26.7%

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

DATA ENTRY: If Form MYP exists, Salaries and Benefits, and Total Expenditures data for the 1st and 2nd Subsequent Years will be extracted; if not, enter data for the two subsequent years. All other data are extracted or calculated.

Fiscal Year	Budget		Ratio of Salaries and Benefits to Total Expenditures	Status
	Salaries and Benefits (Form 01, Objects 1000-3999) (Form MYP, Lines B1-B3)	Total Expenditures (Form 01, Objects 1000-7499) (Form MYP, Lines B1-B8, B10)		
Budget Year (2020-21)	2,059,674.59	3,839,696.88	53.6%	Not Met
1st Subsequent Year (2021-22)	1,325,606.69	2,213,659.19	59.9%	Not Met
2nd Subsequent Year (2022-23)	1,325,606.69	2,213,659.19	59.9%	Not Met

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

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

- 1a. **STANDARD NOT MET** - Projected ratio(s) of salary and benefit costs to total expenditures are outside the standard in one or more of the budget or two subsequent fiscal years. Provide reasons why the projection(s) exceed the standard, a description of the methods and assumptions used in projecting salaries and benefits, and what changes, if any, will be made to bring the projected salary and benefit costs within the standard.

**Explanation:**  
(required if NOT met)

Rising costs of retirement benefits increase the ratio of Salaries and Benefits to Total Expenditures.

**CRITERION: Other Revenues and Expenditures**

**STANDARD:** Projected operating revenues (including federal, other state, and other local) or expenditures (including books and supplies, and services and other operating), for any of the budget year or two subsequent fiscal years, have not changed from the prior fiscal year amount by more than the funded cost-of-living adjustment (COLA) plus or minus ten percent.

For each major object category, changes that exceed the funded COLA plus or minus five percent must be explained.

**6A. Calculating the JPA's Other Revenues and Expenditures Standard Percentage Ranges**

DATA ENTRY: Enter data for the budget and two subsequent fiscal years on line 1. All other data are extracted or calculated.

	Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)
1. JPA's Change in Funding Level			
2. JPA's Other Revenues and Expenditures Standard Percentage Range (Line 1, plus/minus 10%):	-10.00% to 10.00%	-10.00% to 10.00%	-10.00% to 10.00%
3. JPA's Other Revenues and Expenditures Explanation Percentage Range (Line 1, plus/minus 5%):	-5.00% to 5.00%	-5.00% to 5.00%	-5.00% to 5.00%

**6B. Calculating the JPA's Change by Major Object Category and Comparison to the Explanation Percentage Range (Section 6A, Line 3)**

DATA ENTRY: If Form MYP exists, the 1st and 2nd Subsequent Year data for each revenue and expenditure section will be extracted; if not, enter data for the two subsequent years. All other data are extracted or calculated.

Explanations must be entered for each category if the percent change for any year exceeds the JPA's explanation percentage range.

Object Range / Fiscal Year	Amount	Percent Change Over Previous Year	Change Is Outside Explanation Range
<b>Federal Revenue (Fund 01, Objects 8100-8299) (Form MYP, Line A2)</b>			
First Prior Year (2019-20)	0.00		
Budget Year (2020-21)	0.00	0.00%	No
1st Subsequent Year (2021-22)	0.00	0.00%	No
2nd Subsequent Year (2022-23)	0.00	0.00%	No

**Explanation:**  
(required if yes)

**Other State Revenue (Fund 01, Objects 8300-8599) (Form MYP, Line A3)**

First Prior Year (2019-20)	1,674,125.31		
Budget Year (2020-21)	2,007,226.00	19.90%	Yes
1st Subsequent Year (2021-22)	205,000.00	-89.79%	Yes
2nd Subsequent Year (2022-23)	205,000.00	0.00%	No

**Explanation:**  
(required if yes)

College and Career Advantage receives CTEIG funds each year but future amounts have not yet been determined or awarded.

**Other Local Revenue (Fund 01, Objects 8600-8799) (Form MYP, Line A4)**

First Prior Year (2019-20)	2,290,272.82		
Budget Year (2020-21)	1,832,470.88	-19.99%	Yes
1st Subsequent Year (2021-22)	1,807,056.72	-1.39%	No
2nd Subsequent Year (2022-23)	1,807,056.72	0.00%	No

**Explanation:**  
(required if yes)

Due to state budget reductions in education, apportionment for CCA and adult program funding have been reduced for 20/21.

**Books and Supplies (Fund 01, Objects 4000-4999) (Form MYP, Line B4)**

First Prior Year (2019-20)	327,067.03		
Budget Year (2020-21)	175,532.19	-46.33%	Yes
1st Subsequent Year (2021-22)	155,000.00	-11.70%	Yes
2nd Subsequent Year (2022-23)	155,000.00	0.00%	No

**Explanation:**  
(required if yes)

Additional expenditures will be allocated once CTEIG funding is awarded.

**Services and Other Operating Expenditures (Fund 01, Objects 5000-5999) (Form MYP, Line B5)**

First Prior Year (2019-20)	1,023,090.13		
Budget Year (2020-21)	812,372.50	-20.60%	Yes
1st Subsequent Year (2021-22)	733,052.50	-9.76%	Yes
2nd Subsequent Year (2022-23)	733,052.50	0.00%	No

**Explanation:**  
(required if yes)

Due to state budget reductions in education, in addition to other expenses, costs for contracted class sections are being reduced.

**6C. Calculating the JPA's Change in Total Operating Revenues and Expenditures (Section 6A, Line 2)**

DATA ENTRY: All data are extracted or calculated.

Object Range / Fiscal Year	Amount	Percent Change Over Previous Year	Status
----------------------------	--------	--------------------------------------	--------

**Total Federal, Other State, and Other Local Revenue (Section 6B)**

First Prior Year (2019-20)	3,964,398.13		
Budget Year (2020-21)	3,839,696.88	-3.15%	Met
1st Subsequent Year (2021-22)	2,012,056.72	-47.60%	Not Met
2nd Subsequent Year (2022-23)	2,012,056.72	0.00%	Met

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

First Prior Year (2019-20)	1,350,157.16		
Budget Year (2020-21)	987,904.69	-26.83%	Not Met
1st Subsequent Year (2021-22)	888,052.50	-10.11%	Not Met
2nd Subsequent Year (2022-23)	888,052.50	0.00%	Met

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

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

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

**Explanation:**

Federal Revenue  
(linked from 6B  
if NOT met)

**Explanation:**

Other State Revenue  
(linked from 6B  
if NOT met)

**Explanation:**

Other Local Revenue  
(linked from 6B  
if NOT met)

College and Career Advantage receives CTEIG funds each year but future amounts have not yet been determined or awarded.

Due to state budget reductions in education, apportionment for CCA and adult program funding have been reduced for 20/21.

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

**Explanation:**

Books and Supplies  
(linked from 6B  
if NOT met)

**Explanation:**

Services and Other Exps  
(linked from 6B  
if NOT met)

Additional expenditures will be allocated once CTEIG funding is awarded.

Due to state budget reductions in education, in addition to other expenses, costs for contracted class sections are being reduced.

**CRITERION: Facilities Maintenance**

**STANDARD:** Confirm that the annual contribution for facilities maintenance funding is not less than the amount required pursuant to Education Code Section 17070.75, if applicable, and that the JPA is providing adequately to preserve the functionality of its facilities for their normal life in accordance with Education Code sections 52060(d)(1) and 17002(d)(1).

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

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This criterion is not checked for JPAs

**CRITERION: Deficit Spending**

**STANDARD:** Deficit spending (total expenditures and other financing uses is greater than total revenues and other financing sources) as a percentage of total expenditures and other financing uses, has not exceeded one-third of the JPA's available reserves<sup>1</sup> as a percentage of total expenditures and other financing uses<sup>2</sup> in two out of three prior fiscal years:

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

DATA ENTRY: All data are extracted or calculated.

	Third Prior Year (2017-18)	Second Prior Year (2018-19)	First Prior Year (2019-20)
1. JPA's Available Reserve Amounts			
a. Stabilization Arrangements (Funds 01 and 17, Object 9750)	0.00	0.00	0.00
b. Reserve for Economic Uncertainties (Funds 01 and 17, Object 9789)	0.00	0.00	212,394.12
c. Unassigned/Unappropriated (Funds 01 and 17, Object 9790)	0.00	0.00	0.00
d. Negative General Fund Ending Balances in Restricted Resources (Fund 01, Object 979Z, if negative, for each of resources 2000-9999)	0.00	0.00	0.00
e. Available Reserves (Lines 1a through 1d)	0.00	0.00	212,394.12
2. JPA's Total Expenditures and Other Financing Uses			
a. JPA's Total Expenditures and Other Financing Uses (Criterion 8B)	0.00	0.00	3,964,398.13
b. Plus: Special Education Pass-through Funds (Not applicable for JPAs)	N/A	N/A	N/A
c. Total Expenditures and Other Financing Uses (Line 2a plus Line 2b)	0.00	0.00	3,964,398.13
3. JPA's Available Reserve Percentage (Line 1e divided by Line 2c)	0.0%	0.0%	5.4%
<b>JPA's Deficit Spending Standard Percentage Levels (Line 3 times 1/3):</b>	<b>0.0%</b>	<b>0.0%</b>	<b>1.8%</b>

<sup>1</sup>Available reserves are the amounts in the Stabilization Arrangements, Reserve for Economic Uncertainties, and Unassigned/Unappropriated accounts in the General Fund and the Special Reserve Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the General Fund.

<sup>2</sup> A JPA that is the Administrative Unit (AU) of a Special Education Local Plan Area (SELPA) may exclude from its expenditures the distribution of funds to its participating members.

**8B. Calculating the JPA's Deficit Spending Percentages**

DATA ENTRY: All data are extracted or calculated.

Fiscal Year	Net Change in Fund Balance (Form 01, Section E)	Total Expenditures and Other Financing Uses (Form 01, Objects 1000-7999)	Deficit Spending Level (If Net Change in Fund Balance is negative, else N/A)	Status
Third Prior Year (2017-18)		0.00	0.0%	Met
Second Prior Year (2018-19)		0.00	0.0%	Met
First Prior Year (2019-20)	0.00	3,964,398.13	0.0%	Met
Budget Year (2020-21) (Information only)	0.00	3,839,696.88		

**8C. Comparison of JPA Deficit Spending to the Standard**

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

1a. STANDARD MET - Deficit spending, if any, has not exceeded the standard percentage level in two or more of the three prior years.

**Explanation:**  
(required if NOT met)

**CRITERION: Fund Balance**

**STANDARD:** Budgeted beginning general fund balance has not been overestimated for two out of three prior fiscal years by more than the following percentage levels:

Percentage Level <sup>1</sup>	JPA ADA
1.7%	0 to 300
1.3%	301 to 1,000
1.0%	1,001 to 30,000
0.7%	30,001 to 400,000
0.3%	400,001 and over

<sup>1</sup> Percentage levels equate to a rate of deficit spending which would eliminate recommended reserves for economic uncertainties over a three year period.

JPA ADA (Criterion 10):

JPA's Fund Balance Standard Percentage Level:

**9A. Calculating the JPA's General Fund Beginning Balance Percentages**

DATA ENTRY: Enter data in the Original Budget column for the First, Second, and Third Prior Years; all other data are extracted or calculated.

Fiscal Year	General Fund Beginning Balance <sup>2</sup> (Form 01, Line F1e)		Beginning Fund Balance Variance Level (If overestimated, else N/A)	Status
	Original Budget	Estimated/Unaudited Actuals		
Third Prior Year (2017-18)			0.0%	Not Met
Second Prior Year (2018-19)			0.0%	Not Met
First Prior Year (2019-20)		234,319.92	N/A	Not Met
Budget Year (2020-21) (Information only)	234,319.92			

<sup>2</sup> Adjusted beginning balance, including audit adjustments and other restatements (objects 9791-9795)

**9B. Comparison of JPA Beginning Fund Balance to the Standard**

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

- 1a. **STANDARD NOT MET** - General fund beginning balance was estimated above the standard for two or more of the previous three years. Provide reasons for the overestimate, a description of the methods and assumptions used in projecting the beginning fund balance, and what changes, if any, will be made to improve the accuracy of projecting the beginning fund balance.

**Explanation:**  
(required if NOT met)

Although prior years do not appear due to required change in CDS Code, the 17/18, 18/19 and 19/20 status were not met. This is a result of a decreased a pay out of reserves to the JPA partner districts.

**1 CRITERION: Reserves**

**STANDARD:** Available reserves<sup>1</sup> for any of the budget year or two subsequent fiscal years are not less than the following percentages or amounts<sup>2</sup> as applied to total expenditures and other financing uses<sup>3</sup>:

Percentage Level	JPA ADA	
5% or \$71,000 (greater of)	0	to 300
4% or \$71,000 (greater of)	301	to 1,000
3%	1,001	to 30,000
2%	30,001	to 400,000
1%	400,001	and over

<sup>1</sup> Available reserves are the amounts in the Stabilization Arrangements, Reserve for Economic Uncertainties, and Unassigned/Unappropriated accounts in the General Fund and the Special Reserve Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the General Fund.

<sup>2</sup> Dollar amounts to be adjusted annually by the prior year statutory cost-of-living adjustment (Education Code Section 42238) and then rounded to the nearest thousand.

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

	Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)
JPA ADA (Form MYP, Line F1, if available; else defaults to zero and may be overwritten):	0	0	0
<b>JPA's Reserve Standard Percentage Level:</b>	5%	5%	5%

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

Special education pass-through exclusions are not applicable for JPAs

**10. Calculating the JPA's Reserve Standard**

DATA ENTRY: If Form MYP exists, the 1st and 2nd Subsequent Year data for lines 1 and 2 will be extracted; if not, enter data for the two subsequent years.  
All other data are extracted or calculated.

- Total Expenditures and Other Financing Uses  
(Criterion 8B) (Form MYP, Line B11)
- Less: Special Education Pass-through  
(Not applicable for JPAs)
- Net Expenditures and Other Financing Uses  
(Line B1 minus Line B2)
- Reserve Standard Percentage Level
- Reserve Standard - by Percent  
(Line B3 times Line B4)
- Reserve Standard - by Amount  
(\$71,000 for JPAs with 0 to 1,000 ADA, else 0)
- JPA's Reserve Standard**  
**(Greater of Line B5 or Line B6)**

	Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)
1	3,839,696.88	2,213,659.19	2,213,659.19
2	N/A	N/A	N/A
3	3,839,696.88	2,213,659.19	2,213,659.19
4	5%	5%	5%
5	191,984.84	110,682.96	110,682.96
6	71,000.00	71,000.00	71,000.00
7	191,984.84	110,682.96	110,682.96

# **10 Calculating the JPA's Budgeted Reserve Amount**

DATA ENTRY: If Form MYP exists, 1st and 2nd Subsequent Year data for lines 1 through 7 will be extracted; if not, enter data for the two subsequent years.  
All other data are extracted or calculated.

Reserve Amounts	Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)
1. General Fund - Stabilization Arrangements (Fund 01, Object 9750) (Form MYP, Line E1a)	0.00	0.00	0.00
2. General Fund - Reserve for Economic Uncertainties (Fund 01, Object 9789) (Form MYP, Line E1b)	212,394.12		
3. General Fund - Unassigned/Unappropriated Amount (Fund 01, Object 9790) (Form MYP, Line E1c)	0.00	10,791.65	(190,810.02)
4. General Fund - Negative Ending Balances in Restricted Resources (Fund 01, Object 979Z, if negative, for each of resources 2000-9999) (Form MYP, Line E1d)	0.00	0.00	0.00
5. Special Reserve Fund - Stabilization Arrangements (Fund 17, Object 9750) (Form MYP, Line E2a)	0.00	0.00	0.00
6. Special Reserve Fund - Reserve for Economic Uncertainties (Fund 17, Object 9789) (Form MYP, Line E2b)	0.00	0.00	0.00
7. Special Reserve Fund - Unassigned/Unappropriated Amount (Fund 17, Object 9790) (Form MYP, Line E2c)	0.00	0.00	0.00
8. JPA's Budgeted Reserve Amount (Lines C1 thru C7)	212,394.12	10,791.65	(190,810.02)
9. JPA's Budgeted Reserve Percentage (Information only) (Line 8 divided by Section 10B, Line 3)	5.53%	0.49%	-8.62%
<b>JPA's Reserve Standard (Section 10B, Line 7):</b>	<b>191,984.84</b>	<b>110,682.96</b>	<b>110,682.96</b>
Status:	Met	Not Met	Not Met

## **10D. Comparison of JPA Reserve Amount to the Standard**

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

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

**Explanation:**  
(required if NOT met)

As CTEIG Funding amounts for future years have not been determined or awarded yet, fund balances are decreasing.



## SL SUPPLEMENTAL INFORMATION

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

### S1. Contingent Liabilities

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

No

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

### S2. Use of One-time Revenues for Ongoing Expenditures

- 1a. Does your JPA have ongoing general fund expenditures in the budget in excess of one percent of the total general fund expenditures that are funded with one-time resources?

No

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

### S3. Use of Ongoing Revenues for One-time Expenditures

- 1a. Does your JPA have large non-recurring general fund expenditures that are funded with ongoing general fund revenues?

No

- 1b. If Yes, identify the expenditures:

### S4. Contingent Revenues

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

No

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

## Contributions

Identify projected contributions from unrestricted resources in the general fund to restricted resources in the general fund for the budget year and two subsequent fiscal years. Provide an explanation if contributions have changed from the prior fiscal year amounts by more than \$20,000 and more than ten percent. Explanation should include whether contributions are ongoing or one-time in nature.

Identify projected transfers to or from the general fund to cover operating deficits in either the general fund or any other fund for the budget year and two subsequent fiscal years. Provide an explanation if transfers have changed from the prior fiscal year amounts by more than \$20,000 and more than ten percent. Explanation should include whether transfers are ongoing or one-time in nature.

Estimate the impact of any capital projects on the general fund operational budget.

JPA's Contributions and Transfers Standard: -10% to +10%  
or -\$20,000 to +\$20,000

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

DATA ENTRY: For Transfers In and Transfers Out, enter data in the First Prior Year. If Form MYP exists, the data will be extracted for the Budget Year, and 1st and 2nd Subsequent Years. If Form MYP does not exist, enter data in the Budget Year, 1st and 2nd subsequent Years. Click the appropriate button for item 1d; all other data will be calculated.

Description / Fiscal Year	Projection	Amount of Change	Percent Change	Status
<b>1a. Contributions, Unrestricted General Fund (Fund 01, Resources 0000-1999, Object 8980)</b>				
This item is not applicable for JPAs.				
<b>1b. Transfers In, General Fund *</b>				
First Prior Year (2019-20)				
Budget Year (2020-21)	0.00	0.00	0.0%	Met
1st Subsequent Year (2021-22)	0.00	0.00	0.0%	Met
2nd Subsequent Year (2022-23)	0.00	0.00	0.0%	Met
<b>1c. Transfers Out, General Fund *</b>				
First Prior Year (2019-20)				
Budget Year (2020-21)	0.00	0.00	0.0%	Met
1st Subsequent Year (2021-22)	0.00	0.00	0.0%	Met
2nd Subsequent Year (2022-23)	0.00	0.00	0.0%	Met

#### 1d. Impact of Capital Projects

Do you have any capital projects that may impact the general fund operational budget?

No

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

### S5B. Status of the JPA's Projected Contributions, Transfers, and Capital Projects

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

1a. This item is not applicable for JPAs.

1b. MET - Projected transfers in have not changed by more than the standard for the budget and two subsequent fiscal years.

Explanation:  
(required if NOT met)

N/A

ET - Projected transfers out have not changed by more than the standard for the budget and two subsequent fiscal years.

**Explanation:**  
(required if NOT met)

N/A

1d. NO - There are no capital projects that may impact the general fund operational budget.

**Project Information:**  
(required if YES)




**S6B. Comparison of JPA's Annual Payments To Prior Year Annual Payment**

DATA ENTRY: Enter an explanation if Yes.

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

**Explanation:**  
(required if Yes  
to increase in total  
annual payments)

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

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

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

n/a

2. No - Funding sources will not decrease or expire prior to the end of the commitment period, and one-time funds are not being used for long-term commitment annual payments.

**Explanation:**  
(required if Yes)

## Unfunded Liabilities

Estimate the unfunded liability for postemployment benefits other than pensions (OPEB) based on an actuarial valuation, if required, or other method; identify or estimate the actuarially determined contribution (if available); and indicate how the obligation is funded (pay-as-you-go, amortized over a specific period, etc.).

Estimate the unfunded liability for self-insurance programs such as workers' compensation based on an actuarial valuation, if required, or other method; identify or estimate the required contribution; and indicate how the obligation is funded (level of risk retained, funding approach, etc.).

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

DATA ENTRY: Click the appropriate button in item 1 and enter data in all other applicable items; there are no extractions in this section except for the budget year data on line 5b.

1. Does your JPA provide postemployment benefits other than pensions (OPEB)? (If No, skip items 2-5)

Yes

2. For the JPA's OPEB:

- a. Are they lifetime benefits?

Yes

- b. Do benefits continue past age 65?

Yes

- c. Describe any other characteristics of the JPA's OPEB program including eligibility criteria and amounts, if any, that retirees are required to contribute toward their own benefits:

- a. Are OPEB financed on a pay-as-you-go, actuarial cost, or other method?

- b. Indicate any accumulated amounts earmarked for OPEB in a self-insurance or governmental fund

Self-Insurance Fund

Governmental Fund

0

4. OPEB Liabilities

- a. Total OPEB liability

228,361.00

- b. OPEB plan(s) fiduciary net position (if applicable)

0.00

- c. Total/Net OPEB liability (Line 4a minus Line 4b)

228,361.00

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

Actuarial

- e. If based on an actuarial valuation, indicate the measurement date of the OPEB valuation

Aug 09, 2019

Data must be entered.

5. OPEB Contributions

- a. OPEB actuarially determined contribution (ADC), if available, per actuarial valuation or Alternative Measurement Method

42,350.00

- b. OPEB amount contributed (for this purpose, include premiums paid to a self-insurance fund) (funds 01-70, objects 3701-3752)

2,000.00

- c. Cost of OPEB benefits (equivalent of "pay-as-you-go" amount)

2,232.00

- d. Number of retirees receiving OPEB benefits

2

1st Subsequent Year  
(2021-22)

2nd Subsequent Year  
(2022-23)

Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)
42,350.00	42,350.00	42,350.00
2,000.00	2,000.00	2,000.00
2,232.00	2,942.00	3,546.00
2	2	2

**S7 Notification of the JPA's Unfunded Liability for Self-Insurance Programs**

DATA ENTRY: Click the appropriate button in item 1 and enter data in all other applicable items; there are no extractions in this section.

1. Does your JPA operate any self-insurance programs such as workers' compensation, employee health and welfare, or property and liability?  
(Do not include OPEB, which is covered in Section S7A) (If No, skip items 2-4)

Yes

2. Describe each self-insurance program operated by the JPA, including details for each such as level of risk retained, funding approach, basis for the valuation (JPA's estimate or actuarial), and date of the valuation:

--

3. Self-Insurance Liabilities  
a. Accrued liability for self-insurance programs  
b. Unfunded liability for self-insurance programs

0.00

0.00

4. Self-Insurance Contributions  
a. Required contribution (funding) for self-insurance programs  
b. Amount contributed (funded) for self-insurance programs

Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)
0.00	0.00	0.00
0.00	0.00	0.00

## Status of Labor Agreements

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

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

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

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

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

DATA ENTRY: Enter all applicable data items; there are no extractions in this section.

	Prior Year (2nd Interim) (2019-20)	Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)
Number of certificated (non-management) full-time-equivalent (FTE) positions				

Data must be entered for all years.

#### Certificated (Non-management) Salary and Benefit Negotiations

1. Are salary and benefit negotiations settled for the budget year?

n/a

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

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

If No, identify the unsettled negotiations including any prior year unsettled negotiations and then complete questions 5 and 6.

If n/a, skip to Section S8B.

#### Negotiations Settled

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

3. Period covered by the agreement:

Begin Date:

End Date:

4. Salary settlement:

Budget Year  
(2020-21)

1st Subsequent Year  
(2021-22)

2nd Subsequent Year  
(2022-23)

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

No

No

No

#### One Year Agreement

Total cost of salary settlement

% change in salary schedule from prior year

or

#### Multiyear Agreement

Total cost of salary settlement

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

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



Not Settled

Cost of a one percent increase in salary and statutory benefits

6. Amount included for any tentative salary schedule increases

Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)

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

- Are costs of H&W benefit changes included in the budget and MYPs?
- Total cost of H&W benefits
- Percent of H&W cost paid by employer
- Percent projected change in H&W cost over prior year

Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)
Yes	Yes	Yes

**Certificated (Non-management) Prior Year Settlements**

Are any new costs from prior year settlements included in the budget?

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

If Yes, explain the nature of the new costs:

No		
----	--	--

**Certificated (Non-management) Step and Column Adjustments**

- Are step & column adjustments included in the budget and MYPs?
- Cost of step & column adjustments
- Percent change in step & column over prior year

Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)
No	No	No

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

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

Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)
Yes	Yes	Yes
Yes	Yes	Yes

**Certificated (Non-management) - Other**

List other significant contract changes and the cost impact of each change (i.e., class size, hours of employment, leave of absence, bonuses, etc.):

**S8 Cost Analysis of JPA's Labor Agreements - Classified (Non-management) Employees**

DATA ENTRY: Enter all applicable data items; there are no extractions in this section.

	Prior Year (2nd Interim) (2019-20)	Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)
Number of classified (non-management) FTE positions				

Data must be entered for all years.

**Classified (Non-management) Salary and Benefit Negotiations**

1. Are salary and benefit negotiations settled for the budget year?

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

n/a

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

If No, identify the unsettled negotiations including any prior year unsettled negotiations and then complete questions 5 and 6.

If n/a, skip to Section S8C.

**Negotiations Settled**

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

3. Period covered by the agreement:

Begin Date:

End Date:

Salary settlement:

Budget Year  
(2020-21)

1st Subsequent Year  
(2021-22)

2nd Subsequent Year  
(2022-23)

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

No

No

No

**One Year Agreement**

Total cost of salary settlement

% change in salary schedule from prior year

or

**Multiyear Agreement**

Total cost of salary settlement

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

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

**Negotiations Not Settled**

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

Budget Year  
(2020-21)

1st Subsequent Year  
(2021-22)

2nd Subsequent Year  
(2022-23)

6. Amount included for any tentative salary schedule increases

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

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

Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)
Yes	Yes	Yes

**Classified (Non-management) Prior Year Settlements**

- Are any new costs from prior year settlements included in the budget?
- If Yes, amount of new costs included in the budget and MYPs
- If Yes, explain the nature of the new costs:

No		

--

**Classified (Non-management) Step and Column Adjustments**

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

Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)
No	No	No

**Classified (Non-management) Attrition (layoffs and retirements)**

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

Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)
Yes	Yes	Yes
Yes	Yes	Yes

**Classified (Non-management) - Other**

List other significant contract changes and the cost impact of each change (i.e., hours of employment, leave of absence, bonuses, etc.):


**Section 8C: Analysis of JPA's Labor Agreements - Management/Supervisor/Confidential Employees**

DATA ENTRY: Enter all applicable data items; there are no extractions in this section.

	Prior Year (2nd Interim) (2019-20)	Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)
Number of management, supervisor, and confidential FTE positions				

Data must be entered for all years.

**Management/Supervisor/Confidential**

**Salary and Benefit Negotiations**

1. Are salary and benefit negotiations settled for the budget year?

n/a

If Yes, complete question 2.

If No, identify the unsettled negotiations including any prior year unsettled negotiations and then complete questions 3 and 4.

If n/a, skip the remainder of Section 8C.

**Negotiations Settled**

2. Salary settlement:

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

Total cost of salary settlement

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

Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)
No	No	No

**Negotiations Not Settled**

Cost of a one percent increase in salary and statutory benefits

4. Amount included for any tentative salary schedule increases

Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)

**Management/Supervisor/Confidential**

**Health and Welfare (H&W) Benefits**

- Are costs of H&W benefit changes included in the budget and MYPs?
- Total cost of H&W benefits
- Percent of H&W cost paid by employer
- Percent projected change in H&W cost over prior year

Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)
Yes	Yes	Yes

**Management/Supervisor/Confidential**

**Step and Column Adjustments**

- Are step & column adjustments included in the budget and MYPs?
- Cost of step & column adjustments
- Percent change in step & column over prior year

Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)
No	No	No

**Management/Supervisor/Confidential**

**Other Benefits (mileage, bonuses, etc.)**

- Are costs of other benefits included in the budget and MYPs?
- Total cost of other benefits
- Percent change in cost of other benefits over prior year

Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)
Yes	Yes	Yes

**S9. Local Control and Accountability Plan (LCAP)**

Confirm that the school district's governing board has adopted an LCAP or an update to the LCAP effective for the budget year.

This supplemental section is not checked for JPAs.

**S10. LCAP Expenditures**

Confirm that the school district's budget includes the expenditures necessary to implement the LCAP or annual update to the LCAP.

This supplemental section is not checked for JPAs.

## A ADDITIONAL FISCAL INDICATORS

The following fiscal indicators are designed to provide additional data for reviewing agencies. A "Yes" answer to any single indicator does not necessarily suggest a cause for concern, but may alert the reviewing agency to the need for additional review.

DATA ENTRY: Click the appropriate Yes or No button for items A1 through A9 except items A3 and A4, which are not applicable for JPAs.

A1. Do cash flow projections show that the JPA will end the budget year with a negative cash balance in the general fund?

No

A2. Is the system of personnel position control independent from the payroll system?

No

A3. Is enrollment decreasing in both the prior fiscal year and budget year? (Data from the enrollment budget column of Criterion 2A are used to determine Yes or No)

N/A

A4. Are new charter schools operating in JPA boundaries that impact the JPA's enrollment, either in the prior fiscal year or budget year?

N/A

A5. Has the JPA entered into a bargaining agreement where any of the budget or subsequent years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?

No

A6. Does the JPA provide uncapped (100% employer paid) health benefits for current or retired employees?

No

A7. Is the JPA's financial system independent of the county office system?

No

A8. Does the JPA have any reports that indicate fiscal distress pursuant to Education Code Section 42127.6(a)? (If Yes, provide copies to the county office of education)

No

A9. Have there been personnel changes in the JPA director or financial official positions within the last 12 months?

No

When providing comments for additional fiscal indicators, please include the item number applicable to each comment.

Comments:  
(optional)

## End of Joint Powers Agency Budget Criteria and Standards Review

July 1 Budget  
2019-20 Estimated Actuals  
Technical Review 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)
- W/WC - 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

CHECKFUND - (F) - All FUND codes must be valid.	<u>PASSED</u>
CHECKRESOURCE - (W) - All RESOURCE codes must be valid.	<u>PASSED</u>
CHK-RS-LOCAL-DEFINED - (F) - All locally defined resource codes must roll up to a CDE defined resource code.	<u>PASSED</u>
CHECKGOAL - (F) - All GOAL codes must be valid.	<u>PASSED</u>
CHECKFUNCTION - (F) - All FUNCTION codes must be valid.	<u>PASSED</u>
CHECKOBJECT - (F) - All OBJECT codes must be valid.	<u>PASSED</u>
CHK-FUNDxOBJECT - (F) - All FUND and OBJECT account code combinations must be valid.	<u>PASSED</u>
CHK-FDxRS7690x8590 - (F) - 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.	<u>PASSED</u>
CHK-FUNDxRESOURCE - (W) - All FUND and RESOURCE account code combinations should be valid.	<u>PASSED</u>
CHK-FUNDxGOAL - (W) - All FUND and GOAL account code combinations should be valid.	<u>PASSED</u>
CHK-FUNDxFUNCTION-A - (W) - All FUND (funds 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations should be valid.	<u>PASSED</u>
CHK-FUNDxFUNCTION-B - (F) - All FUND (all funds except for 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations must be valid.	<u>PASSED</u>
CHK-RESOURCExOBJECTA - (W) - 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 - (O) - All RESOURCE and OBJECT (objects 9791, 9793, and 9795) account code combinations should be valid.	<u>PASSED</u>
CHK-RES6500xOBJ8091 - (F) - There is no activity in Resource 6500 (Special	

Education) with Object 8091 (LCFF Transfers-Current Year) or 8099 (LCFF/Revenue Limit Transfers-Prior Years). PASSED

CHK-FUNCTIONxOBJECT - (F) - All FUNCTION and OBJECT account code combinations must be valid. PASSED

CHK-GOALxFUNCTION-A - (F) - 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. PASSED

CHK-GOALxFUNCTION-B - (F) - 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). PASSED

SPECIAL-ED-GOAL - (F) - 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 3312, 3318, and 3332. PASSED

PY-EFB=CY-BFB - (F) - Prior year ending fund balance (preloaded from last year's unaudited actuals submission) must equal current year beginning fund balance (Object 9791). PASSED

PY-EFB=CY-BFB-RES - (F) - Prior year ending balance (preloaded from last year's unaudited actuals submission) must equal current year beginning balance (Object 9791), by fund and resource. PASSED

## **GENERAL LEDGER CHECKS**

INTERFD-DIR-COST - (F) - Transfers of Direct Costs - Interfund (Object 5750) must net to zero for all funds. PASSED

INTERFD-INDIRECT - (F) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero for all funds. PASSED

INTERFD-INDIRECT-FN - (F) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero by function. PASSED

INTERFD-IN-OUT - (F) - Interfund Transfers In (objects 8910-8929) must equal Interfund Transfers Out (objects 7610-7629). PASSED

DUE-FROM=DUE-TO - (F) - Due from Other Funds (Object 9310) must equal Due to Other Funds (Object 9610). PASSED

INTRAFFD-DIR-COST - (F) - Transfers of Direct Costs (Object 5710) must net to zero by fund. PASSED

INTRAFFD-INDIRECT - (F) - Transfers of Indirect Costs (Object 7310) must net to zero by fund. PASSED

INTRAFFD-INDIRECT-FN - (F) - Transfers of Indirect Costs (Object 7310) must net to zero by function. PASSED

CONTRIB-UNREST-REV - (F) - Contributions from Unrestricted Revenues (Object 8980) must net to zero by fund. PASSED



CONTRIB-RESTR-REV - (F) - Contributions from Restricted Revenues (Object 8990) must net to zero by fund. PASSED

LOTTERY-CONTRIB - (F) - There should be no contributions (objects 8980-8999) to the lottery (resources 1100 and 6300) or from the Lottery: Instructional Materials (Resource 6300). PASSED

PASS-THRU-REV=EXP - (W) - 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 resource. PASSED

SE-PASS-THRU-REVENUE - (W) - 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. PASSED

EXCESS-ASSIGN-REU - (F) - 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). PASSED

UNASSIGNED-NEGATIVE - (F) - Unassigned/Unappropriated balance (Object 9790) must be zero or negative, by resource, in all funds except the general fund and funds 61 through 95. PASSED

UNR-NET-POSITION-NEG - (F) - Unrestricted Net Position (Object 9790), in restricted resources, must be zero or negative, by resource, in funds 61 through 95. PASSED

RS-NET-POSITION-ZERO - (F) - Restricted Net Position (Object 9797), in unrestricted resources, must be zero, by resource, in funds 61 through 95. PASSED

EFB-POSITIVE - (W) - All ending fund balances (Object 979Z) should be positive by resource, by fund. PASSED

OBJ-POSITIVE - (W) - All applicable objects should have a positive balance by resource, by fund. PASSED

REV-POSITIVE - (W) - Revenue amounts exclusive of contributions (objects 8000-8979) should be positive by resource, by fund. PASSED

EXP-POSITIVE - (W) - Expenditure amounts (objects 1000-7999) should be positive by function, resource, and fund. PASSED

AR-AP-POSITIVE - (W) - 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. PASSED

CEFB-POSITIVE - (F) - Components of Ending Fund Balance/Net Position (objects 9700-9789, 9796, and 9797) must be positive individually by resource, by fund. PASSED

NET-INV-CAP-ASSETS - (W) - 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. PASSED

## **SUPPLEMENTAL CHECKS**

ASSET-ACCUM-DEPR-NEG - (F) - In Form ASSET, accumulated depreciation for governmental and business-type activities must be zero or negative. PASSED

DEBT-ACTIVITY - (O) - If long-term debt exists, there should be activity entered in the Schedule of Long-Term Liabilities (Form DEBT) for each type of debt. PASSED

DEBT-POSITIVE - (F) - In Form DEBT, long-term liability ending balances must be positive. PASSED

## **EXPORT CHECKS**

CHK-UNBALANCED-A - (W) - Unbalanced and/or incomplete data in any of the forms should be corrected before an official export is completed. PASSED

CHK-UNBALANCED-B - (F) - Unbalanced and/or incomplete data in any of the forms must be corrected before an official export can be completed. PASSED

CHK-DEPENDENCY - (F) - If data have changed that affect other forms, the affected forms must be opened and saved. PASSED

Checks Completed.

July 1 Budget  
2020-21 Budget

Technical Review 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)
- W/WC - 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

CHECKFUND - (F) - All FUND codes must be valid.	<u>PASSED</u>
CHECKRESOURCE - (W) - All RESOURCE codes must be valid.	<u>PASSED</u>
CHK-RS-LOCAL-DEFINED - (F) - All locally defined resource codes must roll up to a CDE defined resource code.	<u>PASSED</u>
CHECKGOAL - (F) - All GOAL codes must be valid.	<u>PASSED</u>
CHECKFUNCTION - (F) - All FUNCTION codes must be valid.	<u>PASSED</u>
CHECKOBJECT - (F) - All OBJECT codes must be valid.	<u>PASSED</u>
CHK-FUNDxOBJECT - (F) - All FUND and OBJECT account code combinations must be valid.	<u>PASSED</u>
CHK-FDxRS7690x8590 - (F) - 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.	<u>PASSED</u>
CHK-FUNDxRESOURCE - (W) - All FUND and RESOURCE account code combinations should be valid.	<u>PASSED</u>
CHK-FUNDxGOAL - (W) - All FUND and GOAL account code combinations should be valid.	<u>PASSED</u>
CHK-FUNDxFUNCTION-A - (W) - All FUND (funds 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations should be valid.	<u>PASSED</u>
CHK-FUNDxFUNCTION-B - (F) - All FUND (all funds except for 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations must be valid.	<u>PASSED</u>
CHK-RESOURCExOBJECTA - (W) - 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 - (O) - All RESOURCE and OBJECT (objects 9791, 9793, and 9795) account code combinations should be valid.	<u>PASSED</u>
CHK-RES6500xOBJ8091 - (F) - There is no activity in Resource 6500 (Special	

Education) with Object 8091 (LCFF Transfers-Current Year) or 8099 (LCFF/Revenue Limit Transfers-Prior Years). PASSED

CHK-FUNCTIONxOBJECT - (F) - All FUNCTION and OBJECT account code combinations must be valid. PASSED

CHK-GOALxFUNCTION-A - (F) - 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. PASSED

CHK-GOALxFUNCTION-B - (F) - 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). PASSED

SPECIAL-ED-GOAL - (F) - 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 3312, 3318, and 3332. PASSED

## **GENERAL LEDGER CHECKS**

INTERFD-DIR-COST - (F) - Transfers of Direct Costs - Interfund (Object 5750) must net to zero for all funds. PASSED

INTERFD-INDIRECT - (F) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero for all funds. PASSED

INTERFD-INDIRECT-FN - (F) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero by function. PASSED

INTERFD-IN-OUT - (F) - Interfund Transfers In (objects 8910-8929) must equal Interfund Transfers Out (objects 7610-7629). PASSED

INTRAFFD-DIR-COST - (F) - Transfers of Direct Costs (Object 5710) must net to zero by fund. PASSED

INTRAFFD-INDIRECT - (F) - Transfers of Indirect Costs (Object 7310) must net to zero by fund. PASSED

INTRAFFD-INDIRECT-FN - (F) - Transfers of Indirect Costs (Object 7310) must net to zero by function. PASSED

CONTRIB-UNREST-REV - (F) - Contributions from Unrestricted Revenues (Object 8980) must net to zero by fund. PASSED

CONTRIB-RESTR-REV - (F) - Contributions from Restricted Revenues (Object 8990) must net to zero by fund. PASSED

LOTTERY-CONTRIB - (F) - There should be no contributions (objects 8980-8999) to the lottery (resources 1100 and 6300) or from the Lottery: Instructional Materials (Resource 6300). PASSED

PASS-THRU-REV=EXP - (W) - 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 resource.

PASSED

SE-PASS-THRU-REVENUE - (W) - 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. PASSED

EXCESS-ASSIGN-REU - (F) - 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). PASSED

UNASSIGNED-NEGATIVE - (F) - Unassigned/Unappropriated balance (Object 9790) must be zero or negative, by resource, in all funds except the general fund and funds 61 through 95. PASSED

UNR-NET-POSITION-NEG - (F) - Unrestricted Net Position (Object 9790), in restricted resources, must be zero or negative, by resource, in funds 61 through 95. PASSED

RS-NET-POSITION-ZERO - (F) - Restricted Net Position (Object 9797), in unrestricted resources, must be zero, by resource, in funds 61 through 95. PASSED

EFB-POSITIVE - (W) - All ending fund balances (Object 979Z) should be positive by resource, by fund. PASSED

OBJ-POSITIVE - (W) - All applicable objects should have a positive balance by resource, by fund. PASSED

REV-POSITIVE - (W) - Revenue amounts exclusive of contributions (objects 8000-8979) should be positive by resource, by fund. PASSED

EXP-POSITIVE - (W) - Expenditure amounts (objects 1000-7999) should be positive by function, resource, and fund. PASSED

CEFB-POSITIVE - (F) - Components of Ending Fund Balance/Net Position (objects 9700-9789, 9796, and 9797) must be positive individually by resource, by fund. PASSED

## SUPPLEMENTAL CHECKS

CS-EXPLANATIONS - (W) - Explanations must be provided in the Criteria and Standards Review (Form 01CS) for all criteria and for supplemental information items S1 through S6, and S9 if applicable, where the standard has not been met or where the status is Not Met or Yes. PASSED

CS-YES-NO - (W) - Supplemental information items and additional fiscal indicator items in the Criteria and Standards Review (Form 01CS) must be answered Yes or No, where applicable, for the form to be complete. PASSED

## EXPORT CHECKS

BUDGET-CERT-PROVIDE - (F) - Budget Certification (Form CB) must be provided. PASSED

WK-COMP-CERT-PROVIDE - (F) - Workers' Compensation Certification (Form CC) must

be provided.

PASSED

CS-PROVIDE - (F) - The Criteria and Standards Review (Form 01CS) has been provided.

PASSED

MYP-PROVIDE - (W) - A Multiyear Projection Worksheet must be provided with your Budget. (Note: LEAs may use a multiyear projection worksheet other than Form MYP, with approval of their reviewing agency, as long as it provides current year and at least two subsequent fiscal years, and separately projects unrestricted resources, restricted resources, and combined total resources.)

PASSED

CHK-UNBALANCED-A - (W) - Unbalanced and/or incomplete data in any of the forms should be corrected before an official export is completed.

PASSED

CHK-UNBALANCED-B - (F) - Unbalanced and/or incomplete data in any of the forms must be corrected before an official export can be completed.

PASSED

CHK-DEPENDENCY - (F) - If data have changed that affect other forms, the affected forms must be opened and saved.

PASSED

Checks Completed.

## **COLLEGE AND CAREER ADVANTAGE**

### **Memorandum**

TO: CCA Governing Board

FROM: Patricia Romo, Executive Director

DATE: June 22, 2020

SUBJECT: WAGE AND STEP FREEZE FOR 2020-21 FISCAL YEAR

#### **CURRENT SITUATION**

Due to the sudden and severely negative economic consequences of COVID-19, CCA's budget is challenged with a 20% reduction in pass-through allocations, a 50% cut in the Career Technical Education Incentive Grant and the K-12 Strong Workforce Program for the next two fiscal years, and a 12% cut in adult program funds. Cuts to educational funding force CCA to make difficult budgetary decisions and one of those difficult budgetary decisions is a wage and step freeze for the 2020-21 fiscal year.

#### **FISCAL IMPACT**

The organization will save approximately \$34,000.00 by freezing wage and step increases for the 2020-21 school year.

#### **RECOMMENDATION**

It is respectfully requested the Governing Board approve a wage and step freeze for the 2020-21 school year.

**ACTION/ROLL CALL**

**Agenda Item 20  
June 29, 2020**

## **COLLEGE AND CAREER ADVANTAGE**

### **Memorandum**

TO: CCA Governing Board

FROM: Patricia Romo, Executive Director

DATE: June 22, 2020

SUBJECT: IMPLEMENTATION OF FURLOUGH DAYS FOR 2020-21

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#### **CURRENT SITUATION**

Uncertainty over future grant funding for career technical education along with cuts to education in the Governor's budget as a result of the COVID-19 pandemic necessitate the need for CCA to implement furlough days for the 2020-21 school year. The Executive Director provided verbal notice to each staff member on May 4, 2020 of the implementation of furlough days. Exhibit A lists the recommended furlough assignment for each position. In the event funding levels are restored for the 2020-21 school year, furlough days could be reduced or eliminated.

#### **FISCAL IMPACT**

The budget will be reduced based on the number of furlough days implemented for the 2020-21 school year.

#### **RECOMMENDATION**

It is respectfully requested the Board approve the implementation and recommendation of furlough days as listed on Exhibit A.



**EXHIBIT A****Recommended Furlough Adjustments for CCA Positions for 2020-21**

<b>Job Title</b>	<b>Recommended Furlough Adjustments for 2020-21</b>
Accountant	12 month assignment reduced to 11 months
Accounts Payable/Facilities Specialist	12 month assignment reduced to 10 months
Administrator, Instructional Programs	12 month assignment reduced to 11 months
Delivery/Warehouse Driver	Assignment reduced to "as needed"
Executive Assistant/HR	12 month assignment reduced to 10 months
Instructional Coach (2)	12 month assignment reduced to 10 months
K-12 Pathway Coordinator	12 month assignment reduced to 10 months
Student Services Manager	12 month assignment reduced to 10 months

## **COLLEGE AND CAREER ADVANTAGE**

### **Memorandum**

TO: CCA Governing Board

FROM: Patricia Romo, Executive Director

DATE: June 22, 2020

SUBJECT: RESOLUTION #07-19/20, ELIMINATION OF PARTICULAR KINDS OF SERVICES PERFORMED BY CERTIFICATED EMPLOYEES

---

#### **CURRENT SITUATION**

This agenda item proposes that the Governing Board approve/ratify the elimination of particular kinds of services performed by certificated employees. The Executive Director provided notice to affected personnel listed on Exhibit B on May 4, 2020. The elimination of particular kinds of services performed by certificated employees is intended for 2020-21.

#### **FISCAL IMPACT**

The budget will be reduced based on the elimination of services implemented for 2020-21.

#### **RECOMMENDATION**

It is respectfully recommended the Governing Board review and consider approval/ratification of Resolution #07-19/20, Elimination of Particular Kinds of Services Performed by Certificated Employees.

#### **ACTION/ROLL CALL**

**Agenda Item 22**  
**June 29, 2020**

## **COLLEGE AND CAREER ADVANTAGE**

### **RESOLUTION #07-19/20**

#### **ELIMINATION OF PARTICULAR KINDS OF SERVICES PERFORMED BY CERTIFICATED EMPLOYEES**

WHEREAS, due to the COVID-19 pandemic, notice be delivered on or before August 15<sup>th</sup> to any certificated employee that he/she shall have their position eliminated for the following school year; and

WHEREAS, the position(s) listed on Exhibit B attached hereto are certificated employees who have been employed for the 2019-20 fiscal year; and

WHEREAS, the Governing Board acknowledges that such employee(s) were notified on May 4, 2020 that their position will be eliminated for the 2020-21 school year.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of College and Career Advantage hereby ratify/approve that the Executive Director notified the personnel named on Exhibit B attached hereto that he/she may have their services eliminated for the 2020-21 school year. The Executive Director or the Executive Director's designee is further authorized to take any other actions necessary to affect the intent of this Resolution.

I, Patricia Romo, Secretary of the Governing Board of College and Career Advantage hereby certify that the above and foregoing Resolution was duly and regularly adopted by said Governing Board at a meeting thereof held on the 29<sup>th</sup> day of June, 2020.

IN WITNESS OF THE ABOVE STATED ACTION, I have hereunto set my hand this 29<sup>th</sup> day of June 2020.

AYES	( )	ABSENT	( )
NOES	( )	ABSTAIN	( )

---

Patricia Romo  
Secretary of the Board of Trustees

**Elimination of Certain Certificated Services**

The following particular kinds of services are to be eliminated at the end of the 2019-20 school year.

**Job Title**

**Instructional Coach (1)**

## **COLLEGE AND CAREER ADVANTAGE**

### **Memorandum**

TO: CCA Governing Board

FROM: Patricia Romo, Executive Director

DATE: June 22, 2020

SUBJECT: RESOLUTION #08-19/20 – YEAR-END INTERNAL TRANSFERS

#### **CURRENT SITUATION**

Education Code 42600 provides for the transfer of funds between expenditure classifications within the General Fund by the written Resolution of the Governing Board. This Resolution allows for routine internal transfers in order to balance expenditure classifications and permit the payment of obligations of the CCA within the 2019-20 District Budget.

#### **FISCAL IMPACT**

There is no fiscal impact since the transfers are within the CCA's general fund.

#### **RECOMMENDATION**

It is respectfully recommended the Governing Board consider adoption of Resolution #08-19/20 and allow the Executive Director to take the required action to process the necessary internal transfers in order to balance at the close of the fiscal year.

#### **ACTION/ROLL CALL**

**COLLEGE AND CAREER ADVANTAGE**

**RESOLUTION #08-19/20**

**YEAR-END INTERNAL TRANSFERS**

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, and carried by a roll call vote, the following Resolution was adopted:

WHEREAS, the Governing Board has determined that, at the close of the fiscal year, the Executive Director of College and Career Advantage, or designee, may make such transfers of funds between expenditure classifications within the General Fund in order to balance any expenditure classification of the budget of College and Career Advantage for such fiscal year as are necessary to permit the payment of obligations of College and Career Advantage incurred during such fiscal year.

AYES	( )	ABSENT	( )
NOES	( )	ABSTAIN	( )

I, Patricia Romo, Secretary of the Governing Board of College and Career Advantage of Orange County, California hereby certify that the above and foregoing Resolution was duly and regularly adopted by said Board at a meeting thereof held on the 29th day of June, 2020.

IN WITNESS OF THE ABOVE STATED ACTION, I have hereunto set my hand this 29th day of June, 2020.

\_\_\_\_\_  
Patricia Romo  
Secretary of the Board of Trustees

## **COLLEGE AND CAREER ADVANTAGE**

### **M e m o r a n d u m**

TO: CCA Governing Board

FROM: Patricia Romo, Executive Director

DATE: June 22, 2020

SUBJECT: RATIFY/APPROVE JOB DESCRIPTIONS AND SALARY RANGES FOR  
CLASSIFIED AND CERTIFICATED MANAGEMENT

---

#### **CURRENT SITUATION**

Based on the needs and the ongoing operation of CCA, the Instructional Program Coordinator position has been restructured and is now the Administrator, Instructional Programs. Additionally, the Student Services Manager, K-12 position has been restructured and is now the K-12 Pathway Coordinator. The restructuring of job titles and salaries was effective April 24, 2020.

#### **RECOMMENDATION**

It is respectfully requested the Board review and ratify/approve job descriptions and salary ranges for classified and certificated management.



# College and Career Advantage

## Job Description

### K12 Pathway Coordinator

#### BASIC FUNCTION:

Under the direction of the Executive Director, assist in supporting K14 regional CTE pathways, regional planning, organizing, monitoring and supporting of instructional programs, facility coordination, curriculum development, instructional activities and class schedules in support of the CCA and regional partners including community colleges, workforce development, and other K12 providers in the regional area; coordinate activities, communications, resources and information between regional personnel and site-level personnel to assure smooth and efficient instructional operations and activities.

#### REPRESENTATIVE DUTIES:

#### ESSENTIAL DUTIES:

- Act as a point of contact for and work with high school and community college CTE programs, Regional Directors for Employer Engagement, the Centers of Excellence and other workforce stakeholders to effectively and efficiently engage employers and industry representatives with the intent of building and strengthening K14 pathways that respond to industry needs and facilitate industry connections with K14 career technical education programs.
- Assist in planning, organizing, monitoring and supporting instructional programs, facility coordination, curriculum development, instructional approaches and activities, and class schedules in support of CCA programs and services; participate in the development and implementation of career technical education courses offered by CCA; coordinate facilities for CCA classes and other activities; assist in recruiting, interviewing and selecting instructional personnel.
- Serve as liaison between CCA personnel and participating school districts, organizations and the community to assure smooth and efficient instructional operations and activities.
- Work collaboratively with all staff and serve in a leadership role for the self-study WASC accreditation process.
- Provide support to instructors concerning curriculum development, instructional strategies, classroom management and budget allocations; respond to inquiries and provide information concerning instructional programs and services offered by CCA; support student achievement by providing training to teachers concerning proper instructional techniques and procedures; assure teachers have proper credentials.
- Provide technical expertise, information and assistance to the administration regarding instructional programs, curriculum development and faculty; advise the instructional administrator of unusual trends or concerns and recommend appropriate corrective action.
- Work collaboratively to analyze and report statistical records, files and reports related to student achievement, informal instructor observations, financial activity, instructional services and programs, curriculum and assigned duties.
- Attend and participate in a variety of meetings, in-services and conferences to enhance instructional services and programs; serve on a variety of committees including Advisory Committee planning.
- Participate in the development of the class schedule, brochures, flyers, exhibits and displays.
- Assist in the development and monitoring of the instructional budget.
- Work collaboratively in obtaining articulation and UC a-g approved courses with the UC/CSU system and local community colleges.

#### OTHER DUTIES:

- Perform related duties as assigned.



**QUALIFICATIONS FOR THE POSITION:**

- Bachelor's degree in education, business administration or related field.
- Three (3) years of administrative and/or management experience in CTE
- Minimum of five (5) years career technical education teaching experience including curriculum development.
- Combination equivalent to experience and required education that may provide the required knowledge and abilities to qualify, as deemed appropriate by the CCA.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

- Instructional methodologies, strategies and curriculum standards.
- Current research and trends in curriculum.
- Effective teacher development programs and strategies.
- Development of Career Pathways.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Record keeping and report preparation techniques.
- Operation of a computer and assigned software.

**ABILITY TO:**

- Communicate effectively both orally and in writing.
- Work independently with little direction.
- Speak publicly.
- Establish and maintain professional, cooperative and effective working relationships with others.
- Analyze situations accurately and recommend an effective course of action.
- Operate a computer and assigned software.
- Maintain records and prepare comprehensive narrative and statistical reports.
- Plan and organize work.
- Meet schedules and time lines.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California Class C driver's license.

**WORKING CONDITIONS:**

- Office environment.
- Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Prolonged sitting or standing.
- Occasionally required physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
- Occasionally stooping, bending, and reaching.

**EXPECTATIONS:**

College and Career Advantage places a high value on employees that are enthusiastic, cooperative, have good work ethics and who have a customer services oriented attitude. Employees are expected to understand and support the CCA's mission statement, strategic directions, policies and goals.

**SALARY:**

The position of K12 Pathway Coordinator is placed on the Classified Management Pay Schedule, Pay Classification Step A. Also offered is a fringe benefit package.

**COLLEGE AND CAREER ADVANTAGE****COMPENSATION OF EMPLOYEES  
2019-2020****V. Classified Management - K12 Pathway Coordinator Salary Schedule**

<b>SALARY RANGE</b>	<b>Step Increases 3.5%</b>				
	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>
1	105,000	108,675	112,479	116,415	120,490

**Note: Per AR 4251(a); Anniversary increments of 2% are given at 10 years, 15 years, 20 years, and 25 years.**

COLLEGE AND CAREER ADVANTAGE

**Classified Management - K12 Pathway Coordinator Salary Schedule  
2019-2020**

POSITION TITLE	PAY CLASSIFICATION	ANNUAL RATE	
		(Min)	(Max)
K12 Pathway Coordinator	1	\$105,000	\$120,490

Note: Per AR 4251(a); Anniversary increments of 2% are given at 10 years, 15 years, 20 years, and 25 years.



# College and Career Advantage

## Job Description

### Administrator, Instructional Programs

#### BASIC FUNCTION:

Under the direction of the Executive Director, assist in instructional planning, organizing, monitoring instructional programs, instructional supervision, facility coordination, curriculum development, instructional activities and staffing in support of the CCA; coordinate activities, communications, resources and information between CCA personnel and site-level personnel to assure smooth and efficient instructional operations and activities. Serve as a liaison to community colleges and employers in the development of partnerships, pathways, and student outcomes. Manage data related to enrollment, attendance, pathway level coding, and CalPADS related entries.

#### REPRESENTATIVE DUTIES:

#### ESSENTIAL DUTIES:

- Assist in planning, organizing, monitoring and supporting instructional programs, facility coordination, curriculum development, instructional approaches and activities, and class schedules in support of CCA programs and services; participate in the development and implementation of career technical education courses offered by CCA; coordinate facilities for CCA classes and other activities; assist in recruiting, interviewing and selecting instructional personnel.
- Provide instructional leadership in support of developing future leaders in CCA.
- Serve as liaison between CCA personnel and participating school districts, organizations and the community to assure smooth and efficient instructional operations and activities.
- Work collaboratively with all staff and serve in a leadership role for the self-study WASC accreditation process.
- Provide support to instructors concerning curriculum development, instructional strategies, classroom management and budget allocations; respond to inquiries and provide information concerning instructional programs and services offered by CCA; support student achievement by providing training to teachers concerning proper instructional techniques and procedures; assure teachers have proper credentials.
- Provide technical expertise, information and assistance to the administration regarding instructional programs, curriculum development and faculty; advise the instructional administrator of unusual trends or concerns and recommend appropriate corrective action.
- Work collaboratively to analyze and report statistical records, files and reports related to student achievement, informal instructor observations, financial activity, instructional services and programs, curriculum and assigned duties.
- Attend and participate in a variety of meetings, in-services and conferences to enhance instructional services and programs; serve on a variety of committees including Advisory Committee planning.
- Participate in the development of the class schedule, brochures, flyers, exhibits and displays.
- Assist in the development and monitoring of the instructional budget.
- Assist in supervising and evaluating certificated staff as assigned.
- Work closely with Instructional/Career Coaches in providing teacher and student support and CTE guidance.
- Work collaboratively in obtaining articulation and UC a-g approved courses with the UC/CSU system and local community colleges.

#### OTHER DUTIES:

- Perform related duties as assigned.

#### QUALIFICATIONS FOR THE POSITION:

- Bachelor's degree in education, business administration or related field.
- Three (3) years of administrative and/or management experience in CTE
- Minimum of five (5) years career technical education teaching experience including curriculum development.

- Combination equivalent to experience and required education that may provide the required knowledge and abilities to qualify, as deemed appropriate by the CCA.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Instructional methodologies, strategies and curriculum standards.
- Current research and trends in curriculum.
- Effective teacher development programs and strategies.
- Development of Career Pathways.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Record keeping and report preparation techniques.
- Operation of a computer and assigned software.

### **ABILITY TO:**

- Communicate effectively both orally and in writing.
- Work independently with little direction.
- Speak publicly.
- Establish and maintain professional, cooperative and effective working relationships with others.
- Analyze situations accurately and recommend an effective course of action.
- Operate a computer and assigned software.
- Maintain records and prepare comprehensive narrative and statistical reports.
- Plan and organize work.
- Meet schedules and time lines.

## **LICENSES AND OTHER REQUIREMENTS:**

- Valid California Class C driver's license.
- CTE Teaching Credential or Designated Subjects Teaching Credential
- Hold (or actively pursuing) a Designated Subjects Supervision and Coordination Credential and/or Administrative Services Credential.

## **WORKING CONDITIONS:**

- Office environment.
- Driving a vehicle to conduct work.

## **PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Prolonged sitting or standing.
- Occasionally required physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
- Occasionally stooping, bending, and reaching.

## **EXPECTATIONS:**

College and Career Advantage places a high value on employees that are enthusiastic, cooperative, have good work ethics and who have a customer services oriented attitude. Employees are expected to understand and support the CCA's mission statement, strategic directions, policies and goals.

## **SALARY:**

The position of Instructional Program Coordinator is placed on the Certificated Management Pay Schedule Pay Classification 117. Also offered is a fringe benefit package.

## **COLLEGE AND CAREER ADVANTAGE**

### **Memorandum**

TO: CCA Governing Board

FROM: Patricia Romo, Executive Director

DATE: June 22, 2020

SUBJECT: RESOLUTION #09-19/20 - SALARY SCHEDULES FOR 2020-21

---

#### **CURRENT SITUATION**

The CCA salary schedules, as agreed upon by the Board, are typically valid for one year. The time period covered by the current schedules will end June 30, 2020.

For the upcoming fiscal year, the 2019-20 salary schedules and salary ranges for certificated and classified employees will move forward and become the 2020-21 salary schedules (see Exhibits C-K).

#### **RECOMMENDATION**

It is respectfully recommended the Governing Board consider adoption of Resolution #09-19/20.

**ACTION/ROLL CALL**

**Agenda Item 25  
June 29, 2020**

**COLLEGE AND CAREER ADVANTAGE**

**RESOLUTION #09-19/20**

**SALARY SCHEDULES FOR 2020-21**

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, and carried by a roll call vote, the following Resolution was adopted:

WHEREAS, the Governing Board of College and Career Advantage wishes to utilize the 2019-20 salary schedules and salary ranges for certificated and classified employees for the new fiscal year beginning July 1, 2020;

NOW, THEREFORE, BE IT RESOLVED that the Governing Board adopts salary schedules for certificated and classified employees for the 2020-21 school year and the salary range schedules for certificated and classified employees, which shall be the same as the salary schedules maintained for certificated and classified employees for the 2019-20 school year, and that the salaries and wages shall be effective on or after July 1, 2020, as ordered by the Governing Board.

AYES	( )	ABSENT	( )
NOES	( )	ABSTAIN	( )

I, Patricia Romo, Secretary of the Governing Board of College and Career Advantage of Orange County, California, hereby certify that the above and foregoing Resolution was regularly adopted by said Board at a meeting thereof held on the 29th day of June, 2020.

IN WITNESS OF THE ABOVE STATED ACTION, I have hereunto set my hand this 29<sup>th</sup> day of June, 2020.

\_\_\_\_\_  
Patricia Romo  
Secretary of the Board of Trustees

INST

## COLLEGE AND CAREER ADVANTAGE

COMPENSATION OF EMPLOYEES  
2019-2020

## I. Salary Schedule for Instructors

Step	Hourly
1	37.07
2	38.22
3	39.40
4	40.62
5	41.87
6	43.22
7	44.50
8	45.92
9	47.24
10	48.74
11	50.30
12	51.85
13	53.43
14	54.13

Longevity Increases 2%	
Years	Hourly
15	55.18
20	56.30
25	57.46

Revised and Adopted 05-16-90  
 Revised and Adopted 10-16-91  
 Revised and Adopted 04-15-93  
 Revised and Adopted 06-15-95  
 Revised and Adopted 02-15-96  
 Revised and Adopted 02-20-97  
 Revised and Adopted 10-16-97  
 Revised and Adopted 11-12-98  
 Revised and Adopted 11-18-99

Revised and Adopted 11-09-00  
 Revised and Adopted 02-21-02  
 Revised and Adopted 11-14-02  
 Revised and Adopted 05-20-04  
 Revised and Adopted 05-19-05  
 Revised and Adopted 10-20-05  
 Revised and Adopted 10-19-06  
 Adopted 06-13-07  
 Adopted 06-17-08

Adopted 06-25-09  
 Adopted 06-17-10  
 Adopted 06-16-11  
 Revised and Adopted 10-20-11  
 Adopted 06-19-12  
 Adopted 06-19-13  
 Revised and Adopted 10-17-13  
 Adopted 06-18-14  
 Revised and Adopted 12-18-14

Adopted 06-23-15  
 Adopted 06-14-16  
 Adopted 05-25-17  
 Adopted 06-19-18  
 Revised and Adopted 06-17-19



CLAA

## COLLEGE AND CAREER ADVANTAGE

COMPENSATION OF EMPLOYEES  
2019-2020

## II. Classified Salary Schedule

SALARY RANGE	Step Increases 5%													
	STEP A		STEP B		STEP C		STEP D		STEP E		STEP F		STEP G	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
1	1,883	10.86	1,977	11.41	2,076	11.98	2,178	12.56	2,287	13.19	2,402	13.86	2,522	14.55
2	1,930	11.13	2,025	11.69	2,127	12.27	2,232	12.88	2,345	13.53	2,462	14.21	2,585	14.91
3	1,978	11.41	2,077	11.98	2,179	12.57	2,288	13.20	2,403	13.87	2,524	14.56	2,650	15.29
4	2,027	11.69	2,128	12.28	2,233	12.88	2,346	13.53	2,463	14.21	2,586	14.92	2,715	15.67
5	2,078	11.99	2,180	12.58	2,291	13.22	2,405	13.87	2,525	14.57	2,651	15.30	2,784	16.06
6	2,129	12.29	2,235	12.90	2,347	13.54	2,464	14.22	2,588	14.93	2,716	15.67	2,854	16.46
7	2,183	12.59	2,292	13.22	2,407	13.88	2,526	14.57	2,652	15.30	2,785	16.07	2,924	16.87
8	2,237	12.90	2,349	13.55	2,465	14.22	2,590	14.94	2,717	15.68	2,855	16.47	2,998	17.29
9	2,293	13.23	2,408	13.89	2,527	14.58	2,654	15.31	2,788	16.08	2,926	16.88	3,072	17.72
10	2,350	13.56	2,466	14.23	2,591	14.95	2,721	15.70	2,857	16.48	2,999	17.30	3,150	18.17
11	2,410	13.90	2,529	14.59	2,657	15.33	2,789	16.09	2,927	16.89	3,074	17.74	3,228	18.62
12	2,469	14.24	2,592	14.96	2,723	15.71	2,858	16.49	3,002	17.32	3,151	18.18	3,309	19.09
13	2,531	14.60	2,658	15.33	2,791	16.10	2,928	16.89	3,075	17.74	3,230	18.63	3,392	19.57
14	2,595	14.97	2,725	15.72	2,859	16.50	3,003	17.33	3,153	18.19	3,311	19.10	3,477	20.06
15	2,659	15.34	2,792	16.11	2,931	16.91	3,078	17.76	3,233	18.65	3,394	19.58	3,564	20.56
16	2,727	15.73	2,861	16.51	3,005	17.34	3,156	18.21	3,313	19.11	3,478	20.06	3,652	21.07
17	2,793	16.11	2,932	16.91	3,079	17.76	3,234	18.66	3,396	19.59	3,567	20.58	3,743	21.60
18	2,862	16.51	3,006	17.34	3,157	18.22	3,314	19.12	3,482	20.09	3,654	21.08	3,837	22.13
19	2,936	16.94	3,081	17.77	3,237	18.68	3,398	19.60	3,568	20.58	3,747	21.62	3,933	22.69
20	3,008	17.36	3,159	18.23	3,317	19.14	3,484	20.10	3,656	21.09	3,840	22.15	4,032	23.26
21	3,083	17.79	3,238	18.68	3,400	19.61	3,570	20.60	3,749	21.63	3,935	22.70	4,133	23.84
22	3,161	18.23	3,319	19.15	3,485	20.11	3,658	21.11	3,842	22.17	4,034	23.27	4,235	24.43
23	3,240	18.69	3,402	19.63	3,572	20.61	3,751	21.64	3,938	22.72	4,135	23.86	4,341	25.04
24	3,320	19.15	3,487	20.12	3,661	21.12	3,845	22.18	4,036	23.29	4,239	24.45	4,450	25.67
25	3,403	19.63	3,574	20.62	3,753	21.65	3,940	22.73	4,138	23.87	4,345	25.07	4,562	26.32
26	3,489	20.13	3,665	21.14	3,847	22.20	4,038	23.30	4,242	24.47	4,453	25.69	4,676	26.97
27	3,575	20.63	3,755	21.66	3,942	22.74	4,140	23.89	4,347	25.08	4,564	26.33	4,792	27.65
28	3,667	21.15	3,849	22.21	4,040	23.31	4,244	24.49	4,456	25.71	4,678	26.99	4,912	28.34
29	3,757	21.67	3,945	22.76	4,143	23.90	4,350	25.10	4,568	26.35	4,794	27.66	5,036	29.05
30	3,851	22.22	4,044	23.33	4,246	24.50	4,458	25.72	4,681	27.01	4,914	28.35	5,161	29.77
31	3,948	22.78	4,145	23.92	4,352	25.11	4,570	26.36	4,797	27.68	5,038	29.06	5,290	30.52
32	4,046	23.34	4,248	24.51	4,460	25.73	4,684	27.02	4,916	28.36	5,164	29.79	5,421	31.28
33	4,148	23.93	4,354	25.12	4,573	26.38	4,801	27.70	5,042	29.09	5,293	30.54	5,558	32.06
34	4,250	24.52	4,464	25.75	4,687	27.04	4,922	28.40	5,167	29.81	5,424	31.29	5,696	32.86
35	4,358	25.14	4,575	26.39	4,804	27.71	5,044	29.10	5,296	30.56	5,561	32.08	5,839	33.69
36	4,466	25.76	4,689	27.05	4,925	28.41	5,170	29.83	5,429	31.32	5,699	32.88	5,985	34.53
37	4,578	26.41	4,807	27.73	5,047	29.12	5,299	30.57	5,564	32.10	5,842	33.71	6,134	35.39
38	4,692	27.07	4,928	28.43	5,172	29.84	5,433	31.34	5,704	32.91	5,988	34.55	6,287	36.27
39	4,809	27.74	5,049	29.13	5,303	30.59	5,567	32.12	5,845	33.72	6,137	35.41	6,445	37.18
40	4,930	28.44	5,177	29.86	5,436	31.36	5,707	32.92	5,991	34.57	6,293	36.30	6,607	38.12

Revised and Adopted 11-18-99

Revised and Adopted 10-20-05

Adopted 06-16-11

Adopted 06-23-15

Revised and Adopted 11-09-00

Revised and Adopted 10-19-06

Adopted 06-19-12

Adopted 06-14-16

Revised and Adopted 02-21-02

Adopted 06-13-07

Adopted 06-19-13

Adopted 05-25-17

Revised and Adopted 11-14-02

Adopted 06-17-08

Revised and Adopted 10-17-13

Adopted 06-19-18

Revised and Adopted 05-20-04

Adopted 06-25-09

Adopted 06-18-14

Revised and Adopted 06-17-19

Revised and Adopted 05-19-05

Adopted 06-17-10

Revised and Adopted 12-18-14

Note: Per AR 4251(a); Anniversary increments of 2% are given at 10 years, 15 years, 20 years, and 25 years.

**EXHIBIT E****COLLEGE AND CAREER ADVANTAGE****CLASSIFIED PAY SCHEDULE  
2019-2020**

POSITION TITLE	PAY CLASSIFICATION	HOURLY RATE		MONTHLY RATE	
		(Min)	(Max)	(Min)	(Max)
Accountant	39	\$27.74	\$37.18	\$4,809	\$6,445
Executive Assistant/Human Resources Specialist	39	\$27.74	\$37.18	\$4,809	\$6,445
Accounts Payable/Facilities Specialist	37	\$26.41	\$35.39	\$4,578	\$6,134
Warehouse/Delivery Driver	18	\$16.51	\$22.13	\$2,862	\$3,837

Note: Per AR 4251(a); Anniversary increments of 2% are given at 10 years, 15 years, 20 years, and 25 years.

## COLLEGE AND CAREER ADVANTAGE

COMPENSATION OF EMPLOYEES  
2019-2020

## III. Certificated Management Salary Schedule - 12 month employees

SALARY RANGE	Step Increases 3.5%					Longevity Increases 2%			
	STEP A	STEP B	STEP C	STEP D	STEP E	10 YRS	15 YRS	20 YRS	25 YRS
100	48,864	50,574	52,344	54,177	56,072	57,195	58,337	59,505	60,694
101	50,574	52,344	54,177	56,072	58,036	59,195	60,379	61,586	62,819
102	52,344	54,177	56,072	58,036	60,065	61,268	62,492	63,743	65,018
103	54,177	56,072	58,036	60,065	62,169	63,413	64,680	65,974	67,295
104	56,072	58,036	60,065	62,169	64,344	65,631	66,943	68,282	69,649
105	58,036	60,065	62,169	64,344	66,595	67,928	69,286	70,672	72,087
106	60,065	62,169	64,344	66,595	68,926	70,306	71,711	73,146	74,610
107	62,169	64,344	66,595	68,926	71,339	72,768	74,222	75,707	77,221
108	64,344	66,595	68,926	71,339	73,836	75,313	76,819	78,356	79,923
109	66,595	68,926	71,339	73,836	76,421	77,949	79,507	81,099	82,720
110	68,926	71,339	73,836	76,421	79,097	80,677	82,292	83,936	85,616
111	71,339	73,836	76,421	79,097	81,864	83,500	85,172	86,874	88,612
112	73,836	76,421	79,097	81,864	84,729	86,423	88,152	89,915	91,713
113	76,421	79,097	81,864	84,729	87,696	89,448	91,237	93,062	94,923
114	79,097	81,864	84,729	87,696	90,764	92,579	94,431	96,319	98,245
115	81,864	84,729	87,696	90,764	93,941	95,820	97,735	99,689	101,685
116	84,729	87,696	90,764	93,941	97,229	99,173	101,156	103,178	105,243
117	87,696	90,764	93,941	97,229	100,631	102,644	104,697	106,790	108,927
118	90,764	93,941	97,229	100,631	104,154	106,237	108,362	110,529	112,740
119	93,941	97,229	100,631	104,154	107,799	109,955	112,154	114,396	116,684
120	97,229	100,631	104,154	107,799	111,572	113,803	116,080	118,400	120,769
121	100,631	104,154	107,799	111,572	115,476	117,786	120,142	122,544	124,995
122	104,154	107,799	111,572	115,476	119,518	121,909	124,347	126,834	129,372
123	107,799	111,572	115,476	119,518	123,702	126,175	128,700	131,273	133,898
124	111,572	115,476	119,518	123,702	128,031	130,593	133,204	135,869	138,584
125	115,476	119,518	123,702	128,031	132,512	135,162	137,866	140,623	143,436
126	119,518	123,702	128,031	132,512	137,149	139,894	142,691	145,544	148,455

Revised and Adopted 08-19-04

Revised and Adopted 05-19-05

Revised and Adopted 10-20-05

Revised and Adopted 10-19-06

Adopted 06-13-07

Adopted 06-17-08

Adopted 06-25-09

Adopted 10-20-11

Adopted 06-19-12

Adopted 06-19-13

Revised and Adopted 10-17-13

Adopted 06-18-14

Revised and Adopted 12-18-14

Adopted 06-23-15

Adopted 06-14-16

Adopted 05-25-17

Adopted 06-19-18

Revised and Adopted 06-17-1

**EXHIBIT G****COLLEGE AND CAREER ADVANTAGE****CERTIFICATED MANAGEMENT PAY SCHEDULE  
2019-2020**

POSITION TITLE	PAY CLASSIFICATION	ANNUAL RATE	
		(Min)	(Max)
Administrator, Instructional Programs	121	\$100,631	\$124,995
Director, Instructional Services	123	\$107,799	\$133,898

CLAM

## COLLEGE AND CAREER ADVANTAGE

COMPENSATION OF EMPLOYEES  
2019-2020

## IV. Classified Management Salary Schedule

SALARY RANGE	Step Increases 3.5%				
	STEP A	STEP B	STEP C	STEP D	STEP E
1	50,039	51,790	53,601	55,478	57,419
2	51,790	53,601	55,478	57,419	59,430
3	53,601	55,478	57,419	59,430	61,509
4	55,478	57,419	59,430	61,509	63,662
5	57,419	59,430	61,509	63,662	65,891
6	59,430	61,509	63,662	65,891	68,196
7	61,509	63,662	65,891	68,196	70,583
8	63,662	65,891	68,196	70,583	73,053
9	65,891	68,196	70,583	73,053	75,611
10	68,196	70,583	73,053	75,611	78,258
11	70,583	73,053	75,611	78,258	80,995
12	73,053	75,611	78,258	80,995	83,830
13	75,611	78,258	80,995	83,830	86,765
14	78,258	80,995	83,830	86,765	89,801
15	80,995	83,830	86,765	89,801	92,944
16	83,830	86,765	89,801	92,944	96,197
17	86,765	89,801	92,944	96,197	99,565
18	89,801	92,944	96,197	99,565	103,050
19	92,944	96,197	99,565	103,050	106,657
20	96,197	99,565	103,050	106,657	110,390
21	99,565	103,050	106,657	110,390	114,252
22	103,050	106,657	110,390	114,252	118,251
23	106,657	110,390	114,252	118,251	122,389
24	110,390	114,252	118,251	122,389	126,674
25	114,252	118,251	122,389	126,674	131,107
26	118,251	122,389	126,674	131,107	135,696

Revised and Adopted 02-15-96  
 Revised and Adopted 02-20-97  
 Revised and Adopted 10-16-97  
 Revised and Adopted 11-12-98  
 Revised and Adopted 05-20-99  
 Revised and Adopted 11-18-99  
 Revised and Adopted 11-09-00  
 Revised and Adopted 02-21-02  
 Revised and Adopted 11-14-02

Revised and Adopted 05-20-04  
 Revised and Adopted 05-19-05  
 Revised and Adopted 10-20-05  
 Revised and Adopted 10-19-06  
 Adopted 06-13-07  
 Adopted 06-17-08  
 Adopted 06-25-09  
 Adopted 06-17-10  
 Adopted 06-16-11

Adopted 06-19-12  
 Adopted 06-19-13  
 Revised and Adopted 10-17-13  
 Adopted 06-18-14  
 Revised and Adopted 12-18-14  
 Adopted 06-23-15  
 Adopted 06-14-16  
 Adopted 05-25-17  
 Adopted 06-19-18  
 Revised and Adopted 06-17-19

Note: Per AR 4251(a); Anniversary increments of 2% are given at 10 years, 15 years, 20 years, and 25 years.

COLLEGE AND CAREER ADVANTAGE  
CLASSIFIED MANAGEMENT PAY SCHEDULE  
2019-2020

POSITION TITLE	PAY CLASSIFICATION	ANNUAL RATE	
		(Min)	(Max)
Student Services Manager	11	\$70,583	\$80,995

Note: Per AR 4251(a); Anniversary increments of 2% are given at 10 years, 15 years, 20 years, and 25 years.

CLMH

**COLLEGE AND CAREER ADVANTAGE****COMPENSATION OF EMPLOYEES  
2019-2020****V. Classified Management - K12 Pathway Coordinator Salary Schedule**

SALARY RANGE	Step Increases 3.5%				
	STEP A	STEP B	STEP C	STEP D	STEP E
1	105,000	108,675	112,479	116,415	120,490

Note: Per AR 4251(a); Anniversary increments of 2% are given at 10 years, 15 years, 20 years, and 25 years.

## EXHIBIT K

### COLLEGE AND CAREER ADVANTAGE

#### Classified Management - K12 Pathway Coordinator Salary Schedule 2019-2020

POSITION TITLE	PAY CLASSIFICATION	ANNUAL RATE	
		(Min)	(Max)
K12 Pathway Coordinator	1	\$105,000	\$120,490

Note: Per AR 4251(a); Anniversary increments of 2% are given at 10 years, 15 years, 20 years, and 25 years.



## **COLLEGE AND CAREER ADVANTAGE**

### **Memorandum**

TO: CCA Governing Board

FROM: Patricia Romo, Executive Director

DATE: June 22, 2020

SUBJECT: RESOLUTION #10-19/20 – AUTHORIZATION OF SIGNATURES FOR FARMERS & MERCHANTS BANK

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#### **CURRENT SITUATION**

Signature authorities need to be updated for College and Career Advantage's account at Farmers & Merchants Bank to grant signature authority to the Administrator, Instructional Programs.

The attached Resolution gives signature authority to the Executive Director and the Administrator, Instructional Programs as indicated on the attached Resolution.

#### **FISCAL IMPACT**

None.

#### **RECOMMENDATION**

It is respectfully recommended the Governing Board consider approval and adoption of Resolution #10-19/20.

## COLLEGE AND CAREER ADVANTAGE

### RESOLUTION #10-19/20

#### AUTHORIZATION OF SIGNATURES FOR FARMERS & MERCHANTS BANK

I, \_\_\_\_\_, President of the Governing Board of College and Career Advantage, hereby certify that said Board, at a regular meeting thereof, held on the 29th day of June 2020, adopted by a majority vote of said Board this Resolution that the following named persons are hereby authorized to act in all matters related to the following account.

Name Typed	SPECIMEN SIGNATURE	Farmers & Merchants Bank (clearing account and revolving cash account)
Patricia Romo		X
Kimberley Thomas		X

Pursuant to provisions of Education Code sections 42630-34/85230-34.

AYES        (    )        ABSENT    (    )

NOES        (    )        ABSTAIN   (    )

I, Jan Vickers, President of the Governing Board of College and Career Advantage hereby certify that the above and foregoing Resolution was duly and regularly adopted by said Governing Board at a meeting thereof held on the 29<sup>th</sup> day of June, 2020.

IN WITNESS OF THE ABOVE STATED ACTION, I have hereunto set my hand this 29<sup>th</sup> day of June 2020.

\_\_\_\_\_  
Jan Vickers  
President Board of Trustees

## **COLLEGE AND CAREER ADVANTAGE**

### **M e m o r a n d u m**

TO: CCA Governing Board

FROM: Patricia Romo, Executive Director

DATE: June 22, 2020

SUBJECT: RESOLUTION #11-19/20 – DENOUNCING ALL ACTS OF RACISM,  
INTOLERANCE, AND UNLAWFUL DISCRIMINATION

---

#### **BACKGROUND INFORMATION**

The recent and senseless violence towards African-Americans in our country have outraged us. We value diversity, equity, and inclusion.

#### **RECOMMENDATION**

It is respectfully recommended the Governing Board review and consider adoption of Resolution #11-19/20, Denouncing all Acts of Racism, Intolerance, and Unlawful Discrimination.

## **COLLEGE AND CAREER ADVANTAGE**

### **RESOLUTION #11-19/20**

#### **DENOUNCING ALL ACTS OF RACISM, INTOLERANCE, AND UNLAWFUL DISCRIMINATION**

WHEREAS, the Board of Trustees of College and Career Advantage believe any act of racism must be denounced by those in leadership roles in our society; and

WHEREAS, we are outraged by recent events demonstrating the injustices that persist in our country, and

WHEREAS, we must listen to, learn from, and emphasize with persons who have endured and continue to experience discrimination and intolerance; and

WHEREAS, we are committed to equality, diversity, inclusion, tolerance and human and civil rights for all; and

WHEREAS, we believe in the potential for schools to help bring forth constructive ideas about what constitutes a healthy and just society, and

WHEREAS, we must individually and collectively lead in preventing biases that occur as a result of divisive policies and actions,

NOW, THEREFORE BE IT RESOLVED, that the Governing Board of College and Career Advantage is committed to fostering an inclusive environment where every student, school employee, community member, and parent can expect to be treated with dignity and respect.

I, Jan Vickers, President of the Governing Board of College and Career Advantage hereby certify that the above and foregoing Resolution was duly and regularly adopted by said Governing Board at a meeting thereof held on the 29<sup>th</sup> day of June, 2020.

IN WITNESS OF THE ABOVE STATED ACTION, I have hereunto set my hand this 29<sup>th</sup> day of June 2020.

AYES            (   )            ABSENT        (   )

NOES            (   )            ABSTAIN        (   )

---

Jan Vickers  
President of the Board of Trustees

## **COLLEGE AND CAREER ADVANTAGE**

### **Memorandum**

TO: CCA Governing Board

FROM: Patricia Romo, Executive Director

DATE: June 22, 2020

SUBJECT: DONATION OF COLLEGE AND CAREER ADVANTAGE BUILDINGS TO  
CAPISTRANO UNIFIED SCHOOL DISTRICT

---

### **BACKGROUND INFORMATION**

CCA has offered classes on the Career Campus located at 31522 El Camino Real since 1970. To accommodate classes and students, several buildings and classrooms have been built or purchased over the course of 50 years.

### **CURRENT SITUATION**

CCA will be vacating the Career Campus located at 31522 El Camino Real beginning July 1, 2020. CCA classes offered on the Career Campus will be relocated to Capistrano Valley High School; CCA classes will no longer be offered at the El Camino Real site. CCA would like to donate the buildings located on the El Camino Real site as well as two portable classrooms located on the San Clemente High School site to Capistrano Unified School District.

### **RECOMMENDATION**

It is respectfully requested the Governing Board review and consider approval of the CCA building donations to Capistrano Unified School District.

### **ACTION/ROLL CALL**



June 3, 2020

Kirsten Vital, Superintendent  
Capistrano Unified School District  
33122 Valle Road  
San Juan Capistrano, CA 92675

Dear Superintendent Vital,

College and Career Advantage is pleased to donate the following buildings to Capistrano Unified School District to better serve students and the needs of the District. These buildings are located at the former ROP campus on El Camino Real and two portable buildings purchased by ROP located at San Clemente High School.

<b><u>Building Description</u></b>	<b><u>Building Detail Report Page #</u></b>
Administration Building	15
Career Center/Registration Building	16
Board Room/Break Room Building	17
Restroom/Maintenance Building	18
Portable Classroom #2	19
Portable Classroom #3	20
Portable Classroom #4	21
Portable Classroom #5	22
Portable Classroom #6	23
Portable Classroom #7	24
Portable Classroom #8	25
Portable Classroom #9	26
Portable Classroom #10	27
Portable Technology Building	28
Portable Restroom Building	29
Park Shelter	30
Storage Building/Woodshed Building	31
Parking Shelter for Fire Truck	32
Storage Container S-3	35
Storage Container S-4	36
Portable Classroom P27/San Clemente High School	46
Portable Classroom P28/San Clemente High School	47

Information and photographs of the buildings are attached for your records. Should you have any questions or concerns, please feel free to contact me.

Sincerely,

Patricia Romo  
Executive Director,  
Career Technical Education

Attachments: Building Detail Report Pages 15-32, 35, 36, 46 and 47

10/26/2009  
DBKE1

**CAPISTRANO-LAGUNA BEACH REGIONAL OCCUPATIONAL PROG**  
**Building Detail Report**

As of: 06/30/2009  
Page: 15

Entity: 001 CAPISTRANO-LAGUNA BEACH REGIONAL OCCUPATIONAL  
Site: 003 CAPISTRANO-LAGUNA BEACH ROP CENTER  
Building: 001 ADMINISTRATION BUILDING  
31522 EL CAMINO REAL  
SAN JUAN CAPISTRANO, CA 92675

CPSD County: 30 CPSD District: 74112  
CPSD Site:  
OSA Number: Building Key:  
Serial Number:

Year Built: 1975 Evaluation Date: 04/23/2009  
No. of Stories: 1 Total Square Feet: 1,374  
Height: 10 Fire Protection Class: 1  
Occupancy: SABH SCHOOL - ADMINISTRATION BLDG  
Construction: D WOOD  
Condition: A AVERAGE

Vacant: NO Plumbing Date: / /  
Basement: NO Heating Date: / /  
Elevator: NO Wiring Date: / /  
Swimming Pool: NO Roofing Date: / /  
Improvements: NO Retrofit Date: / /

**GENERAL BUILDING CHARACTERISTICS**

Exterior Wall: WD  
Roof Construction: WDJ  
Roof Covering: CLTI,ROLC  
Interior Wall: DW,WD  
Ceiling: PL  
Floor: CA,VT  
Foundation: P,W  
Security/Fire Protection: AL,EX,IS,MND

Notes:

**BUILDING SERVICES**

Electrical: CB  
Plumbing: L  
Heating: FA  
Air Conditioning: FC



**VALUATION CONCLUSIONS**

Real Property Replacement Cost: 310,900  
Exclusion Amount: 15,500  
Real Property Less Exclusions: 295,400  
Personal Property Replacement Cost: 153,209  
Total Replacement Cost: 448,609

Produced by AssetWorks



10/26/2009  
DBKE1

**CAPISTRANO-LAGUNA BEACH REGIONAL OCCUPATIONAL PROG**  
**Building Detail Report**

As of: 06/30/2009  
Page: 16

Entity: 001 CAPISTRANO-LAGUNA BEACH REGIONAL OCCUPATIONAL  
Site: 003 CAPISTRANO-LAGUNA BEACH ROP CENTER  
Building: 002 CAREER CENTER / REGISTRATION OFFICE  
31522 EL CAMINO REAL  
SAN JUAN CAPISTRANO, CA 92675

CPSD County: 30 CPSD District: 74112  
CPSD Site: Building Key:  
OSA Number: Serial Number:

Year Built: 1975 Evaluation Date: 04/23/2009  
No. of Stories: 1 Total Square Feet: 1,374  
Height: 10 Fire Protection Class: 1  
Occupancy: SABH SCHOOL - ADMINISTRATION BLDG  
Construction: D WOOD  
Condition: A AVERAGE

Vacant: NO Plumbing Date: / /  
Basement: NO Heating Date: / /  
Elevator: NO Wiring Date: / /  
Swimming Pool: NO Roofing Date: / /  
Improvements: NO Retrofit Date: / /

**GENERAL BUILDING CHARACTERISTICS**

Exterior Wall: WD  
Roof Construction: WDJ  
Roof Covering: CLTI,ROLC  
Interior Wall: DW,WD  
Ceiling: PL  
Floor: CA,VT  
Foundation: P,W  
Security/Fire Protection: AL,EX,IS,MND,VC

Notes:

**BUILDING SERVICES**

Electrical: CB  
Plumbing: L  
Heating: FA  
Air Conditioning: FC



**VALUATION CONCLUSIONS**

Real Property Replacement Cost: 310,900  
Exclusion Amount: 15,500  
Real Property Less Exclusions: 295,400  
Personal Property Replacement Cost: 58,199  
Total Replacement Cost: 353,599

10/26/2009  
DBKE1

**CAPISTRANO-LAGUNA BEACH REGIONAL OCCUPATIONAL PROG**  
**Building Detail Report**

As of: 06/30/2009  
Page: 17

Entity: 001 CAPISTRANO-LAGUNA BEACH REGIONAL OCCUPATIONAL  
Site: 003 CAPISTRANO-LAGUNA BEACH ROP CENTER  
Building: 003 BOARDROOM

31522 EL CAMINO REAL  
SAN JUAN CAPISTRANO, CA 92675

CPSD County: 30 CPSD District: 74112  
CPSD Site: Building Key:  
OSA Number: Serial Number:

Year Built: 1975 Evaluation Date: 04/23/2009  
No. of Stories: 1 Total Square Feet: 1,374  
Height: 10 Fire Protection Class: 1  
Occupancy: SABH SCHOOL - ADMINISTRATION BLDG  
Construction: D WOOD  
Condition: A AVERAGE

Vacant: NO Plumbing Date: / /  
Basement: NO Heating Date: / /  
Elevator: NO Wiring Date: / /  
Swimming Pool: NO Roofing Date: / /  
Improvements: NO Retrofit Date: / /

**GENERAL BUILDING CHARACTERISTICS**

Exterior Wall: WD  
Roof Construction: WDJ  
Roof Covering: CLTI,ROLC  
Interior Wall: DW,WD  
Ceiling: PL  
Floor: CA,VT  
Foundation: P,W  
Security/Fire Protection: AL,EX,IS,MND,VC

**BUILDING SERVICES**

Electrical: CB  
Plumbing: L  
Heating: FA  
Air Conditioning: FC



**VALUATION CONCLUSIONS**

Real Property Replacement Cost: 310,900  
Exclusion Amount: 15,500  
Real Property Less Exclusions: 295,400  
Personal Property Replacement Cost: 67,322  
Total Replacement Cost: 362,722

10/26/2009  
DBKE1

**CAPISTRANO-LAGUNA BEACH REGIONAL OCCUPATIONAL PROG**  
**Building Detail Report**

As of: 06/30/2009  
Page: 18

**Entity:** 001 CAPISTRANO-LAGUNA BEACH REGIONAL OCCUPATIONAL  
**Site:** 003 CAPISTRANO-LAGUNA BEACH ROP CENTER  
**Building:** 004 RESTROOM / MAINTENANCE BUILDING  
31522 EL CAMINO REAL  
SAN JUAN CAPISTRANO, CA 92675

**CPSD County:** 30 **CPSD District:** 74112  
**CPSD Site:** **Building Key:**  
**OSA Number:** **Serial Number:**

**Year Built:** 1980 **Evaluation Date:** 04/23/2009  
**No. of Stories:** 1 **Total Square Feet:** 499  
**Height:** 10 **Fire Protection Class:** 2  
**Occupancy:** SRH SCHOOL - RESTROOM BLDG  
**Construction:** C MASONRY  
**Condition:** A AVERAGE

**Vacant:** NO **Plumbing Date:** / /  
**Basement:** NO **Heating Date:** / /  
**Elevator:** NO **Wiring Date:** / /  
**Swimming Pool:** NO **Roofing Date:** / /  
**Improvements:** NO **Retrofit Date:** / /

**GENERAL BUILDING CHARACTERISTICS**

<b>Exterior Wall:</b>	SL	
<b>Roof Construction:</b>	WDJ	
<b>Roof Covering:</b>	ROLC	
<b>Interior Wall:</b>	MY	
<b>Ceiling:</b>	DW/O	
<b>Floor:</b>	CS	
<b>Foundation:</b>	SL	
<b>Security/Fire Protection:</b>		
<b>Notes:</b>		

<b>BUILDING SERVICES</b>	
<b>Electrical:</b>	CB
<b>Plumbing:</b>	A
<b>Heating:</b>	
<b>Air Conditioning:</b>	



**VALUATION CONCLUSIONS**

<b>Real Property Replacement Cost:</b>	125,500
<b>Exclusion Amount:</b>	7,500
<b>Real Property Less Exclusions:</b>	118,000
<b>Personal Property Replacement Cost:</b>	4,118
<b>Total Replacement Cost:</b>	122,118

10/26/2009  
DBKE1

**CAPISTRANO-LAGUNA BEACH REGIONAL OCCUPATIONAL PROG**  
**Building Detail Report**

As of: 06/30/2009  
Page: 19

Entity: 001 CAPISTRANO-LAGUNA BEACH REGIONAL OCCUPATIONAL  
Site: 003 CAPISTRANO-LAGUNA BEACH ROP CENTER  
Building: 006 PORTABLE CLASSROOM (2)  
31522 EL CAMINO REAL  
SAN JUAN CAPISTRANO, CA 92675

CPSD County: 30 CPSD District: 74112  
CPSD Site: Building Key:  
OSA Number: Serial Number:

Year Built: 1990 Evaluation Date: 04/23/2009  
No. of Stories: 1 Total Square Feet: 960  
Height: 10 Fire Protection Class: 1  
Occupancy: SPC SCHOOL - PORTABLE CLASSROOM  
Construction: S METAL  
Condition: A AVERAGE

Vacant: NO Plumbing Date: / /  
Basement: NO Heating Date: / /  
Elevator: NO Wiring Date: / /  
Swimming Pool: NO Roofing Date: / /  
Improvements: NO Retrofit Date: / /

**GENERAL BUILDING CHARACTERISTICS**

Exterior Wall: WD  
Roof Construction: STJ  
Roof Covering: M  
Interior Wall: DW,MA  
Ceiling: AT  
Floor: CA,VT  
Foundation: W  
Security/Fire Protection: AL,EX,IS,MND,SD

Notes:

**BUILDING SERVICES**

Electrical: CB  
Plumbing: L  
Heating: HP  
Air Conditioning:



**VALUATION CONCLUSIONS**

Real Property Replacement Cost: 86,900  
Exclusion Amount: 0  
Real Property Less Exclusions: 86,900  
Personal Property Replacement Cost: 28,000  
Total Replacement Cost: 114,900



10/26/2009  
DBKE1

**CAPISTRANO-LAGUNA BEACH REGIONAL OCCUPATIONAL PROG**  
**Building Detail Report**

As of: 06/30/2009  
Page: 20

Entity: 001 CAPISTRANO-LAGUNA BEACH REGIONAL OCCUPATIONAL  
Site: 003 CAPISTRANO-LAGUNA BEACH ROP CENTER  
Building: 007 PORTABLE CLASSROOM (3)  
31522 EL CAMINO REAL  
SAN JUAN CAPISTRANO, CA 92675

CPSD County: 30 CPSD District: 74112  
CPSD Site: Building Key:  
OSA Number: Serial Number:

Year Built: 1990 Evaluation Date: 04/23/2009  
No. of Stories: 1 Total Square Feet: 960  
Height: 10 Fire Protection Class: 1  
Occupancy: SPC SCHOOL - PORTABLE CLASSROOM  
Construction: S METAL  
Condition: A AVERAGE

Vacant: NO Plumbing Date: / /  
Basement: NO Heating Date: / /  
Elevator: NO Wiring Date: / /  
Swimming Pool: NO Roofing Date: / /  
Improvements: NO Retrofit Date: / /

**GENERAL BUILDING CHARACTERISTICS**

Exterior Wall: WD  
Roof Construction: STJ  
Roof Covering: M  
Interior Wall: DW,MA  
Ceiling: AT  
Floor: CA,VT  
Foundation: W  
Security/Fire Protection: AL,EX,IS,MND,SD

Notes:

**BUILDING SERVICES**

Electrical: CB  
Plumbing: L  
Heating: HP  
Air Conditioning:



**VALUATION CONCLUSIONS**

Real Property Replacement Cost: 86,900  
Exclusion Amount: 0  
Real Property Less Exclusions: 86,900  
Personal Property Replacement Cost: 42,000  
Total Replacement Cost: 128,900

Produced by AssetWorks

Entity: 001 CAPISTRANO-LAGUNA BEACH REGIONAL OCCUPATIONAL  
Site: 003 CAPISTRANO-LAGUNA BEACH ROP CENTER  
Building: 008 PORTABLE CLASSROOM (4 W/ENDING ENCLOSURE)  
31522 EL CAMINO REAL  
SAN JUAN CAPISTRANO, CA 92675

CPSD County: 30 CPSD District: 74112  
CPSD Site: Building Key:  
OSA Number: Serial Number:

Year Built: 1990 Evaluation Date: 04/23/2009  
No. of Stories: 1 Total Square Feet: 1,001  
Height: 10 Fire Protection Class: 1  
Occupancy: SPC SCHOOL - PORTABLE CLASSROOM  
Construction: S METAL  
Condition: A AVERAGE

Vacant: NO Plumbing Date: / /  
Basement: NO Heating Date: / /  
Elevator: NO Wiring Date: / /  
Swimming Pool: NO Roofing Date: / /  
Improvements: NO Retrofit Date: / /

# GENERAL BUILDING CHARACTERISTICS

Exterior Wall: WD  
Roof Construction: STJ  
Roof Covering: M  
Interior Wall: DW,MA  
Ceiling: AT  
Floor: CA,VT  
Foundation: W  
Security/Fire Protection: AL,EX,IS,MND,SD  
Notes:

## BUILDING SERVICES

Electrical: CB  
Plumbing: L  
Heating: HP  
Air Conditioning:



## VALUATION CONCLUSIONS

Real Property Replacement Cost: 90,600  
Exclusion Amount: 0  
Real Property Less Exclusions: 90,600  
Personal Property Replacement Cost: 100,000  
Total Replacement Cost: 190,600

Entity: 001 CAPISTRANO-LAGUNA BEACH REGIONAL OCCUPATIONAL  
Site: 003 CAPISTRANO-LAGUNA BEACH ROP CENTER  
Building: 009 PORTABLE CLASSROOM (5)  
31522 EL CAMINO REAL  
SAN JUAN CAPISTRANO, CA 92675

CPSD County: 30  
CPSD District: 74112  
CPSD Site:  
OSA Number:  
Building Key:  
Serial Number:

Year Built: 2001  
No. of Stories: 1  
Height: 10  
Occupancy: SPC  
Construction: S  
Condition: A  
Evaluation Date: 04/23/2009  
Total Square Feet: 960  
Fire Protection Class: 1  
SCHOOL - PORTABLE CLASSROOM  
METAL  
AVERAGE

Vacant: NO  
Basement: NO  
Elevator: NO  
Swimming Pool: NO  
Improvements: NO  
Plumbing Date: / /  
Heating Date: / /  
Wiring Date: / /  
Roofing Date: / /  
Retrofit Date: / /

**GENERAL BUILDING CHARACTERISTICS**

Exterior Wall: WD  
Roof Construction: STJ  
Roof Covering: M  
Interior Wall: DW,MA  
Ceiling: AT  
Floor: CA,VT  
Foundation: P,W  
Security/Fire Protection: AL,EX,IS,MND,SD

**BUILDING SERVICES**

Electrical: CB  
Plumbing: L  
Heating: HP  
Air Conditioning:

**VALUATION CONCLUSIONS**

Real Property Replacement Cost: 94,500  
Exclusion Amount: 3,780  
Real Property Less Exclusions: 90,720  
Personal Property Replacement Cost: 23,300  
Total Replacement Cost: 114,020



10/26/2009  
DBKE1

**CAPISTRANO-LAGUNA BEACH REGIONAL OCCUPATIONAL PROG**  
**Building Detail Report**

As of: 06/30/2009  
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**Entity:** 001 CAPISTRANO-LAGUNA BEACH REGIONAL OCCUPATIONAL  
**Site:** 003 CAPISTRANO-LAGUNA BEACH ROP CENTER  
**Building:** 010 PORTABLE CLASSROOM (6)  
31522 EL CAMINO REAL  
SAN JUAN CAPISTRANO, CA 92675

**CPSD County:** 30  
**CPSD Site:**  
**OSA Number:**  
**CPSD District:** 74112  
**Building Key:**  
**Serial Number:**

**Year Built:** 2001  
**No. of Stories:** 1  
**Height:** 10  
**Occupancy:** SPC  
**Construction:** S  
**Condition:** A  
**Evaluation Date:** 04/23/2009  
**Total Square Feet:** 960  
**Fire Protection Class:** 1  
SCHOOL - PORTABLE CLASSROOM  
METAL  
AVERAGE

**Vacant:** NO  
**Basement:** NO  
**Elevator:** NO  
**Swimming Pool:** NO  
**Improvements:** NO  
**Plumbing Date:** / /  
**Heating Date:** / /  
**Writing Date:** / /  
**Roofing Date:** / /  
**Retrofit Date:** / /

**GENERAL BUILDING CHARACTERISTICS**

**Exterior Wall:** WD  
**Roof Construction:** STJ  
**Roof Covering:** M  
**Interior Wall:** DW,MA  
**Ceiling:** AT  
**Floor:** CA,VT  
**Foundation:** P,W  
**Security/Fire Protection:** AL,EX,IS,MND,SD

**Notes:**

**BUILDING SERVICES**

**Electrical:** CB  
**Plumbing:** L  
**Heating:** HP  
**Air Conditioning:**



**VALUATION CONCLUSIONS**

**Real Property Replacement Cost:** 94,500  
**Exclusion Amount:** 3,780  
**Real Property Less Exclusions:** 90,720  
**Personal Property Replacement Cost:** 23,300  
**Total Replacement Cost:** 114,020

Produced by AssetWorks



10/26/2009  
DBKE1

**CAPISTRANO-LAGUNA BEACH REGIONAL OCCUPATIONAL PROG**  
**Building Detail Report**

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Page: 24

Entity: 001 CAPISTRANO-LAGUNA BEACH REGIONAL OCCUPATIONAL  
Site: 003 CAPISTRANO-LAGUNA BEACH ROP CENTER  
Building: 011 PORTABLE CLASSROOM (7)  
31522 EL CAMINO REAL  
SAN JUAN CAPISTRANO, CA 92675

CPSD County: 30 CPSD District: 74112  
CPSD Site: Building Key:  
OSA Number: Serial Number:

Year Built: 2001 Evaluation Date: 04/23/2009  
No. of Stories: 1 Total Square Feet: 960  
Height: 10 Fire Protection Class: 1  
Occupancy: SPC SCHOOL - PORTABLE CLASSROOM  
Construction: S METAL  
Condition: A AVERAGE

Vacant: NO Plumbing Date: / /  
Basement: NO Heating Date: / /  
Elevator: NO Wiring Date: / /  
Swimming Pool: NO Roofing Date: / /  
Improvements: NO Retrofit Date: / /

**GENERAL BUILDING CHARACTERISTICS**

Exterior Wall: WD  
Roof Construction: STJ  
Roof Covering: M  
Interior Wall: DW,MA  
Ceiling: AT  
Floor: CA,VT  
Foundation: P,W  
Security/Fire Protection: AL,EX,IS,MND,SD

Notes:

**BUILDING SERVICES**  
Electrical: CB  
Plumbing: L  
Heating: HP  
Air Conditioning:



**VALUATION CONCLUSIONS**

Real Property Replacement Cost: 94,500  
Exclusion Amount: 3,780  
Real Property Less Exclusions: 90,720  
Personal Property Replacement Cost: 106,500  
Total Replacement Cost: 197,220

Entity: 001 CAPISTRANO-LAGUNA BEACH REGIONAL OCCUPATIONAL  
Site: 003 CAPISTRANO-LAGUNA BEACH ROP CENTER  
Building: 012 PORTABLE CLASSROOM (8)  
31522 EL CAMINO REAL  
SAN JUAN CAPISTRANO, CA 92675

CPSD County: 30 CPSD District: 74112  
CPSD Site:  
OSA Number:  
Building Key:  
Serial Number:

Year Built: 2001 Evaluation Date: 04/23/2009  
No. of Stories: 1 Total Square Feet: 960  
Height: 10 Fire Protection Class: 1  
Occupancy: SPC SCHOOL - PORTABLE CLASSROOM  
Construction: S METAL  
Condition: A AVERAGE

Vacant: NO Plumbing Date: / /  
Basement: NO Heating Date: / /  
Elevator: NO Wiring Date: / /  
Swimming Pool: NO Roofing Date: / /  
Improvements: NO Retrofit Date: / /

**GENERAL BUILDING CHARACTERISTICS**

Exterior Wall: WD  
Roof Construction: STJ  
Roof Covering: M  
Interior Wall: DW/MA  
Ceiling: AT  
Floor: CA/VT  
Foundation: P,W  
Security/Fire Protection: AL,EX,IS,MND,SD

**BUILDING SERVICES**

Electrical: CB  
Plumbing: L  
Heating: HP  
Air Conditioning:

Notes:



**VALUATION CONCLUSIONS**

Real Property Replacement Cost: 94,500  
Exclusion Amount: 3,780  
Real Property Less Exclusions: 90,720  
Personal Property Replacement Cost: 37,000  
Total Replacement Cost: 127,720

10/26/2009  
DBKE1

**CAPISTRANO-LAGUNA BEACH REGIONAL OCCUPATIONAL PROG**  
**Building Detail Report**

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Page: 26

Entity: 001 CAPISTRANO-LAGUNA BEACH REGIONAL OCCUPATIONAL  
Site: 003 CAPISTRANO-LAGUNA BEACH ROP CENTER  
Building: 013 PORTABLE CLASSROOM (9)  
31522 EL CAMINO REAL  
SAN JUAN CAPISTRANO, CA 92675

CPSD County: 30 CPSD District: 74112  
CPSD Site: Building Key:  
OSA Number: Serial Number:

Year Built: 2001 Evaluation Date: 04/23/2009  
No. of Stories: 1 Total Square Feet: 960  
Height: 10 Fire Protection Class: 1  
Occupancy: SPC SCHOOL - PORTABLE CLASSROOM  
Construction: S METAL  
Condition: A AVERAGE

Vacant: NO Plumbing Date: / /  
Basement: NO Heating Date: / /  
Elevator: NO Wiring Date: / /  
Swimming Pool: NO Roofing Date: / /  
Improvements: NO Retrofit Date: / /

**GENERAL BUILDING CHARACTERISTICS**

Exterior Wall: WD  
Roof Construction: STJ  
Roof Covering: M  
Interior Wall: DW,MA  
Ceiling: AT  
Floor: CA,VT  
Foundation: P,W  
Security/Fire Protection: AL,EX,IS,MND,SD  
Notes:

**BUILDING SERVICES**

Electrical: CB  
Plumbing: L  
Heating: HP  
Air Conditioning:



**VALUATION CONCLUSIONS**

Real Property Replacement Cost: 94,500  
Exclusion Amount: 3,780  
Real Property Less Exclusions: 90,720  
Personal Property Replacement Cost: 57,000  
Total Replacement Cost: 147,720

10/26/2009  
DBKE1

**CAPISTRANO-LAGUNA BEACH REGIONAL OCCUPATIONAL PROG**  
**Building Detail Report**

As of: 06/30/2009  
Page: 27

**Entity:** 001 CAPISTRANO-LAGUNA BEACH REGIONAL OCCUPATIONAL  
**Site:** 003 CAPISTRANO-LAGUNA BEACH ROP CENTER  
**Building:** 014 PORTABLE CLASSROOM (10)  
31522 EL CAMINO REAL  
SAN JUAN CAPISTRANO, CA 92675

**CPSD County:** 30 **CPSD District:** 74112  
**CPSD Site:** **Building Key:**  
**OSA Number:** **Serial Number:**

**Year Built:** 2001 **Evaluation Date:** 04/23/2009  
**No. of Stories:** 1 **Total Square Feet:** 960  
**Height:** 10 **Fire Protection Class:** 1  
**Occupancy:** SPC SCHOOL - PORTABLE CLASSROOM  
**Construction:** S METAL  
**Condition:** A AVERAGE

**Vacant:** NO **Plumbing Date:** / /  
**Basement:** NO **Heating Date:** / /  
**Elevator:** NO **Wiring Date:** / /  
**Swimming Pool:** NO **Roofing Date:** / /  
**Improvements:** NO **Retrofit Date:** / /

**GENERAL BUILDING CHARACTERISTICS**

**Exterior Wall:** WD  
**Roof Construction:** STJ  
**Roof Covering:** M  
**Interior Wall:** DW,MA  
**Ceiling:** AT  
**Floor:** CA,VT  
**Foundation:** P,W  
**Security/Fire Protection:** AL,EX,IS,MND,SD

**Notes:**

**BUILDING SERVICES**

**Electrical:** CB  
**Plumbing:** L  
**Heating:** HP  
**Air Conditioning:**



**VALUATION CONCLUSIONS**

**Real Property Replacement Cost:** 94,500  
**Exclusion Amount:** 3,780  
**Real Property Less Exclusions:** 90,720  
**Personal Property Replacement Cost:** 26,000  
**Total Replacement Cost:** 116,720



Entity: 001 CAPISTRANO-LAGUNA BEACH REGIONAL OCCUPATIONAL  
Site: 003 CAPISTRANO-LAGUNA BEACH ROP CENTER  
Building: 015 PORTABLE TECHNOLOGY BUILDING  
31522 EL CAMINO REAL  
SAN JUAN CAPISTRANO, CA 92675

CPSD County: 30 CPSD District: 74112  
CPSD Site: Building Key:  
OSA Number: Serial Number:

Year Built: 1975 Evaluation Date: 04/23/2009  
No. of Stories: 1 Total Square Feet: 543  
Height: 10 Fire Protection Class: 1  
Occupancy: SPC SCHOOL - PORTABLE CLASSROOM  
Construction: D WOOD  
Condition: A AVERAGE

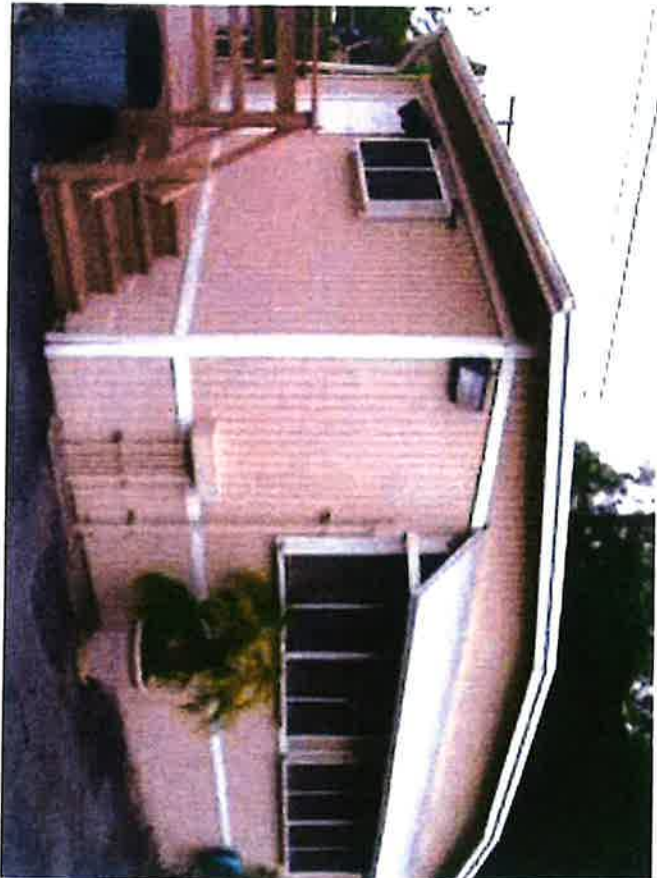
Vacant: NO Plumbing Date: / /  
Basement: NO Heating Date: / /  
Elevator: NO Wiring Date: / /  
Swimming Pool: NO Roofing Date: / /  
Improvements: NO Retrofit Date: / /

**GENERAL BUILDING CHARACTERISTICS**

Exterior Wall: WD  
Roof Construction: WDJ  
Roof Covering: M,ROL C  
Interior Wall: DW  
Ceiling: AT  
Floor: CA,VT  
Foundation: W  
Security/Fire Protection: AL,EX,IS,MND,SD

**BUILDING SERVICES**

Electrical: CB  
Plumbing: L  
Heating: HP  
Air Conditioning:



**VALUATION CONCLUSIONS**

Real Property Replacement Cost: 47,800  
Exclusion Amount: 0  
Real Property Less Exclusions: 47,800  
Personal Property Replacement Cost: 53,000  
Total Replacement Cost: 100,800

10/26/2009  
DBKE1

**CAPISTRANO-LAGUNA BEACH REGIONAL OCCUPATIONAL PROG**  
**Building Detail Report**

As of: 06/30/2009  
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Entity: 001 CAPISTRANO-LAGUNA BEACH REGIONAL OCCUPATIONAL  
Site: 003 CAPISTRANO-LAGUNA BEACH ROP CENTER  
Building: 016 RESTROOMS - PORTABLE  
31522 EL CAMINO REAL  
SAN JUAN CAPISTRANO, CA 92675

CPSD County: 30 CPSD District: 74112  
CPSD Site: Building Key:  
OSA Number: Serial Number:

Year Built: 2001 Evaluation Date: 04/23/2009  
No. of Stories: 1 Total Square Feet: 480  
Height: 10 Fire Protection Class: 1  
Occupancy: SRR SCHOOL - RESTROOM BLDG  
Construction: S METAL  
Condition: A AVERAGE

Vacant: NO Plumbing Date: / /  
Basement: NO Heating Date: / /  
Elevator: NO Wiring Date: / /  
Swimming Pool: NO Roofing Date: / /  
Improvements: NO Retrofit Date: / /

**GENERAL BUILDING CHARACTERISTICS**

Exterior Wall: WD  
Roof Construction: STJ  
Roof Covering: M  
Interior Wall: DW,MA  
Ceiling: AT  
Floor: CA,VT  
Foundation: P,W  
Security/Fire Protection: AL,EX,IS,MND,SD

**BUILDING SERVICES**

Electrical: CB  
Plumbing: L  
Heating: HP  
Air Conditioning:



**VALUATION CONCLUSIONS**

Real Property Replacement Cost: 75,600  
Exclusion Amount: 4,500  
Real Property Less Exclusions: 71,100  
Personal Property Replacement Cost: 0  
Total Replacement Cost: 71,100

Entity: 001 CAPISTRANO-LAGUNA BEACH REGIONAL OCCUPATIONAL  
Site: 003 CAPISTRANO-LAGUNA BEACH ROP CENTER  
Building: 017 SHELTER  
31522 EL CAMINO REAL  
SAN JUAN CAPISTRANO, CA 92675

CPSD County: 30 CPSD District: 74112  
CPSD Site: Building Key:  
OSA Number: Serial Number:

Year Built: 1975 Evaluation Date: 04/23/2009  
No. of Stories: 1 Total Square Feet: 1,000  
Height: 10 Fire Protection Class: 1  
Occupancy: GPSO PARK SHELTER - OPEN  
Construction: D WOOD  
Condition: A AVERAGE

Vacant: NO Plumbing Date: / /  
Basement: NO Heating Date: / /  
Elevator: NO Writing Date: / /  
Swimming Pool: NO Roofing Date: / /  
Improvements: NO Retrofit Date: / /

**GENERAL BUILDING CHARACTERISTICS**

Exterior Wall: BR,O  
Roof Construction: WDB,WDJ  
Roof Covering: O  
Interior Wall: MY  
Ceiling: O,OBTG  
Floor: CS  
Foundation: SL  
Security/Fire Protection:  
Notes:

**BUILDING SERVICES**

Electrical:  
Plumbing:  
Heating:  
Air Conditioning:



**VALUATION CONCLUSIONS**

Real Property Replacement Cost: 25,000  
Exclusion Amount: 1,240  
Real Property Less Exclusions: 23,760  
Personal Property Replacement Cost: 0  
Total Replacement Cost: 23,760

10/26/2009  
DBKE1

**CAPISTRANO-LAGUNA BEACH REGIONAL OCCUPATIONAL PROG**  
**Building Detail Report**

As of: 06/30/2009  
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Entity: 001 CAPISTRANO-LAGUNA BEACH REGIONAL OCCUPATIONAL  
Site: 003 CAPISTRANO-LAGUNA BEACH ROP CENTER  
Building: 018 STORAGE BUILDINGWOODSHED  
31522 EL CAMINO REAL  
SAN JUAN CAPISTRANO, CA 92675

CPSD County: 30  
CPSD Site: 74112  
CPSD District: 74112  
Building Key:  
Serial Number:

Year Built: 1990  
No. of Stories: 1  
Height: 10  
Occupancy: SWF  
Construction: D  
Condition: A  
Evaluation Date: 04/23/2009  
Total Square Feet: 180  
Fire Protection Class: 1  
SCHOOL - STORAGE WOOD FRAMED  
WOOD  
AVERAGE

Vacant: NO  
Basement: NO  
Elevator: NO  
Swimming Pool: NO  
Improvements: NO  
Plumbing Date: / /  
Heating Date: / /  
Writing Date: / /  
Roofing Date: / /  
Retrofit Date: / /

**GENERAL BUILDING CHARACTERISTICS**

Exterior Wall: WD,WF  
Roof Construction: WDJ  
Roof Covering: ROLCS  
Interior Wall: DW,WD  
Ceiling: DW  
Floor: CS  
Foundation: SL  
Security/Fire Protection:  
Notes:

**BUILDING SERVICES**  
Electrical: CB  
Plumbing:  
Heating:  
Air Conditioning:



**VALUATION CONCLUSIONS**

Real Property Replacement Cost: 4,500  
Exclusion Amount: 160  
Real Property Less Exclusions: 4,340  
Personal Property Replacement Cost: 4,700  
Total Replacement Cost: 9,040

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10/26/2009  
DBKE1

**CAPISTRANO-LAGUNA BEACH REGIONAL OCCUPATIONAL PROG**  
**Building Detail Report**

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Entity: 001 CAPISTRANO-LAGUNA BEACH REGIONAL OCCUPATIONAL  
Site: 003 CAPISTRANO-LAGUNA BEACH ROP CENTER  
Building: 019 PARKING SHELTER FOR FIRE TRUCK  
31522 EL CAMINO REAL  
SAN JUAN CAPISTRANO, CA 92675

CPSD County: 30 CPSD District: 74112  
CPSD Site: Building Key:  
OSA Number: Serial Number:

Year Built: 1988 Evaluation Date: 04/23/2009  
No. of Stories: 1 Total Square Feet: 600  
Height: 14 Fire Protection Class: 3  
Occupancy: SPE SCHOOL - STORAGE PRE-ENGINEERED  
Construction: S METAL  
Condition: A AVERAGE

Vacant: NO Plumbing Date: / /  
Basement: NO Heating Date: / /  
Elevator: NO Wiring Date: / /  
Swimming Pool: NO Roofing Date: / /  
Improvements: NO Retrofit Date: / /

**GENERAL BUILDING CHARACTERISTICS**

Exterior Wall: CLK,O  
Roof Construction: STJ  
Roof Covering: STMUN  
Interior Wall: O  
Ceiling: ST  
Floor: CS  
Foundation: SL  
Security/Fire Protection:  
Notes:

**BUILDING SERVICES**

Electrical:  
Plumbing:  
Heating:  
Air Conditioning:



**VALUATION CONCLUSIONS**

Real Property Replacement Cost: 16,800  
Exclusion Amount: 850  
Real Property Less Exclusions: 15,950  
Personal Property Replacement Cost: 15,800  
Total Replacement Cost: 31,750

Entity: 001 CAPISTRANO-LAGUNA BEACH REGIONAL OCCUPATIONAL  
Site: 003 CAPISTRANO-LAGUNA BEACH ROP CENTER  
Building: 022 STORAGE CONTAINER S-3  
31522 EL CAMINO REAL  
SAN JUAN CAPISTRANO, CA 92675

CPSD County: 30 CPSD District: 74112  
CPSD Site: Building Key:  
OSA Number: Serial Number: 9335732

Year Built: 1990 Evaluation Date: 04/23/2009  
No. of Stories: 1 Total Square Feet: 160  
Height: 8 Fire Protection Class: 3  
Occupancy: SSK1 SCHOOL - STORAGE CONTAINER - 160 SF  
Construction: S METAL  
Condition: A AVERAGE

Vacant: NO Plumbing Date: / /  
Basement: NO Heating Date: / /  
Elevator: NO Wiring Date: / /  
Swimming Pool: NO Roofing Date: / /  
Improvements: NO Retrofit Date: / /

# GENERAL BUILDING CHARACTERISTICS

Exterior Wall:	STS	
Roof Construction:	STJ	
Roof Covering:	M,STMUN	
Interior Wall:	ST	
Ceiling:	ST	
Floor:	ST	
Foundation:		
Security/Fire Protection:		
Notes:		

# BUILDING SERVICES

Electrical:  
Plumbing:  
Heating:  
Air Conditioning:



# VALUATION CONCLUSIONS

Real Property Replacement Cost: 3,000  
Exclusion Amount: 0  
Real Property Less Exclusions: 3,000  
Personal Property Replacement Cost: 2,000  
Total Replacement Cost: 5,000

10/26/2009  
DBKE1

**CAPISTRANO-LAGUNA BEACH REGIONAL OCCUPATIONAL PROG**  
**Building Detail Report**

As of: 06/30/2009  
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Entity: 001 CAPISTRANO-LAGUNA BEACH REGIONAL OCCUPATIONAL  
Site: 003 CAPISTRANO-LAGUNA BEACH ROP CENTER  
Building: 023 STORAGE CONTAINER S-4  
31522 EL CAMINO REAL  
SAN JUAN CAPISTRANO, CA 92675

CPSD County: 30 CPSD District: 74112

CPSD Site: Building Key:

OSA Number: Serial Number: 2339996

Year Built: 1990 Evaluation Date: 04/23/2009

No. of Stories: 1 Total Square Feet: 160

Height: 8 Fire Protection Class: 3

Occupancy: SSK1 SCHOOL - STORAGE CONTAINER - 160 SF

Construction: S METAL

Condition: A AVERAGE

Vacant: NO Plumbing Date: / /

Basement: NO Heating Date: / /

Elevator: NO Wiring Date: / /

Swimming Pool: NO Roofing Date: / /

Improvements: NO Retrofit Date: / /

**GENERAL BUILDING CHARACTERISTICS**

Exterior Wall: STS

Roof Construction: STJ

Roof Covering: MSTMUN

Interior Wall: ST

Ceiling: ST

Floor: ST

Foundation:

Security/Fire Protection:

Notes:

**BUILDING SERVICES**

Electrical:

Plumbing:

Heating:

Air Conditioning:



**VALUATION CONCLUSIONS**

Real Property Replacement Cost: 3,000

Exclusion Amount: 0

Real Property Less Exclusions: 3,000

Personal Property Replacement Cost: 0

Total Replacement Cost: 3,000

10/26/2009  
DBKE1

**CAPISTRANO-LAGUNA BEACH REGIONAL OCCUPATIONAL PROG**  
Building Detail Report

As of: 06/30/2009  
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Entity: 001 CAPISTRANO-LAGUNA BEACH REGIONAL OCCUPATIONAL  
Site: 006 SAN CLEMENTE HIGH SCHOOL  
Building: 001 PORTABLE CLASSROOM (P27)  
700 AVENIDA PICO  
SAN CLEMENTE, CA 92673

CPSD County: 30 CPSD District: 74112  
CPSD Site: Building Key:  
OSA Number: Serial Number:

Year Built: 1975 Evaluation Date: 06/03/2009  
No. of Stories: 1 Total Square Feet: 960  
Height: 10 Fire Protection Class: 1  
Occupancy: SPC SCHOOL - PORTABLE CLASSROOM  
Construction: D WOOD  
Condition: A AVERAGE

Vacant: NO Plumbing Date: / /  
Basement: NO Heating Date: / /  
Elevator: NO Wiring Date: / /  
Swimming Pool: NO Roofing Date: / /  
Improvements: NO Retrofit Date: / /

**GENERAL BUILDING CHARACTERISTICS**

Exterior Wall: WD  
Roof Construction: WDJ  
Roof Covering: M  
Interior Wall: DW,MA  
Ceiling: AT  
Floor: CA,VT  
Foundation: W  
Security/Fire Protection: AL,EX,IS,MND,SD  
Notes:

**BUILDING SERVICES**

Electrical: CB  
Plumbing:  
Heating: HP  
Air Conditioning:



**VALUATION CONCLUSIONS**

Real Property Replacement Cost: 84,600  
Exclusion Amount: 0  
Real Property Less Exclusions: 84,600  
Personal Property Replacement Cost: 0  
Total Replacement Cost: 84,600



Entity: 001 CAPISTRANO-LAGUNA BEACH REGIONAL OCCUPATIONAL  
Site: 006 SAN CLEMENTE HIGH SCHOOL  
Building: 002 PORTABLE CLASSROOM (P28)  
700 AVENIDA PICO  
SAN CLEMENTE, CA 92673

CPSD County: 30  
CPSD District: 74112  
CPSD Site: Building Key:  
OSA Number: Serial Number:

Year Built: 1975 Evaluation Date: 06/03/2009  
No. of Stories: 1 Total Square Feet: 960  
Height: 10 Fire Protection Class: 1  
Occupancy: SPC SCHOOL - PORTABLE CLASSROOM  
Construction: D WOOD  
Condition: A AVERAGE

Vacant: NO Plumbing Date: / /  
Basement: NO Heating Date: / /  
Elevator: NO Wiring Date: / /  
Swimming Pool: NO Roofing Date: / /  
Improvements: NO Retrofit Date: / /

**GENERAL BUILDING CHARACTERISTICS**

Exterior Wall: WD  
Roof Construction: WDU  
Roof Covering: M  
Interior Wall: DW,MA  
Ceiling: AT  
Floor: CA,VT  
Foundation: W  
Security/Fire Protection: AL,EX,IS,MND,SD  
Notes:

**BUILDING SERVICES**  
Electrical: CB  
Plumbing:  
Heating: HP  
Air Conditioning:



**VALUATION CONCLUSIONS**

Real Property Replacement Cost: 84,600  
Exclusion Amount: 0  
Real Property Less Exclusions: 84,600  
Personal Property Replacement Cost: 9,657  
Total Replacement Cost: 94,257

## **COLLEGE AND CAREER ADVANTAGE**

### **Memorandum**

TO: CCA Governing Board

FROM: Patricia Romo, Executive Director

DATE: June 22, 2020

SUBJECT: 2020-21 COLLEGE AND CAREER ADVANTAGE CALENDAR

#### **BACKGROUND INFORMATION**

CCA typically prepares the school-year calendar using input from both CUSD and LBUSD calendars.

#### **CURRENT SITUATION**

Both districts' calendars have been approved by their respective Boards and forwarded to CCA.

#### **RECOMMENDATION**

It is respectfully requested that the Governing Board review and consider approval of the CCA School Calendar for 2020-21.

#### **ACTION/ROLL CALL**

**DRAFT**



## **COLLEGE AND CAREER ADVANTAGE**

### **2020-2021 SCHOOL CALENDAR**

INDEPENDENCE DAY HOLIDAY	Fri., July 3, 2020
Fall Semester Begins (CCA, CUSD)	Tues., Aug. 18, 2020
Fall Semester Begins (LBUSD)	Mon., Aug. 24, 2020
LABOR DAY HOLIDAY	Mon., Sept. 7, 2020
Pupil Free Day (CUSD)	Mon., Nov. 2, 2020
VETERANS DAY HOLIDAY	Wed., Nov. 11, 2020
Thanksgiving Recess (CCA, CUSD)	Mon. - Fri., Nov. 23-27, 2020
Thanksgiving Recess (LBUSD)	Wed. - Fri., Nov. 25-27, 2020
THANKSGIVING HOLIDAYS (CCA, CUSD)	Thurs. & Fri., Nov. 26 & 27, 2020
Last Day of Fall Semester (CCA, CUSD)	Thurs., Dec. 17, 2020
Pupil Free Day (CCA, CUSD)	Fri., Dec. 18, 2020
Last day of Fall Semester (LBUSD)	Fri., Dec. 18, 2020
Winter Recess (CCA, CUSD, LBUSD)	Mon.- Fri., Dec. 21, 2020 - Jan. 1, 2021
CHRISTMAS HOLIDAYS (CCA)	Thurs. & Fri., Dec. 24 & 25, 2020
NEW YEAR'S HOLIDAYS (CCA)	Thurs. & Fri., Dec. 31, 2020 & Jan. 1, 2021
School Resumes (CCA, CUSD)	Mon., Jan. 4, 2021
Pupil Free Day (LBUSD)	Mon., Jan. 4, 2021
Spring Semester Begins (CCA, CUSD)	Mon., Jan. 4, 2021
Spring Semester Begins (LBUSD)	Tues., Jan. 5, 2021
DR. MARTIN LUTHER KING, JR. HOLIDAY	Mon., Jan. 18, 2021
PRESIDENTS' DAYS HOLIDAY (CCA, CUSD)	Fri. & Mon., Feb. 12 & 15, 2021
LBUSD Mid-Winter Recess (pertains <u>only</u> to classes held at LBHS)	Mon. - Fri., Feb. 15-19, 2021
Pupil Free Day (LBUSD)	Fri., Mar. 12, 2021
Spring Recess (CCA, CUSD, LBUSD)	Mon. - Fri., Apr. 5-9, 2021
SPRING HOLIDAY (LBUSD)	Mon., Apr. 5, 2021
SPRING HOLIDAY (CCA, CUSD)	Fri., Apr. 9, 2021
MEMORIAL DAY HOLIDAY	Mon., May 31, 2021
Last day of Spring Semester (CCA, CUSD)	Thurs., June 3, 2021
Last day of Spring Semester (LBUSD)	Thurs., June 10, 2021



### AB-1038 Classified school employees. (2003-2004)

#### As Amends the Law Today

#### SECTION 1. Section 45120.2 is added to the Education Code, to read:

**45120.2.** (a) If the development or revision of a local plan for the education of individuals with exceptional needs pursuant to Chapter 2.5 (commencing with Section 56195) of Part 30, results in a classified employee who is performing service for one employer being terminated, reassigned, or transferred, or becoming the employee of another employer because of the reorganization of special education programs, the employee shall retain the seniority acquired at his or her employment with the school district or county office of education from which he or she was terminated, reassigned, or transferred. If terminated, the employee retains the rights specified in Sections 45115, 45117, and 45119.

(b) The reassignment of an employee, transfer of an employee, or new employment of an employee caused by the reorganization of special education programs does not affect the seniority or classification that a classified employee already attained in any school district that undergoes the reorganization. The employee has the same status with respect to his or her seniority or classification, with the new employer, including time served as a probationary employee. The total number of years served as a classified employee with the former school district or county office shall be credited, year for year, for placement on the salary schedule of the new school district or county office.

(c) If a local plan for the education of individuals with exceptional needs is developed or revised pursuant to Chapter 2.5 (commencing with Section 56195) of Part 30, all classified employees shall be employed by a county office of education or an individual school district.

(d) A classified employee who is reassigned or transferred as a result of the reorganization of special education programs has priority, except as provided in subdivision (e), in being informed of and in filling classified positions in the classifications in which the employee was employed before the reassignment or transfer. This priority expires 24 months after the date of reassignment or transfer and may be waived by the employee during that time period.

(e) A classified employee who served in a special education program in a school district or county office and is terminated from his or her employment by that school district or county office pursuant to Section 45114 as a result of the reorganization of a special education program has first priority in being informed of and in filling vacant classified positions for which the employee is qualified or was employed, in the county office or school district that operates the reorganized special education program. Permanent employees have the first priority right to reappointment as provided in this section for 39 months from the date of termination. Probationary employees have the first priority right to reappointment as provided in this section for 24 months from the date of termination.

#### SEC. 2. Section 45207 of the Education Code is amended to read:

**45207.** (a) A probationary or permanent employee may, at his or her election, use any days of absence for illness or injury earned pursuant to Section 45191 in cases of personal necessity, including any of the following:

(1) Death of a member of his or her immediate family when additional leave is required beyond that provided in Section 45194 and that provided, in addition thereto, as a right by the governing board.

(2) Accident, involving his or her person or property, or the person or property of a member of his or her immediate family.

(3) Appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or any order made with jurisdiction.

**Agenda Item 30**  
**June 29, 2020**

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(4) Other reasons that the governing board may prescribe.

(b) The governing board of each school district shall adopt rules and regulations requiring and prescribing the manner of proof of personal necessity for the purpose of this section. The adopted rules and regulations may not require an employee to secure advance permission for leave taken for the purposes specified in paragraphs (1) and (2) of subdivision (a). Earned leave in excess of seven days may not be used in any school year for the purposes enumerated in this section, except if either of the following conditions exist:

(1) A maximum number of days in excess of seven is specified for that purpose in an agreement between the exclusive representative of the employees and the school district.

(2) If there is no exclusive representative of the employees, the governing board of the school district, by resolution, adopts a policy allowing earned leave in excess of seven days to be used in any school year for the purposes enumerated in this section.

(c) Authorized necessity leave shall be deducted from sick leave earned under the exemption of Section 45191.

(d) "Immediate family" has the same meaning as in Section 45194.

(e) This section applies to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 6 (commencing with Section 45240) and to school districts that may be exempted from Section 45191.

**SEC. 3.** Section 88207 of the Education Code is amended to read:

**88207.** (a) A contract or regular employee may, at the employee's election, use any days of absence for illness or injury earned pursuant to Section 88191 in cases of personal necessity, including any of the following:

(1) Death of a member of the employee's immediate family when additional leave is required beyond that provided both in Section 88194 and as a right by the governing board.

(2) Accident involving the person or property of the employee or of a member of his or her immediate family.

(3) Appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or any order made with jurisdiction.

(4) Any other reasons that the governing board may prescribe.

(b) The governing board of each community college district shall adopt rules and regulations requiring and prescribing the manner of proof of personal necessity for the purpose of this section. The adopted rules and regulations may not require an employee to secure advance permission for leave taken for the purposes specified in paragraphs (1) and (2) of subdivision (a). Earned leave in excess of seven days may not be used in any college year for the purposes enumerated in this section except if either of the following conditions exist:

(1) A maximum number of days in excess of seven is specified for that purpose in an agreement between the exclusive representative of the employees and the community college district.

(2) If there is no exclusive representative of the employees, the governing board of the community college district, by resolution, adopts a policy allowing earned leave in excess of seven days to be used in any school year for the purposes enumerated in this section.

(c) Authorized necessity leave shall be deducted from sick leave earned under the exemption of Section 88191.

(d) For purposes of this section, "immediate family" has the same meaning as in Section 88194.

(e) This section applies to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 3 (commencing with Section 88060) and to community college districts that may be exempted from Section 88191.