



COLLEGE AND CAREER ADVANTAGE

GOVERNING BOARD MEETING

AGENDA

REVISED

Monday, June 17, 2019

33122 Valle Road, San Juan Capistrano, CA 92675
Training Room 1

CLOSED SESSION AT 8:30 A.M.

1. CALL TO ORDER
2. CLOSED SESSION COMMENTS
3. CLOSED SESSION (as authorized by law)
 - A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
Pati Romo
Three Cases
(Pursuant to Government Code §54957)
 - B. EXECUTIVE DIRECTOR EVALUATION DISCUSSION/TIMELINE

OPEN SESSION AT 9:00 A.M.

CALL TO ORDER—ROLL CALL

	Present	Absent
Trustee Reardon, President	_____	_____
Trustee Vickers, Vice President/Clerk	_____	_____
Trustee Holloway	_____	_____
Trustee Jones	_____	_____
Trustee Wolff	_____	_____

PUBLIC HEARING: Adoption of final budget for 2019-20—Agenda # 30

4. **PLEDGE OF ALLEGIANCE**

5. **APPROVAL OF AGENDA**

Motion_____ Second_____ Vote_____ **ACTION/VOTE**

6. **REPORT ON CLOSED SESSION ACTION**

7. **SPECIAL RECOGNITIONS**

8. **BOARD AND EXECUTIVE DIRECTOR COMMENTS**

ORAL COMMUNICATIONS

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

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

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

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

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

9. **COMMENTS FROM THE PUBLIC**

DISCUSSION

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

CONSENT CALENDAR

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

- | | | |
|------------|---|---------------------------|
| 10. | MINUTES
Approval of the minutes of the Board meeting on March 14, 2019, (supporting information). | <u>Pages 1-3</u> |
| 11. | MINUTES
Approval of the minutes of the Special Board meeting on April 11, 2019, (supporting information). | <u>Pages 4-5</u> |
| 12. | PURCHASE ORDERS
Board to ratify/approve purchase orders as presented (supporting information). | <u>Pages 6-12</u> |
| 13. | CHECKS
Board to ratify/approve checks as presented (supporting information). | <u>Pages 13-15</u> |
| 14. | PERSONNEL ASSIGNMENT ORDER
Board to ratify/approve personnel assignment order as presented (supporting information). | <u>Page 16</u> |
| 15. | DISTINGUISHED STUDENT RECOGNITION FUND
Board to ratify/approve contributions to the Distinguished Student Recognition Fund as follows: \$700.00 was received from staff during the period July 1, 2018 – May 1, 2019 (no supporting information). | |
| 16. | DISTINGUISHED STUDENT RECOGNITION AWARDS
Board to ratify/approve awards presented to students at Senior Awards. Seven students were awarded a monetary scholarship in the amount of \$100.00 per student (no supporting information). | |
| 17. | LAW OFFICES OF MARGARET A. CHIDESTER & ASSOCIATES
Board to ratify/approve retainer agreement for legal representation effective July 1, 2019, between College and Career Advantage and the Law Offices of Margaret A. Chidester & Associates (supporting information). | <u>Pages 17-32</u> |
| 18. | BUSINESS-PLUS SYSTEM SUPPORT AND SOFTWARE SUPPORT SERVICE AGREEMENT #42929, AMENDMENT #3
Board to approve Amendment #3 to the Business-Plus System Support and Software Support Service Agreement authorizing the renewal of the Agreement for fiscal year 2019-20 with a cost to the organization of \$14,442.00 (supporting information). | <u>Pages 33-34</u> |

19. HUMAN RESOURCES APPLICATION AND SOFTWARE SUPPORT SERVICE AGREEMENT #46314, AMENDMENT #1

Pages 35-36

Board to approve Amendment #1 to the Human Resources Application and Software Support Service Agreement authorizing the renewal of the Agreement for fiscal year 2019-20 with a cost to the organization of \$5,875.00 (supporting information).

20. DONATION

Board to ratify/approve donation of a 2001 BMW to Capistrano Valley High School for the automotive program (supporting information).

21. DONATION

Board to ratify/approve donation of a 2000 Mercedes to Capistrano Valley High School for the automotive program (supporting information).

Motion _____ Second _____

**ACTION/
ROLL CALL**

ROLL CALL: Trustee Holloway _____
 Trustee Jones _____
 Trustee Reardon _____
 Trustee Vickers _____
 Trustee Wolff _____

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

DISCUSSION/ACTION ITEMS

22. COLLEGE AND CAREER ADVANTAGE REGIONAL OCCUPATIONAL PROGRAM FOURTH AMENDED JOINT POWERS AGREEMENT

**Pages 37-43
DISCUSSION**

Board to review and discuss the fourth amendment to the College and Career Advantage Regional Occupational Program Joint Powers Agreement (supporting information).

Contact: Patricia Romo, Executive Director

23. FIRST READING – BOARD POLICY 4116, AT-WILL STATUS

**Pages 44-45
DISCUSSION**

Board to review and consider options for approval of the At-Will Status Board Policy (supporting information).

Contact: Patricia Romo, Executive Director

24. PROPOSED DRAFT OF THE OFFER OF EMPLOYMENT LETTER GIVEN TO CERTIFICATED INSTRUCTORS

Pages 46-48
ACTION/VOTE

Board to review and consider approval of the proposed draft of the offer of employment letter that will be distributed in August to certificated instructors (supporting information).

Contact: Patricia Romo, Executive Director

Motion_____ Second_____ Vote_____

25. COLLEGE AND CAREER ADVANTAGE REVISED EMPLOYEE MANUAL

Pages 49-86
ACTION/VOTE

Board to review and consider approval of the College and Career Advantage Employee Manual revised June 2019 (supporting information).

Contact: Patricia Romo, Executive Director

Motion_____ Second_____ Vote_____

26. CCA CALENDAR FOR 2019-20 SCHOOL YEAR

Pages 87-88
ACTION/VOTE

Board to review and consider approval of the 2019-20 calendar (supporting information).

Contact: Patricia Romo, Executive Director

Motion_____ Second_____ Vote_____

27. COST OF LIVING ADJUSTMENT

ACTION/VOTE

Board to consider approval of a 3% - 5% cost of living adjustment to salary schedules for the 2019-20 fiscal year. This will cost the organization \$75,000 to \$125,000 (no supporting information).

Contact: Patricia Romo, Executive Director

Motion_____ Second_____

28. SALARY SCHEDULES FOR 2019-20

Pages 89-94
Exhibits A-D
ACTION/ROLL
CALL

Board to consider adoption of Resolution #08-18/19, Salary Schedules and Salary Ranges for certificated and classified employees for 2019-20 (supporting information).

Contact: Patricia Romo, Executive Director

Motion_____ Second_____

ROLL CALL: Trustee Holloway _____
Trustee Jones _____
Trustee Reardon _____
Trustee Vickers _____
Trustee Wolff _____

29. YEAR-END INTERNAL TRANSFERS

Board to consider adoption of Resolution #09-18/19 for routine internal transfers in order to balance expenditure classifications and permit the payment of obligations of the budget for fiscal year 2018-19 (supporting information).

Contact: Cindy Fox, Accountant

Motion_____ Second_____

ROLL CALL: Trustee Holloway _____
 Trustee Jones _____
 Trustee Reardon _____
 Trustee Vickers _____
 Trustee Wolff _____

Pages 95-96
ACTION/ROLL
CALL

30. 2019-2020 PROPOSED FINAL BUDGET

Public hearing to review 2019-2020 proposed final budget. Board to consider approval of 2019-2020 proposed final budget as presented (supporting information).

Contact: Cindy Fox, Accountant

Public Hearing declared open _____ a.m. declared closed _____ a.m.

Motion_____ Second_____ Vote_____

Pages 97-157
ACTION/VOTE

31. UPDATE ON CAREER TECHNICAL EDUCATION (CTE) GRANTS

Board to discuss update on CTE grants (no supporting information).

Contact: Patricia Romo, Executive Director

DISCUSSION

32. COURSE INVENTORY

Board to approve course offerings as of Fall 2019 (supporting information)

Contact: Patricia Romo, Executive Director

Motion_____ Second_____ Vote_____

Pages 158-160
ACTION/VOTE

33. ADJOURNMENT

Motion_____ Second_____ Vote_____

ACTION/VOTE

COLLEGE AND CAREER ADVANTAGE

BOARD MEETING: March 14, 2019 MINUTES

Trustee Reardon, President, called the meeting to order in Training One at Capistrano Unified School District at 8:40 a.m.

Trustee Reardon led the Pledge of Allegiance.

Trustee McNicholas, Alternate Board Member, was in attendance for Trustee Holloway.

ROLL CALL: Present: Trustees Reardon, Vickers, McNicholas, Wolff
Absent: Trustee Jones

APPROVAL OF AGENDA

On a motion from Trustee Vickers, seconded by Trustee McNicholas, it carried by a vote of 4-0-1 to approve the agenda.

VOTE: Ayes: Trustees Reardon, Vickers, McNicholas, Wolff
Noes: None
Absent: Trustee Jones

Trustee Jones arrived at 8:45 a.m.

RECOGNITIONS

Trustee Jones was recognized for her hard-work, dedication and service as College and Career Advantage Board President from 2015 – 2018.

CONSENT CALENDAR

On a motion from Trustee Jones, seconded by Trustee Vickers, it carried by a roll call vote of 5-0 to approve the consent calendar to include the following:

Minutes of the Board meeting on January 17, 2019, as presented.

Minutes

Purchase orders as presented.

Purchase Orders

Checks as presented.

Checks

Personnel assignment order as presented.

**Personnel
Assignment Order**

Donation as presented.

Donation

ROLL CALL: AYES: Trustees Jones, McNicholas, Reardon, Vickers, Wolff
NOES: None
ABSENT: None

**REDUCTION OF SERVICES FOR CLASSIFIED MANAGEMENT AND
NON-MANAGEMENT PERSONNEL AND CERTIFICATED
MANAGEMENT PERSONNEL**

Mrs. Romo reported she met with Capistrano Unified School District Administration and it was determined funding will be sufficient for the 2019-2020 school year. Reduction notices will not be given to staff.

**Reduction of
Services**

**REVISED K12 STRONG WORKFORCE GRANT PROGRAM
MEMORANDUM OF UNDERSTANDING WITH CAPISTRANO
UNIFIED SCHOOL DISTRICT**

On a motion from Trustee McNicholas, seconded by Trustee Jones, it carried unanimously to approve the revised K12 Strong Workforce Grant Program MOU with Capistrano Unified School District.

**K12 SWP
MOU**

SECOND INTERIM REPORT

Mrs. Fox, Accountant, provide Trustees with a summary review of the Second Interim Report.

**Second
Interim Report**

On a motion from Trustee McNicholas, seconded by Trustee Jones, it carried unanimously to certify the Second Interim Report.

BUDGET ASSUMPTIONS

Mrs. Fox, Accountant, provided Trustees with budget assumptions for fiscal year 2019-2020. The assumptions were prepared prior to receiving updated information on career technical education incentive grant funding for fiscal year 2019-2020 and represents the worst case scenario.

**Budget
Assumptions**

BUSINESS PARTNER AFFILIATION AGREEMENTS

Mrs. Shirran, Director, Instructional Services, noted the organization has

Affiliation

over 550 business partner affiliations for internship sites, guest speakers, field trips, advisory members, etc. There are currently 36 students participating in internships. Additional internships have been budgeted for fiscal year 2019-2020.

Agreements

ENROLLMENT DATA

Mrs. Shirran, Director, Instructional Services, reviewed high school CTE participation for the fall and spring of 2018-2019. Middle School CTE participation for the same period was distributed to Trustees.

**Enrollment
Data**

BENEFIT ELIGIBILITY THRESHOLD FOR CERTIFICATED INSTRUCTORS

Trustees discussed reducing the benefit eligibility threshold for certificated instructors, as well as the organization's cost of benefits. Staff was directed to research medical benefit options and report findings at the next Board meeting.

**Benefit
Eligibility**

ADJOURNMENT

On a motion from Trustee Jones, seconded by Trustee McNicholas, it carried unanimously to adjourn the meeting at 9:55 a.m.

Adjournment

President

Secretary

COLLEGE AND CAREERE ADVANTAGE

SPECIAL BOARD MEETING: April 11, 2019 MINUTES

Mr. Reardon, President, called the meeting to order in the office of Patricia Romo at 9:51 a.m.

Mr. Reardon led the Pledge of Allegiance.

ROLL CALL: Present: Trustees Reardon,
Trustee Jones
Trustee McNicholas, Alternate Board Member
Absent: Trustee Holloway
Trustee Jones

APPROVAL OF AGENDA

On a motion from Trustee McNicholas, seconded by Trustee Jones, it carried by a roll call vote of 3-0-0 to approve the agenda as presented.

ROLL CALL: Ayes Trustees Reardon
Trustee Jones
Trustee McNicholas, Alternate Board Member
Noes: None
Absent: Trustee Holloway
Trustee Jones

COMMENTS FROM THE PUBLIC

There were no comments from the public.

**Comments from
the Public**

VIRTUAL ENTERPRISE INTERNATIONAL COMPETITION/BUSINESS PLAN COMPETITION

**Virtual
Enterprise
Competition**

On a motion from Trustee McNicholas, seconded by Trustee Jones, it carried by a roll call vote of 3-0-0 to approve the Virtual Enterprise International Competition/Business Plan Competition.

ROLL CALL: Ayes Trustees Reardon
Trustee Jones
Trustee McNicholas, Alternate Board Member
Noes: None
Absent: Trustee Holloway
Trustee Jones

2019 FIRST ROBOTICS COMPETITION

Robotics Competition

On a motion from Trustee McNicholas, seconded by Trustee Jones, it carried by a roll call vote of 3-0-0 to approve the 2019 *First Robotics Competition*.

ROLL CALL: Ayes Trustees Reardon
Trustee Jones
Trustee McNicholas, Alternate Board Member
Noes: None
Absent: Trustee Holloway
Trustee Jones

ADJOURNMENT

On a motion from Trustee McNicholas, seconded by Trustee Jones, it carried by a roll call vote of 3-0-0 to adjourn the meeting at 9:57 a.m.

Adjournment

ROLL CALL: Ayes Trustees Reardon
Trustee Jones
Trustee McNicholas, Alternate Board Member
Noes: None
Absent: Trustee Holloway
Trustee Jones

Vice President

Secretary

COLLEGE & CAREER ADV
PURCHASE ORDER DETAIL REPORT BY FUND
BOARD OF TRUSTEES MEETING 06/17/2019

FROM 03/07/2019 TO 06/10/2019

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
M97R0248	SOUTHWEST SCHOOL & OFFICE SUPP	192.66	96.33	0110010015 4311	Instruction / Copier Paper-Instructional Use
M97R0249	AMERICAN EXPRESS	42.05	96.33	0111610515 4311	Student Services Manager / Copier Paper-Instructional Use
M97R0251	ANDRE, JAQUES	283.69	42.05	0110110215 5900	Administration/General / COMMUNICATIONS
M97R0252	KINGS TWO DENTAL	414.46	283.69	0161800505 4310	Engineering & Mfg Tech-SCHS / Instructional Supplies
M97R0254	JUNG, RICK	574.23	414.46	01163901 4310	Dental Assistant-Adult / Instructional Supplies
M97R0255	AWARDS 'N MORE	124.45	574.23	0129530305 4310	Robotics-CVHS / Instructional Supplies
M97R0256	REID, MARK	632.50	124.45	0110110215 4300	Administration/General / MATERIALS & SUPPLIES
M97R0257	CLEEK, KATHRYN	2,743.21	632.50	0110010015 5810	Instruction / Professional Services
M97R0258	AMERICAN EXPRESS	472.75	2,743.21	0110010015 5220	Instruction / Conferences
M97R0259	AMERICAN EXPRESS	86.38	472.75	0110010015 5220	Instruction / Conferences
M97R0260	CENGAGE LEARNING	13,346.18	86.38	0110010015 4300	Instruction / MATERIALS & SUPPLIES
M97R0261	AMAZON.COM	213.15	2,509.19	0161800205 4100	Engineering & Mfg Tech-ANHS / TEXTBOOKS
M97R0263	HIGGS, SEAN	729.92	7,564.01	0161800305 4100	Engineering & Mfg Tech-CVHS / TEXTBOOKS
M97R0264	THOMAS, KIMBERLEY	88.60	3,272.98	0161800505 4100	Engineering & Mfg Tech-SCHS / TEXTBOOKS
M97R0265	AMERICAN EXPRESS	162.92	213.15	0110010015 4310	Instruction / Instructional Supplies
M97R0266	FIRST	5,000.00	729.92	0110010015 5220	Instruction / Conferences
M97R0267	STAPLES	35.03	88.60	0110010015 4300	Instruction / MATERIALS & SUPPLIES
M97R0268	CHAMBERS, TIM	360.00	162.92	0110010015 4310	Instruction / Instructional Supplies
M97R0269	REID, MARK	522.50	5,000.00	0129530305 5220	Robotics-CVHS / Conferences
M97R0270	CHRISTINA'S UNIFORMS CO.	521.97	35.03	0115230305 4310	Physical Therapy Aide-CVHS / Instructional Supplies
M97R0271	STAPLES	52.74	360.00	0116800305 4310	Auto Repair-CVHS / Instructional Supplies
M97R0272	AMAZON.COM	109.80	522.50	0110010015 5810	Instruction / Professional Services
M97R0273	STAPLES	241.09	51.49	0115400105 4310	Dental Asst II-Chairside/ROP / Instructional Supplies
			470.48	0124900705 4310	Medical/Hospital Careers-LBHS / Instructional Supplies
			17.58	0161800205 4310	Engineering & Mfg Tech-ANHS / Instructional Supplies
			17.58	0161800305 4310	Engineering & Mfg Tech-CVHS / Instructional Supplies
			17.58	0161800505 4310	Engineering & Mfg Tech-SCHS / Instructional Supplies
			109.80	0161800305 4310	Engineering & Mfg Tech-CVHS / Instructional Supplies
			60.27	0110010015 4310	Instruction / Instructional Supplies
			60.27	0161800205 4310	Engineering & Mfg Tech-ANHS / Instructional Supplies
			60.28	0161800305 4310	Engineering & Mfg Tech-CVHS / Instructional Supplies
			60.27	0161800505 4310	Engineering & Mfg Tech-SCHS / Instructional Supplies

COLLEGE & CAREER ADV

PURCHASE ORDER DETAIL REPORT BY FUND BOARD OF TRUSTEES MEETING 06/17/2019

FROM 03/07/2019 TO 06/10/2019

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
M97R0274	PATON GROUP	600.00	200.00	0161800205 5810	Engineering & Mfg Tech-ANHS / Professional Services
			200.00	0161800305 5810	Engineering & Mfg Tech-CVHS / Professional Services
			200.00	0161800505 5810	Engineering & Mfg Tech-SCHS / Professional Services
M97R0275	PATON GROUP	5,619.52	500.00	0119900605 5810	CTE Investigation Lab-SHS / Professional Services
			5,119.52	0119900605 6400	CTE Investigation Lab-SHS / EQUIPMENT
M97R0276	AMERICAN EXPRESS	150.42	32.96	0110010015 4300	Instruction / MATERIALS & SUPPLIES
			117.46	0110010015 4310	Instruction / Instructional Supplies
M97R0277	AMERICAN EXPRESS	43.19	43.19	0161800305 4310	Engineering & Mfg Tech-CVHS / Instructional Supplies
M97R0278	AMAZON.COM	45.40	45.40	0116800305 4310	Auto Repair-CVHS / Instructional Supplies
M97R0279	AMAZON.COM	151.62	151.62	0161800305 4310	Engineering & Mfg Tech-CVHS / Instructional Supplies
M97R0280	MEDCO SUPPLY COMPANY	323.02	323.02	0115201405 4310	Sports Medicine/SJHHS / Instructional Supplies
M97R0281	GERMFREE LABORATORIES INC.	9,914.59	9,914.59	01190901 6400	Pharmacy Technician-Adult / EQUIPMENT
M97R0282	CAPO BEACH CHURCH	1,175.00	1,175.00	0110010015 5600	Instruction / RENTALS,LEASES & REPAIRS
M97R0283	SIMULAB CORPORATION	15,071.22	15,071.22	01125901 6400	Surgical Technician-Adult / EQUIPMENT
M97R0284	AMAZON.COM	611.06	611.06	0161800305 4310	Engineering & Mfg Tech-CVHS / Instructional Supplies
M97R0285	AMAZON.COM	3,310.28	3,310.28	0161800305 4310	Engineering & Mfg Tech-CVHS / Instructional Supplies
M97R0286	AMERICAN EXPRESS	1,372.41	1,372.41	0161800305 4310	Engineering & Mfg Tech-CVHS / Instructional Supplies
M97R0287	AMAZON.COM	5,492.48	5,492.48	0161800305 4310	Engineering & Mfg Tech-CVHS / Instructional Supplies
M97R0288	AMAZON.COM	107.70	107.70	0161800305 4310	Engineering & Mfg Tech-CVHS / Instructional Supplies
M97R0289	AMAZON.COM	9.69	9.69	0161800305 4310	Engineering & Mfg Tech-CVHS / Instructional Supplies
M97R0290	AMAZON.COM	114.17	114.17	0161800305 4310	Engineering & Mfg Tech-CVHS / Instructional Supplies
M97R0291	AMERICAN EXPRESS	57.82	57.82	0161800305 4310	Engineering & Mfg Tech-CVHS / Instructional Supplies
M97R0292	AMAZON.COM	490.55	490.55	0116800305 4310	Auto Repair-CVHS / Instructional Supplies
M97R0293	METROPOLITAN EDUCATION DISTRICT	6,535.71	2,178.57	0110110215 5300	Administration/General / DUES & MEMBERSHIPS
			4,357.14	011019041 9330	Office/General/Unrestricted / PREPAID EXPENDITURES
M97R0294	HOME DEPOT CREDIT SERVICES	170.00	170.00	0161800305 4310	Engineering & Mfg Tech-CVHS / Instructional Supplies
M97R0295	SERVITE HIGH SCHOOL	784.00	784.00	0129530305 5810	Robotics-CVHS / Professional Services
M97R0296	AMERICAN EXPRESS	31.23	31.23	0110110215 4320	Administration/General / Office Supplies
M97R0297	VITAL LINK ORANGE COUNTY	75.00	75.00	0148101405 5220	Graphic Design Tech-SJHHS / Conferences
M97R0298	STAPLES	196.09	196.09	0111610515 4310	Student Services Manager / Instructional Supplies
M97R0299	POCKET NURSE	399.11	399.11	01190901 4310	Pharmacy Technician-Adult / Instructional Supplies
M97R0300	WALLCOUR	98.91	98.91	01190901 4310	Pharmacy Technician-Adult / Instructional Supplies
M97R0301	MOCK MEDICAL LLC	2,704.91	2,704.91	01125901 4400	Surgical Technician-Adult / NONCAPITALIZATION

COLLEGE & CAREER ADV

PURCHASE ORDER DETAIL REPORT BY FUND BOARD OF TRUSTEES MEETING 06/17/2019

FROM 03/07/2019 TO 06/10/2019

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
M97R0302	MOCK MEDICAL LLC	3,868.38	3,868.38	01125901 4400	Surgical Technician-Adult / NONCAPITALIZATION
M97R0303	HENRY SCHEIN INC.	4,972.33	2,949.48	01163901 4310	Dental Assistant-Adult / Instructional Supplies
			2,022.85	01163901 4400	Dental Assistant-Adult / NONCAPITALIZATION EQUIPMEN
M97R0304	STAPLES	147.71	147.71	0116800305 4310	Auto Repair-CVHS / Instructional Supplies
M97R0305	STAPLES	339.14	151.56	0161800305 4310	Engineering & Mfg Tech-CVHS / Instructional Supplies
			187.58	0161800305 4400	Engineering & Mfg Tech-CVHS / NONCAPITALIZATION
M97R0306	AMAZON.COM	624.92	624.92	0161800505 4310	Engineering & Mfg Tech-SCHS / Instructional Supplies
M97R0307	AMAZON.COM	318.53	318.53	0161800305 4310	Engineering & Mfg Tech-CVHS / Instructional Supplies
M97R0308	AMERICAN EXPRESS	475.35	475.35	0161800305 4310	Engineering & Mfg Tech-CVHS / Instructional Supplies
M97R0309	AMAZON.COM	2,052.72	2,052.72	0161800305 4310	Engineering & Mfg Tech-CVHS / Instructional Supplies
M97R0310	AMERICAN EXPRESS	582.52	582.52	0110610715 5830	Marketing/Administrative / Advertising-Promotions
M97R0311	AMAZON.COM	415.48	415.48	01190901 4310	Pharmacy Technician-Adult / Instructional Supplies
M97R0312	AMAZON.COM	1,128.14	1,128.14	0110010015 4310	Instruction / Instructional Supplies
M97R0313	OHNSTAD, JOHN	154.45	154.45	0110010015 4100	Instruction / TEXTBOOKS
M97R0314	AMERICAN EXPRESS	155.55	155.55	0110010015 4310	Instruction / Instructional Supplies
M97R0315	AMERICAN EXPRESS	152.60	152.60	0110010015 4300	Instruction / MATERIALS & SUPPLIES
M97R0316	CITEA	500.00	300.00	0110010015 5220	Instruction / Conferences
			100.00	0161800305 5220	Engineering & Mfg Tech-CVHS / Conferences
			100.00	0161800505 5220	Engineering & Mfg Tech-SCHS / Conferences
			360.60	0110010015 5220	Instruction / Conferences
M97R0317	AMERICAN EXPRESS	360.60	360.60	0110010015 5220	Virtual Enterprise-SJHHS / Conferences
M97R0318	AMERICAN EXPRESS	4,589.34	4,589.34	0126101405 5220	Engineering & Mfg Tech-CVHS / Instructional Supplies
M97R0319	AMERICAN EXPRESS	30.69	30.69	0161800305 4310	Instruction / Conferences
M97R0320	AMERICAN EXPRESS	16.20	16.20	0110010015 5220	Instruction / Instructional Supplies
M97R0321	AMERICAN EXPRESS	568.50	357.72	0110010015 4310	Instruction / Conferences
			210.78	0110010015 5220	Instruction / Conferences
M97R0322	JUNG, RICK	1,574.20	1,574.20	0129530305 5220	Robotics-CVHS / Conferences
M97R0323	WOOTEN, JEREMEY	1,671.00	1,671.00	0110010015 5220	Instruction / Conferences
M97R0324	AMERICAN EXPRESS	86.91	86.91	0110010015 4300	Instruction / MATERIALS & SUPPLIES
M97R0325	TOTAL COMPENSATION SYSTEMS INC	1,890.00	1,890.00	0110110215 5810	Administration/General / Professional Services
M97R0327	REID, MARK	577.50	577.50	0110010015 5810	Instruction / Professional Services
M97R0328	AMERICAN EXPRESS	18.66	18.66	0161800305 4310	Engineering & Mfg Tech-CVHS / Instructional Supplies
M97R0329	AMERICAN EXPRESS	161.90	161.90	0161800305 4310	Engineering & Mfg Tech-CVHS / Instructional Supplies
M97R0330	AMERICAN EXPRESS	64.55	64.55	0161800305 4310	Engineering & Mfg Tech-CVHS / Instructional Supplies

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M97R0331	AMERICAN EXPRESS	32.33	32.33	0161800305 4310	Engineering & Mfg Tech-CVHS / Instructional Supplies
M97R0332	AMAZON.COM	11.84	11.84	0161800305 4310	Engineering & Mfg Tech-CVHS / Instructional Supplies
M97R0333	AMAZON.COM	18.31	18.31	0161800305 4310	Engineering & Mfg Tech-CVHS / Instructional Supplies
M97R0334	AMAZON.COM	75.19	75.19	0161800305 4310	Engineering & Mfg Tech-CVHS / Instructional Supplies
M97R0335	AMAZON.COM	266.28	266.28	0161800305 4310	Engineering & Mfg Tech-CVHS / Instructional Supplies
M97R0336	AMAZON.COM	87.23	87.23	0161800305 4310	Engineering & Mfg Tech-CVHS / Instructional Supplies
M97R0337	AMAZON.COM	137.09	137.09	0161800305 4310	Engineering & Mfg Tech-CVHS / Instructional Supplies
M97R0338	AMAZON.COM	748.78	748.78	0161800305 4310	Engineering & Mfg Tech-CVHS / Instructional Supplies
M97R0339	PATON GROUP	262.83	262.83	0161800505 4310	Engineering & Mfg Tech-SCHS / Instructional Supplies
M97R0340	SIRCHIE	1,365.39	1,365.39	0145220025 4310	Forensic Science-ANHS / Instructional Supplies
M97R0341	ULINE	548.59	548.59	01190901 4310	Pharmacy Technician-Adult / Instructional Supplies
M97R0342	AMAZON.COM	624.92	624.92	0161800205 4310	Engineering & Mfg Tech-ANHS / Instructional Supplies
M97R0343	STAPLES	556.26	556.26	0110010015 4310	Instruction / Instructional Supplies
M97R0344	VARIDESK LLC	1,196.03	129.30	0110010015 4310	Instruction / Instructional Supplies
M97R0345	AMAZON.COM	13.47	1,066.73	0110010015 4400	Instruction / NONCAPITALIZATION EQUIPMENT
M97R0346	AMERICAN EXPRESS	480.03	13.47	0110010015 4310	Instruction / Instructional Supplies
M97R0347	FAMALETTE, DWYNN	164.43	480.03	0110010015 4310	Instruction / Instructional Supplies
M97R0348	CLEEK, KATHRYN	702.00	164.43	0145220025 4310	Forensic Science-ANHS / Instructional Supplies
M97R0349	CLEEK, KATHRYN	186.79	702.00	0110010015 5220	Instruction / Conferences
M97R0350	CLEEK, KATHRYN	2,600.60	186.79	0115200305 5220	Sports Medicine-CVHS / Conferences
M97R0352	CLEEK, KATHRYN	1,362.00	2,600.60	0110010015 5220	Instruction / Conferences
M97R0353	AMERICAN EXPRESS	326.81	1,362.00	0110010015 5220	Instruction / Conferences
M97R0355	ACME NETWORK, THE	2,500.00	326.81	0110010015 4300	Instruction / MATERIALS & SUPPLIES
M97R0356	ALISO NIGUEL HIGH SCHOOL	300.00	2,500.00	011009001 9330	Instruction/Int-Fee-Reg / PREPAID EXPENDITURES
M97R0357	MCKESSON MEDICAL SURGICAL	319.51	300.00	0110010015 4310	Instruction / Instructional Supplies
M97R0358	ROMO, PATI	1,075.00	319.51	01125901 4310	Surgical Technician-Adult / Instructional Supplies
M97R0359	VELLANOWETH, DOMINIC	975.00	1,075.00	0110010015 5220	Instruction / Conferences
M97R0360	BERKMAN, NICOLE	1,075.00	975.00	01125901 5220	Surgical Technician-Adult / Conferences
M97R0361	THOMAS, KIMBERLEY	1,075.00	975.00	0110010015 5220	Instruction / Conferences
M97R0362	AMERICAN EXPRESS	26.93	1,075.00	0110010015 5220	Instruction / Conferences
M97R0363	CAROCIP	900.00	26.93	0110010015 4310	Instruction / Instructional Supplies
M97R0364	STAPLES	250.16	900.00	0110010015 5220	Instruction / Conferences
			155.90	0110110215 4320	Administration/General / Office Supplies

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M97R0364	*** CONTINUED ***				
M97R0365	ANDRE, JAQUES	985.00	94.26	0111510015 4310	Student Recognition / Instructional Supplies
M97R0366	LU, RUBY	985.00	985.00	0110010015 5220	Instruction / Conferences
M97R0367	GENSCHAW, KAY	985.00	985.00	0110010015 5220	Instruction / Conferences
M97R0368	HARVEY, LORA	985.00	985.00	0110010015 5220	Instruction / Conferences
M97R0369	SOLORZANO, PETRA	985.00	985.00	0110010015 5220	Instruction / Conferences
M97R0370	AMERICAN EXPRESS	1,183.03	1,183.03	0110010015 5600	Instruction / RENTALS, LEASES & REPAIRS
M97R0371	HOME DEPOT CREDIT SERVICES	71.81	71.81	01190901 4310	Pharmacy Technician-Adult / Instructional Supplies
M97R0372	YBARRA, YVONNE	850.00	850.00	0110010015 5810	Instruction / Professional Services
M97R0373	WOOTEN, JEREMIE	386.62	386.62	0126101405 5220	Virtual Enterprise-SJHHS / Conferences
M97R0374	AMERICAN EXPRESS	216.90	216.90	0110010015 4310	Instruction / Instructional Supplies
M97R0375	AMERICAN EXPRESS	269.38	269.38	0115200305 5220	Sports Medicine-CVHS / Conferences
M97R0376	AMERICAN EXPRESS	123.50	123.50	0161800305 4310	Engineering & Mfg Tech-CVHS / Instructional Supplies
M97R0377	AMERICAN EXPRESS	116.37	116.37	0129530305 4300	Robotics-CVHS / MATERIALS & SUPPLIES
M97R0378	AMERICAN EXPRESS	34.09	34.09	0161800305 4310	Engineering & Mfg Tech-CVHS / Instructional Supplies
M97R0379	SMART & FINAL	36.66	36.66	0129530305 4300	Robotics-CVHS / MATERIALS & SUPPLIES
M97R0380	A-1 AWARDS & ENGRAVING	565.36	565.36	0111510015 4310	Student Recognition / Instructional Supplies
M97R0381	AMERICAN EXPRESS	163.17	163.17	0110010015 4310	Instruction / Instructional Supplies
M97R0382	AMERICAN EXPRESS	74.75	74.75	0161800305 4310	Engineering & Mfg Tech-CVHS / Instructional Supplies
M97R0383	AMERICAN EXPRESS	860.92	860.92	0110010015 4400	Instruction / NONCAPITALIZATION EQUIPMENT
M97R0384	AMAZON.COM	110.95	110.95	0161800305 4310	Engineering & Mfg Tech-CVHS / Instructional Supplies
M97R0385	AMAZON.COM	51.70	51.70	0161800305 4310	Engineering & Mfg Tech-CVHS / Instructional Supplies
M97R0386	AMERICAN EXPRESS	150.73	150.73	0161800305 4310	Engineering & Mfg Tech-CVHS / Instructional Supplies
M97R0387	AMERICAN EXPRESS	5.99	5.99	0161800305 4310	Engineering & Mfg Tech-CVHS / Instructional Supplies
M97R0388	AMERICAN EXPRESS	500.86	500.86	0110010015 4310	Instruction / Instructional Supplies
M97R0389	STAPLES	82.18	60.02	0110110215 4320	Administration/General / Office Supplies
M97R0390	AMERICAN EXPRESS	190.00	22.16	0111510015 4310	Student Recognition / Instructional Supplies
M97R0391	AMAZON.COM	49.54	95.00	0110010015 5220	Instruction / Conferences
M97R0392	ULINE	396.71	49.54	01190901 4310	Student Services Manager / Conferences
M97R0393	AMAZON.COM	339.86	396.71	01190901 4310	Pharmacy Technician-Adult / Instructional Supplies
			339.86	01190901 4310	Pharmacy Technician-Adult / Instructional Supplies

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M97R0394	MCKESSON MEDICAL SURGICAL INC	6,031.72	3,551.01	01125901 4310	Surgical Technician-Adult / Instructional Supplies
			2,480.71	01125901 4400	Surgical Technician-Adult / NONCAPITALIZATION
M97R0395	AMAZON.COM	1,312.24	1,312.24	01125901 4400	Surgical Technician-Adult / NONCAPITALIZATION
M97R0396	AMERICAN EXPRESS	612.51	612.51	01125901 4310	Surgical Technician-Adult / Instructional Supplies
M97R0397	A-1 AWARDS & ENGRAVING	59.26	59.26	0111510015 4300	Student Recognition / MATERIALS & SUPPLIES
M97R0398	AMERICAN EXPRESS	427.50	427.50	0110010015 4310	Instruction / Instructional Supplies
M97R0399	CITEA	100.00	100.00	0110010015 5220	Instruction / Conferences
M97R0400	SMATHERS, ROXANNE	800.00	800.00	0110010015 5220	Instruction / Conferences
M97R0401	AMERICAN EXPRESS	80.50	80.50	0110110215 5900	Administration/General / COMMUNICATIONS
M97R0402	AMERICAN EXPRESS	145.21	145.21	0110010015 5600	Instruction / RENTALS,LEASES & REPAIRS
M97R0403	AMAZON.COM	384.29	384.29	0161800305 4310	Engineering & Mfg Tech-CVHS / Instructional Supplies
M97R0404	AMAZON.COM	251.64	251.64	0110010015 4310	Instruction / Instructional Supplies
M97R0406	SURVEY MONKEY	384.00	384.00	011009001 9330	Instruction/Int-Fee-Reg / PREPAID EXPENDITURES
M97R0407	NETWORK SOLUTIONS LLC	123.96	123.96	0110110215 5300	Administration/General / DUES & MEMBERSHIPS
M97R0408	PRACTICON INC.	9,789.73	2,966.48	01163901 4310	Dental Assistant-Adult / Instructional Supplies
			6,823.25	01163901 4400	Dental Assistant-Adult / NONCAPITALIZATION EQUIPMEN
M97R0409	AMAZON.COM	1,302.55	1,302.55	01125901 4310	Surgical Technician-Adult / Instructional Supplies
M97R0410	AMAZON.COM	571.95	571.95	0161800305 4310	Engineering & Mfg Tech-CVHS / Instructional Supplies
M97R0411	WHITTEMORE ENTERPRISES	1,812.89	1,812.89	01125901 4400	Surgical Technician-Adult / NONCAPITALIZATION
M97R0412	AMERICAN EXPRESS	27.48	27.48	0110110215 5900	Administration/General / COMMUNICATIONS
M97R0413	HERITAGE SIGNS & GRAPHICS	581.85	581.85	0110110215 5830	Administration/General / Advertising-Promotions
M97R0414	HENRY SCHEIN INC.	4,635.37	4,635.37	01163901 4400	Dental Assistant-Adult / NONCAPITALIZATION EQUIPMEN
M97R0415	HENRY SCHEIN INC.	7,729.99	245.67	01163901 4310	Dental Assistant-Adult / Instructional Supplies
			7,484.32	01163901 4400	Dental Assistant-Adult / NONCAPITALIZATION EQUIPMEN
M97R0416	REID, MARK	715.00	715.00	0110010015 5810	Instruction / Professional Services
M97R0417	JUNG, RICK	965.34	965.34	0129530305 4310	Robotics-CVHS / Instructional Supplies
M97R0418	LIFESAVER EDUCATION	748.00	374.00	01190901 5810	Pharmacy Technician-Adult / Professional Services
			374.00	0124900705 5810	Medical/Hospital Careers-LBHS / Professional Services
M97R0419	FAMALETTE, DWYNN	63.90	63.90	0145220025 4310	Forensic Science-ANHS / Instructional Supplies
M97R0420	ANDRE, JAQUES	153.90	153.90	0161800505 4310	Engineering & Mfg Tech-SCHS / Instructional Supplies
M97R0421	CAPISTRANO UNIFIED SCHOOL DIST	345,000.00	22,500.00	0112111305 5810	Accounting I-THS / Professional Services
			22,500.00	0114714905 5810	Small Bus Mgmt Entrep/THS / Professional Services
			40,000.00	0117500505 5810	Digital Video Prod-SCHS / Professional Services

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Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
97 00014846	V9701739	CLUTTEY, TANIA	WEBSITE MAR19	OH	03/14/2019		MW	IS	250.00
97 00014847	V9700948	HENRY SCHEIN INC.	61805746	OH	03/14/2019		MW	IS	1,140.80
97 00014848	V9701203	MCKESSON MEDICAL SURGICAL INC	48037922	OH	03/14/2019		MW	IS	2,207.42
97 00014849	V9701672	AMERICAN EXPRESS	92165 FEB19	OH	03/20/2019		MW	IS	4,489.34
97 00014850	V9701927	FIRST	27498	OH	03/20/2019		MW	IS	4,000.00
97 00014851	V9700419	MOORE, ANNE	MILEAGE FEB19	OH	03/20/2019		MW	IS	110.20
97 00014852	V9701441	O'REILLY AUTO PARTS	3046 412368	OH	03/20/2019		MW	IS	166.25
97 00014853	V9700471	REID, MARK	CTE190211	OH	03/20/2019		MW	IS	632.50
97 00014854	V9701253	SOUTHWEST SCHOOL & OFFICE SUPP	PINV0546368	OH	03/20/2019		MW	IS	192.66
97 00014855	V9701458	VAVRINEK TRINE DAY & CO LLP	VT18845	OH	03/20/2019		MW	IS	750.00
97 00014856	V9700002	CAPISTRANO UNIFIED SCHOOL DIST	68M11039	OH	03/27/2019		MW	IS	187.00
97 00014857	V9700948	HENRY SCHEIN INC.	61769710	OH	03/27/2019		MW	IS	2,496.66
97 00014858	V9701203	MCKESSON MEDICAL SURGICAL INC	49509738	OH	03/27/2019		MW	IS	73.72
97 00014859	V9700002	CAPISTRANO UNIFIED SCHOOL DIST	68M10890	OH	03/28/2019		MW	IS	205.15
97 00014860	V9701938	CAPO BEACH CHURCH	CBC DEPOSIT	OH	04/03/2019		MW	IS	587.50
97 00014861	V9701818	COLLEGE AND CAREER ADVANTAGE	1410	OH	04/03/2019		MW	IS	1,068.36
97 00014862	V9701684	CSEBA	DD MES APR19	OH	04/04/2019		MW	IS	1,324.32
97 00014863	V9701846	METLIFE SMALL MARKET	LIFE APR19	OH	04/05/2019		MW	IS	154.00
97 00014864	V9701825	CHRISTINA'S UNIFORMS CO.	51239	OH	04/11/2019		MW	IS	517.75
97 00014865	V9701014	FOX, CINDY	MILEAGE MAR19	OH	04/11/2019		MW	IS	48.60
97 00014866	V9701937	GERMFREE LABORATORIES INC.	040489	OH	04/11/2019		MW	IS	4,957.30
97 00014867	V9701845	METROPOLITAN EDUCATION DISTRIC	JPA 2019 20	OH	04/11/2019		MW	IS	6,535.71
97 00014868	V9700419	MOORE, ANNE	MILEAGE MAR19	OH	04/11/2019		MW	IS	77.14
97 00014869	V9700471	REID, MARK	CTE190319	OH	04/11/2019		MW	IS	522.50
97 00014870	V9701739	CLUTTEY, TANIA	WEBSITE ARP19	OH	04/12/2019		MW	IS	250.00
97 00014871	V9701305	CENGAGE LEARNING	66792104	OH	04/17/2019		MW	IS	13,346.18
97 00014872	V9701927	FIRST	27523	OH	04/17/2019		MW	IS	5,000.00
97 00014873	V9701014	FOX, CINDY	MILEAGE MAR19	OH	04/17/2019		MW	IS	15.08
97 00014874	V9701936	JUNG, RICK	MILEAGE MAR19	OH	04/17/2019		MW	IS	395.33
97 00014875	V9701872	STRUJISMA, KATHY	MILEAGE MAR19	OH	04/17/2019		MW	IS	27.61
97 00014876	V9700985	VITAL LINK ORANGE COUNTY	4990	OH	04/17/2019		MW	IS	75.00
97 00014877	V9799999	CDTFA	92165 JAN19	OH	04/24/2019		MW	IS	80.52
97 00014878	V9701672	AMERICAN EXPRESS	92165 MAR19	OH	04/26/2019		MW	IS	8,486.00
97 00014879	V9701739	CLUTTEY, TANIA	WEBSITE MAY19	OH	05/02/2019		MW	IS	250.00
97 00014880	V9701818	COLLEGE AND CAREER ADVANTAGE	1421	OH	05/02/2019		MW	IS	1,908.01

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Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
97 00014881	V9701050	MEDCO SUPPLY COMPANY	IN91316163	OH	05/02/2019		MW	IS	325.03
97 00014882	V9701441	O'REILLY AUTO PARTS	3046 416516	OH	05/02/2019		MW	IS	103.36
97 00014883	V9701668	POCKET NURSE	1101661 1	OH	05/02/2019		MW	IS	399.11
97 00014884	V9701939	SIMULAB CORPORATION	225209 1	OH	05/02/2019		MW	IS	13,998.00
97 00014885	V9700162	STAPLES	22968	OH	05/02/2019		MW	IS	87.45
97 00014886	V9701662	TOTAL COMPENSATION SYSTEMS INC	7202	OH	05/02/2019		MW	IS	945.00
97 00014887	V9701707	WALLCUR	332946	OH	05/02/2019		MW	IS	98.91
97 00014888	V9701075	ACME NETWORK, THE	1083	OH	05/09/2019		MW	IS	2,500.00
97 00014889	V9701700	ALISO NIGUEL HIGH SCHOOL	022019	OH	05/09/2019		MW	IS	300.00
97 00014890	V9701938	CAPO BEACH CHURCH	CBC FINAL PD	OH	05/09/2019		MW	IS	587.50
97 00014891	V9701941	CITEA	CITEA 051719	OH	05/09/2019		MW	IS	500.00
97 00014892	V9701937	GERMFREE LABORATORIES INC.	040746	OH	05/09/2019		MW	IS	4,957.29
97 00014893	V9701203	MCKESSON MEDICAL SURGICAL INC	50754973	OH	05/09/2019		MW	IS	68.99
97 00014894	V9701804	MOCK MEDICAL LLC	CCAD61217	OH	05/09/2019		MW	IS	6,118.35
97 00014895	V97000419	MOORE, ANNE	MILEAGE APR19	OH	05/09/2019		MW	IS	58.58
97 00014896	V97000471	REID, MARK	CTE190419	OH	05/09/2019		MW	IS	577.50
97 00014897	V9701719	SHIRHAN, MARIE	TES SHIRHAN SC	OH	05/09/2019		MW	IS	46.00
97 00014898	V9701684	CSEBA	DD MES MAY19	OH	05/13/2019		MW	IS	1,324.32
97 00014899	V9701846	METLIFE SMALL MARKET	LIFE MAY19	OH	05/13/2019		MW	IS	154.00
97 00014900	V9701014	FOX, CINDY	MILEAGE APR19	OH	05/16/2019		MW	IS	90.07
97 00014901	V97000948	HENRY SCHEIN INC.	64695134	OH	05/16/2019		MW	IS	4,577.65
97 00014902	V9701441	O'REILLY AUTO PARTS	3046 426797	OH	05/16/2019		MW	IS	741.24
97 00014903	V9701780	ULINE	108317689	OH	05/16/2019		MW	IS	548.58
97 00014904	V9701693	A-1 AWARDS & ENGRAVING	AA 2119210	OH	05/23/2019		MW	IS	524.70
97 00014905	V9701915	CAROC	CAROC 2019	OH	05/23/2019		MW	IS	900.00
97 00014906	V9700066	HOME DEPOT CREDIT SERVICES	9255011	OH	05/23/2019		MW	IS	170.01
97 00014907	V9701736	PATON GROUP	11297	OH	05/23/2019		MW	IS	5,619.52
97 00014908	V9700162	STAPLES	2286771161	OH	05/23/2019		MW	IS	1,239.19
97 00014909	V9701832	VARIDESK LLC	IVC2 1160119	OH	05/23/2019		MW	IS	1,196.03
97 00014910	V9701116	YBARRA, YVONNE	1010	OH	05/23/2019		MW	IS	850.00
97 00014911	VOID.CONTIVoid - Continued Stub		CONTINUE	OH	05/29/2019		VM	VD	0.00
97 00014912	V9701672	AMERICAN EXPRESS	92165 APR19	OH	05/29/2019		MW	IS	26,287.14
97 00014913	V9701693	A-1 AWARDS & ENGRAVING	AA 2119240	OH	06/06/2019		MW	IS	59.26
97 00014914	V9701739	CLUTTEY, TANIA	WEBSITE JUN19	OH	06/06/2019		MW	IS	250.00
97 00014915	V9701932	LIFESAVER EDUCATION	0000822	OH	06/06/2019		MW	IS	748.00

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Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
97 00014916	V9700419	MOORE, ANNE	MILEAGE MAY19	OH	06/06/2019		MW	IS	42.92
97 00014917	V9701441	O'REILLY AUTO PARTS	3046 427670	OH	06/06/2019		MW	IS	161.71
97 00014918	V9701736	PATON GROUP	11458	OH	06/06/2019		MW	IS	262.83
97 00014919	V9700471	REID, MARK	CTE190516	OH	06/06/2019		MW	IS	715.00
97 00014920	V9701819	SIRCHIE	0399336 IN	OH	06/06/2019		MW	IS	81.46
97 00014921	V9701872	STRUIKSMA, KATHY	MILEAGE MAY19	OH	06/06/2019		MW	IS	37.62
97 00014922	V9701780	ULINE	108805697	OH	06/06/2019		MW	IS	396.70

Issued: 141,177.63
97 Bank Total: 141,177.63

Grand Total: 141,177.63

PERSONNEL ASSIGNMENT ORDER

CERTIFICATED

Colleen Grant	Ratify/approve resignation of Physical Therapy Aide Instructor effective June 6, 2019.
Rosa Ramirez	Ratify/approve resignation of Art of Animation and 3D Media Design Instructor effective June 6, 2019.
Sean Selff	Ratify/approve full-time employment as Automotive Instructor effective May 1, 2019. Step 14.

Mr. Selff is a part time associate faculty member at Saddleback College in the automotive technology department. Prior to joining College and Career Advantage, Mr. Selff was employed by the Orange County Fire Authority (OCFA) as a Senior Fire Apparatus Technician. His duties included the maintenance and repair of all fire apparatus equipment as well as the training of apparatus technicians. Prior to OCFA, Mr. Selff worked for the City of Orange as a mechanic repairing and maintaining fire apparatus equipment. Mr. Selff earned an Associate Degree and Certificate of Achievement from Cerritos College in Automotive Mechanical Repair-Manufacture Specialty. Mr. Selff has earned numerous certifications and licenses including A.S.E. Master Automotive Technician and A.S.E. Master Medium/Heavy Duty Technician.

CLASSIFIED

Alfonso Gutierrez	Approve reassignment to Accounts Payable/Facilities Specialist effective July 1, 2019. CLAA Range 37, Step C.
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**Agenda Item 14
June 17, 2019**

CONSENT CALENDAR

**RETAINER AGREEMENT
BETWEEN COLLEGE & CAREER ADVANTAGE
AND THE LAW OFFICES OF MARGARET A. CHIDESTER & ASSOCIATES**

This AGREEMENT is made and entered into effective July 1, 2019 by and between the COLLEGE & CAREER ADVANTAGE of San Juan Capistrano, California, "CACA," and the LAW OFFICES OF MARGARET A. CHIDESTER & ASSOCIATES, "Attorneys."

W I T N E S S E T H

WHEREAS, the CACA desires to obtain from Attorneys certain legal services; and

WHEREAS, the governing Board has determined that it is in the best interest of the CACA to appoint Attorneys to represent the CACA in the matters specified herein;

In consideration of these mutual promises, the parties agree as follows:

1. **Services:** The CACA retains Attorneys for the purpose of providing legal services pertaining to CACA business and related matters as may be specifically directed by the governing Board, the Executive Director, or by their designees, including, but not limited to, labor negotiations, employment, personnel, pupil personnel, investigation of complaints, instructional compliance, contractual, business, finance, transactional, real property, governance and litigation issues, or such other legal issues as may be specifically assigned by the Executive Director/designee.

Upon specific direction of the Board, the Executive Director, or designees, Attorneys will interpret relevant statutes, constitutional provisions and case law as deemed necessary by the CACA; prepare, review, and comment on legal documents in correspondence; render legal opinions as appropriate and

requested; advise and represent the CACA in any court or administrative proceeding, provide other legal advice and legal services as requested; work with the CACA staff and Board in the development of policy; and attend meetings in person or telephonically as necessary and requested.

In rendering services, Attorneys shall comply with all federal, state, and local laws, regulations, and rulings to the extent that such laws are applicable to the Firm in its capacity as a CACA's legal representative.

2. **Rates and Payment:** The CACA shall not be required to pay in advance for any retained services. The CACA shall pay Attorneys for services at the rates set forth in Exhibit "A", attached and incorporated by this reference. Billing shall be reported in increments of 1/10 of one hour. Billing shall separately specify related costs including authorized consultants providing services on behalf of CACA.

3. **Costs:** The CACA shall pay and reimburse Attorneys for any actual and necessary costs and expenses incurred in the course of providing services, including actual charges that Attorneys directly incur such as filing fees, reproduction of documents, messenger and delivery services, postage, travel expenses, mileage for travel at the fixed IRS rate, lodging, court reporting costs, hearing officer and arbitrator fees, and consultant services.

Attorneys will supply all necessary equipment, tools, supplies, offices, personnel, transportation, support services, and insurance required to perform legal services under this Agreement.

4. **Statements:** Attorneys shall present statements for services rendered during the preceding month. The CACA shall pay

upon presentation or within forty-five (45) days thereafter. Invoices not paid within 45 days of the date issued may be assessed a late charge of 1.0% per month. Statement shall include (1) a detailed, confidential account of the legal matters, strategies, and work on behalf of the CACA, and (2) a summary invoice containing only amounts, dates, and general descriptions of legal services provided that is suitable for the Executive Director to transmit to the CACA's accounts payable staff or, if required, to present in response to a Public Records Act request. Invoices shall be sent directly to the attention of the Executive Director unless we are otherwise directed in writing by the Executive Director or the governing Board.

5. Conflicts: The CACA acknowledges that Attorneys presently represent and in the future will represent other districts, charter schools, and education agencies that may, from time to time, have transactions with the CACA. The CACA consents to such continued and future representation without the need for any further consent from the CACA, provided that Attorneys shall promptly notify the CACA in writing of any direct conflict and of the CACA's options in such case.

Attorneys shall not represent any person or entity in any action against the CACA or in any investment matter before the CACA.

6. Related Post-Investigation Services: If an attorney who conducted an investigation for the CACA is subsequently asked or required to prepare for and/or testify, including, without limitation, at deposition, trial, arbitration, or any other proceeding, because of services rendered under this Agreement, and/or if the investigating attorney must respond to subpoenas or discovery or otherwise respond or perform services with respect to

any matter relating to or arising out of services performed for the CACA, the CACA agrees to pay Attorneys for time expended, including preparation time, at the investigating attorney's then current hourly rate and to reimburse Attorneys for reasonable costs and expenses incurred.

7. Indemnification: Except as provided below, the CACA will indemnify, defend and hold harmless Attorneys from and against all claims, suits or causes of action arising out of the services rendered herein. The CACA will provide legal representation for Attorneys in any litigation relating to such services if Attorneys are sued, deposed, or otherwise required to provide information or testimony concerning services provided under this contract. ***This provision does not apply to any actions resulting from Attorneys' negligence or willful and/or malicious conduct in the course of rendering services.***

The indemnity provisions of this section shall survive the expiration or termination of this Agreement.

8. Electronic Communication, Confidentiality and Publicity:
The CACA authorizes Attorneys to communicate with the CACA and the CACA's authorized representatives via electronic mail when such communication is desirable for timely communications, efficiency of transmission, or to avoid the need for re-creating documents.

Attorneys shall make reasonable efforts to label electronic communications as confidential and privileged. The CACA acknowledges that electronic communications may be intercepted and that confidentiality cannot be guaranteed. If e-mail is intercepted or confidentiality is otherwise compromised, the CACA will hold Attorneys harmless for any resulting injury.

The CACA will not modify any document transmitted to the CACA electronically by Attorneys, except as expressly authorized by Attorneys.

Both parties agree not to knowingly transmit any materials to the other party in violation of the copyright of another or of any other applicable law.

Attorneys shall retain all CACA confidential information in the strictest confidence and shall neither use it nor disclose it to anyone without prior written consent of the CACA. The CACA may seek to enjoin any unauthorized disclosure. Attorneys shall not issue public announcements concerning the CACA without the CACA's prior written consent.

9. No Guarantee of Outcome. Attorneys do not promise or guarantee an outcome for any particular legal matter. Attorneys shall provide periodic reports and opportunities for CACA input and direction. Actual fees will vary from initial estimates and may be higher or lower based upon CACA direction for legal work.

10. Files and Ownership of Documents. When legal services conclude, or periodically as individual matters conclude, Attorneys will, upon the CACA's request, deliver closed files to the CACA at the CACA's cost, along with any funds or property of the CACA's in Attorneys' possession. Attorneys will retain closed files for a period of up to one (1) year. If the CACA does not request delivery of the file before the end of the one (1) year period from closure of the file, Attorneys shall have no further obligation to retain files and may, at Attorneys' discretion, destroy them without further notice.

11. Assignment. This Agreement is not assignable without the written consent of the CACA.

12. Independent Contractor. Attorneys, while engaged in performing the terms of this Agreement, are an independent contractor and are not employees of the CACA.

13. Insurance. Attorneys shall maintain workers' compensation insurance, general liability insurance, and legal malpractice coverage in force at all times at their sole expense in amounts deemed sufficient under current industry standards to protect the interests of the CACA under this Agreement. Attorneys shall, on request, provide the CACA with certificates of insurance evidencing compliance with coverage requirements of this Agreement.

14. Nondiscrimination. Attorneys shall not, in the performance of this Agreement, unlawfully discriminate against any employee, applicant for employment, or CACA student or employee because of race, religion, color, national origin, ancestry, disability, medical condition, marital status, age (over 40), immigration status, sex, gender, gender identity or sexual orientation.

15. Audit. The CACA shall have audit access to its accounts with Attorneys on request during the term of this Agreement. Attorneys shall cooperate with such auditors or investigators authorized to audit CACA activities and provide information regarding CACA legal matters that the CACA may need to defend itself against legal challenges.

16. Governing Law. This Agreement shall be governed by the laws of the state of California.

17. Authority. The parties hold the positions set forth below their signatures and are authorized to execute this Agreement on behalf of their respective parties and to bind their respective parties hereto.

18. Term. This Agreement is effective May 1, 2019. It may be extended or modified by mutual agreement.

This Agreement is terminable by either party upon thirty (30) days written notice.

19. Entire Agreement. This Agreement contains the entire agreement of the parties. No other agreement, statement, or promise made on or before the effective date of this Agreement will be binding on the parties.

COLLEGE & CAREER ADVANTAGE

Date: 4/30/, 2019

BY: Patricia Rome

LAW OFFICES OF MARGARET A.
CHIDESTER & ASSOCIATES

Date: May 1,, 2019

BY: Margaret A. Chidester
Margaret A. Chidester

EXHIBIT "A"

Rates are guaranteed through June 30, 2020.

PARTNERS	\$310 per hour
SENIOR ATTORNEYS	\$285 per hour
OTHER ATTORNEYS	\$260 per hour
LAW CLERKS/PARALEGALS	\$160 per hour

COSTS

PHOTOCOPIES AND FAXES	\$0.25 per page
COLOR COPIES	\$0.50 per page
POSTAGE	actual charges
MILEAGE	IRS authorized rate
TELEPHONE CALLS AND TEXT MESSAGES	no charge

LAW OFFICES OF
MARGARET A. CHIDESTER & ASSOCIATES
17762 COWAN, FIRST FLOOR
IRVINE, CALIFORNIA 92614-6096

MARGARET A. CHIDESTER*
STEVEN R. CHIDESTER
KATELYN R. DESBROW
STEPHANIE L. CRESPIN
DANIELLE M. BOYD
LESLIE J. KIM

TELEPHONE: (949) 474-5040

TELECOPIER: (949) 474-8540

m.chidester@californiaschoollaw.net

LAW OFFICES OF
MARGARET A. CHIDESTER & ASSOCIATES
FIRM SUMMARY

*A PROFESSIONAL CORPORATION

REF. OUR FILE

The Law Offices of Margaret A. Chidester & Associates, formed on September 1, 2000 by Margaret A. Chidester and Steven R. Chidester, consists of six experienced attorneys: Margaret A. Chidester, Steven R. Chidester, Katelyn R. Desbrow, Stephanie L. Crespin, Danielle M. Boyd, and Leslie J. Kim. We serve school and community college districts, charter schools, and other educational agencies in counsel and special counsel capacities, including the following districts and education agencies:

Adelanto Elementary School District
Apple Valley Unified School District
Arcadia Unified School District
California School of the Arts - San Gabriel Valley
Camino Nuevo Charter Academy
Castaic Union School District
Charter Oak Unified School District
Chino Valley Unified School District
Coachella Valley Unified School District
Coastline Regional Occupational Program
College of the Canyons Foundation
Colton Joint Unified School District
Colton Redlands Yucaipa Regional Occupational Program
Eastside Union School District
Etiwanda School District
Fillmore Unified School District
Fountain Valley School District
La Puente Valley Regional Occupational Program
Lucerne Valley Unified School District
Monrovia Unified School District
Mountain View School District, Los Angeles County
Mountain View School District, San Bernardino County
Newhall School District
North Orange County Regional Occupational Program
Norwalk La Mirada Unified School District
Orange County Board of Education

LAW OFFICES OF
MARGARET A. CHIDESTER & ASSOCIATES

Orange County Educational Arts Academy
Orange County School of the Arts
Paradise Unified School District
Pleasant Valley School District
Santa Clarita Valley School Food Services Agency
Sulphur Springs School District
Tri-Cities Regional Occupational Program
Victor Elementary School District
Whitmore Union Elementary School District
Zion Lutheran Church & School

The Professional and Educational Backgrounds of Members of the Firm:

MARGARET A. CHIDESTER

B.A., University of California at Riverside, (Spanish),
(with honors);
J.D., University of San Diego, School of Law;
M.A., Educational Administration, California State University
at San Diego;
Ed.D., Educational Administration, University of Southern
California, Rossier School of Education.

Legal Experience:

Proprietor, Law Offices of Margaret A. Chidester & Associates,
September 1, 2000- present;
Partner, Parker, Covert and Chidester, 1987-2000;
Associate, Parker and Covert, 1981-87;
Past Chairman and Member of Board of Directors, National
School Boards Association Council of School Attorneys
(1993-2005);
Member, California Council of School Attorneys; Member, Board
of Directors, 1993-1995;

Publications and Presentations:

Author: "Employment Litigation Involving the Superintendency:
Taking Preventive Contractual Measures." Paper presented
at 40th Annual Convention. Equity, Excellence, and Equal
Education Opportunities: NOLPE and Brown at 40 (1994-
1994) San Diego, California;
Co-Author: "Due Process for School Administrators and School
Board Members," NSBA Council of School Attorneys School
Law in Review, 1985, Volume 1;

LAW OFFICES OF
MARGARET A. CHIDESTER & ASSOCIATES

Author: "First Amendment Issues and Pupil Discipline," NSBA School Law in Review, 1989;

Co-Author: "Religious Challenges to Curriculum and Instruction Practices," NSBA's Religion, Education and the U.S. Constitution, 1994;

Author: "Playing Fair: Litigating State and Local Athletic Eligibility Rules Protecting High School Athletes," Legal Handbook on School Athletics, NSBA Council of School Attorneys, March, 1997;

Author: "Evaluation and Termination of School District Counsel," Selecting and Working With a School Attorney: A Guide for School Boards, NSBA Council of School Attorneys, April, 1997;

Co-Author: "The School Attorney as a Preventive Law Practitioner," Selecting and Working With a School Attorney: A Guide for School Boards, NSBA Council of School Attorneys, April, 1997;

Co-Author: "Use of E-Mail: Traps for the Unsuspecting School Board Member," Inquiry and Analysis, NSBA Council of School Attorneys, 2000;

Co-Author: "E-Mail: 'Sunshine,' and Public Records," American School Board Journal, July 2000;

School Employers Association Annual Management Conferences on Collective Bargaining, 1982-Present, Presenter at NSBA Council of School Attorneys Annual Meetings, California Council of School Attorneys Continuing Education Seminars, Association of California School Administrators, California Association of School Business Officials and California School Boards Association;

Presenter, ACSA Superintendents' Academy, 1995-2017, Superintendent Contracts and School Governance Issues;

Presenter, Oxford University Round Table on Education Policy, 2000, Saint Antony's College;

Presenter, California Council of School Attorneys, "From Findings to Facilities: The High Stakes Nuances of Analyzing the Charter School Petition," September 2011.

Presenter, National School Boards Association Council of School Attorneys, 2012 School Law Practice Seminar, "Can Schools be Both Safe and Free? New National Guidelines on Harassment, Bullying, and Freedom of Expression";

Presenter, School Employers Association of California: School Management Certification Program, 2014-2017, "The Legal Framework for Collective Bargaining;"

Presenter, California School Boards Association, "Cutting Edge Legal Issues in Charter Petition Renewal," November 2017.

Presenter, 2017 Leadership Conference, USC Rossier School of Education.

Foreign Language: Spanish

Education Experience:

California Administrative Services Credential;
Bilingual Certificate of Competence, Spanish;
Fisher K-8 Credential and E.C.E. Credential;
Bilingual teacher, grades K-6: Santa Ana Unified School District, Oceanside Unified School District, Fallbrook Elementary School District;
University of Southern California, Delta Epsilon, Best Dissertation Award, Rossier School of Education, 1995: Superintendent Employment Contracts: Legal and Pragmatic Considerations that Affect the Board-Superintendent Relationship;
Adjunct Faculty, Ed. D. Program, University of Southern California, Rossier School of Education, 1995-present;
Member, Phi Delta Kappa, USC Chapter; Past President, Delta Epsilon, USC Rossier School of Education,
Member, USC Rossier School of Education, Board of Councilors (2000 - present),
Member, USC Alumni Association Board of Governors, 2004-2005.

STEVEN R. CHIDESTER

B.A., San Diego State University, (Psychology);
B.A., cum laude, San Diego State University, (Sociology);
J.D., Western State University College of Law, Fullerton California.

Honors: Golden Key National Honor Society; American Jurisprudence Awards: Family Law and Criminal Law; Western State University College of Law, President's Scholarship.

Legal Experience:

Managing Partner, Law Offices of Margaret A. Chidester & Associates, September 1, 2000 - present.
Partner, Law Offices of Steven R. Chidester, 1992-2000;
Associate, Law Offices of Neben & Starrett, Inc., Newport Beach, 1991-1992.

LAW OFFICES OF
MARGARET A. CHIDESTER & ASSOCIATES

Education Experience:

Emeritus Institute Instructor, "*Law For the Layperson*"
Irvine Valley College, Irvine, 1998 - 2010;
Paralegal Instructor, American Career College, Irvine,
1997-1998.

KATELYN R. DESBROW

B.A., University of California, Santa Cruz, CA,
(Legal Studies & History) (Earth Science);
J.D., Whittier School of Law, Costa Mesa, CA.

Legal Experience:

Associate, Law Offices of Margaret A. Chidester & Associates,
October 2015 - present;
Associate, Malcolm, Cisneros, A Law Corporation, Irvine,
CA, May, 2013 - September, 2015.

STEPHANIE L. CRESPIN

B.S., Sonoma State University, Rohnert Park, CA,
(*magna cum laude*) (Sociology);
J.D., Whittier School of Law, Costa Mesa, CA.

Legal Experience:

Associate, Law Offices of Margaret A. Chidester & Associates,
April 2016 - present;
Attorney, Sanders, Rehaste, Sternsheim & Harvey, LLP, Orange,
CA, February 2016 - April 2016;
In-House Counsel, Veros Credit, LLC, Santa Ana, CA, August
2013 - October 2015;
Attorney, Waterson & Huth, Tustin, CA, May 2013 - August 2013;
Community Development/Contract Administrator, The Irvine
Company, Irvine, CA, August 2012 - August 2013.

DANIELLE M. BOYD

B.A., University of California, Irvine, CA,
(Political Science);
J.D., Whittier School of Law, Costa Mesa, CA.

LAW OFFICES OF
MARGARET A. CHIDESTER & ASSOCIATES

Legal Experience:

Associate, Law Offices of Margaret A. Chidester & Associates,
March 2017 - present.

LESLIE J. KIM

B.A., University of California, Irvine, CA (Political
Science, Psychology and Social Behavior);
M.A., University of California, Irvine, CA (Teaching);
J.D., University of San Diego School of Law, San Diego, CA.

Legal Experience:

Associate, Law Offices of Margaret A. Chidester & Associates,
June 2018 - present;
Legal Intern, Superior Court of California, San Diego, CA,
May 2015 - August 2015.

SUMMARY OF EDUCATION LAW EXPERTISE

The firm has over 60 years of collective experience in all legal and policy matters pertaining to governance and operation of public schools and community college districts, charter schools, joint powers agencies, and regional occupational programs.

We are invited speakers on pupil, governance, labor, and employment law issues at national and state conferences of the ACSA, NSBA, CASBO, CSBA, SEAC, the American Association of School Personnel Administrators and the National Organization of Legal Problems in Education. We have extensive experience in representing school districts in compliance investigations by the Office for Civil Rights, the California Department of Education, and other state and federal agencies.

We have over 60 years of collective expertise in charter school representation, formation, revocation, governance, and collective bargaining.

Our attorneys have experience in litigation involving public entities before all levels of the California state courts, California Courts of Appeal, the Federal District courts, and the United States Court of Appeals, Ninth Circuit, as well as

before numerous administrative agencies such as the Office for Civil Rights, the Public Employment Relations Board, the Department of Fair Employment and Housing, the Equal Employment Opportunity Commission, the California State Board of Education Commissions on Professional Competence, and numerous arbitrators and hearing panels.

Our litigation experience includes the following published appellate decisions:

Newport-Mesa Unified School District v. Hubert (1982) 132
Cal.App.3d 724, 183 Cal.Rptr. 334;

Gardner v. Commission on Professional Competence, Board of Education of the Tustin Unified School District (1985) 164
Cal.App.3d 1035, 210 Cal.Rptr. 795;

El Camino Community College District v. Superior Court (1985)
173 Cal.App.3d 606, 219 Cal.Rptr. 236;

Jones v. Palm Springs Unified School District (1985) 170
Cal.App.3d 521, 216 Cal.Rptr. 75;

Bassett Unified School District v. Commission on Professional Competence (1988) 201 Cal.App.3d 1444, 247 Cal.Rptr. 865;

Choice-In-Education League v. Los Angeles Unified School District (1993) 17 Cal.App.4th 415, 21 Cal.Rptr.2d 303
(Amici Curiae for Education Legal Alliance for the Los Angeles Unified School District);

Gallup v. Alta Loma School District Board of Trustees (1996) 41
Cal.App.4th 1571, 49 Cal.Rptr.2d 289;

Summerfield v. Windsor Unified School District
(2002) 95 Cal.App.4th 1026, 116 Cal.Rptr.2d 233 (Amici Curiae for the Education Legal Alliance);

Culbertson v. San Gabriel Unified School District
(2004) 121 Cal.App.4th 1392, review denied 2004 Cal. Lexis
(Amici Curiae for the Education Legal Alliance);

Bakersfield Elementary Teachers Association v. Bakersfield City School District (2006) 145 Cal.App.4th 1260 (Amici Curiae for the Education Legal Alliance);

Corales, et al., v. Bennett, et al. Ninth Circuit Case No: 07-55892, D.C. No. CV-06-00849-SGL;

North Orange County Regional Occupational Program v. Regional Occupational Program Educational Association of North Orange County CTA/NEA - PERB Decision No. 857;

Temple City Educators Association CTA/NEA v. Temple City USD - PERB Decision No. 1972;

Castaic Union School District v. California School Employees Association, Chapter 401 - PERB Order No. Ad-384; and

Scott B. v. Board of Trustees of Orange County High School of the Arts (2013) 217 Cal.App.4th 117.

Margaret A. Chidester is "A.V." rated by Martindale-Hubbell, the highest rating given to California attorneys.

AMENDMENT #3
COLLEGE & CAREER ADVANTAGE
BUSINESS-PLUS SYSTEM SUPPORT
AND SOFTWARE SUPPORT SERVICE AGREEMENT

The AGREEMENT entered into April 15, 2016, by and between the Orange County Superintendent of Schools, 200 Kalmus Drive, Costa Mesa, California 92626, hereinafter referred to as SUPERINTENDENT, and College & Career Advantage, 33122 Valle Road, San Juan Capistrano, California 92675, hereinafter referred to as DISTRICT, is hereby further amended as follows:

1.0 Section 5.0 PAYMENT shall be amended to read: DISTRICT agrees to pay SUPERINTENDENT the sum of Fourteen thousand four hundred forty-two dollars (\$14,442.00) for annual software support service fees for fiscal year 2019-2020. Annual software support service fees due for each fiscal year shall be paid by DISTRICT on or before August 1st of that fiscal year upon receipt of an itemized invoice from SUPERINTENDENT. SUPERINTENDENT shall evaluate software support service charges annually, for possible upward or downward adjustments, based on SUPERINTENDENT'S actual costs to support Business-Plus software. SUPERINTENDENT will provide DISTRICT written notice of the annual software support service fees due for the renewal period ninety (90) days prior to the end of each renewal period.

2019 - 2020 Annual Software Support Service Fees

Basic Financial/Budget	\$	N/A
School Site Finance	\$	N/A

Stores Inventory

\$ N/A

Fixed Assets

\$ N/A

\$ 14,442.00

2.0 Except as expressly herein amended, including any amendments thereto, said AGREEMENT of April 15, 2016, shall in all respects be and remain in full force and effect.

IN WITNESS WHEREOF, the Parties hereto set their hands.

DISTRICT: COLLEGE & CAREER
ADVANTAGE

ORANGE COUNTY SUPERINTENDENT
OF SCHOOLS

BY: _____
Authorized Signature

BY:  _____
Authorized Signature

PRINTED NAME: _____

PRINTED NAME: Patricia McCaughey

TITLE: _____

TITLE: Administrator

DATE: _____

DATE: May 29, 2019

College & Career Advantage-Agreement#3-Bus Plus(42929)1920
ZIP6

AMENDMENT #1
COLLEGE & CAREER ADVANTAGE
HUMAN RESOURCES APPLICATION
SOFTWARE SUPPORT SERVICE AGREEMENT

The AGREEMENT entered into July 1, 2018, by and between the Orange County Superintendent of Schools, 200 Kalmus Drive, Costa Mesa, California 92628, hereinafter referred to as SUPERINTENDENT, and College & Career Advantage, 33122 Valle Road, San Juan Capistrano, California 92675, hereinafter referred to as DISTRICT, is hereby amended as follows:

1.0 Section 5.0 PAYMENT shall be amended to read: DISTRICT agrees to pay SUPERINTENDENT the sum of Five thousand eight hundred seventy-five dollars (\$5,875.00) for SUPERINTENDENT'S Human Resources Application annual software support service fees for fiscal year 2019-2020. Annual software support service fees due for each fiscal year shall be paid by DISTRICT on or before August 1st of that fiscal year upon receipt of an itemized invoice from SUPERINTENDENT. Annual Human Resources Application software support service fees will be evaluated annually for possible upward or downward adjustments. SUPERINTENDENT will provide DISTRICT written notice of the annual Human Resources Application software support service fees due for the renewal period ninety (90) days prior to the end of each renewal period. Renewal fees shall be based on the actual costs incurred by SUPERINTENDENT to support the Human Resources Application software.

2.0 Except as expressly herein amended, said AGREEMENT shall in all respects be and remain in full force and effect.

1 IN WITNESS WHEREOF, the Parties hereto set their hands.

2 DISTRICT: COLLEGE & CAREER
3 ADVANTAGE

ORANGE COUNTY SUPERINTENDENT
OF SCHOOLS

4 BY: _____
Authorized Signature

BY: Patricia McCaughey
Authorized Signature

5 PRINT NAME: _____

PRINT NAME: Patricia McCaughey

6 TITLE: _____

TITLE: Administrator

7 DATE: _____

DATE: May 29, 2019

8
9
10 College&Career Advantage-Amend#1-HR App(46314) 2019-20
ZIP6

**COLLEGE AND CAREER ADVANTAGE
REGIONAL OCCUPATIONAL PROGRAM
FOURTH AMENDED JOINT POWERS AGREEMENT**

THIS FOURTH AMENDED JOINT POWERS AGREEMENT ("Agreement") for the College and Career Advantage Regional Occupation Program is entered into pursuant to the provisions of Government Code Sections 6500 *et seq.* relating to joint exercise of governmental powers between CAPISTRANO UNIFIED SCHOOL DISTRICT ("CUSD") and LAGUNA BEACH UNIFIED SCHOOL DISTRICT ("LBUSD") and amends and supersedes the South Coast Regional Occupational Program Joint Powers Agreement entered into by the Parties on December 7, 1995 and all subsequent amendments and modifications. CUSD and LBUSD are referred to herein as "Party" and collectively as "Parties."

RECITALS

WHEREAS, the California Legislature has enacted Education Code Sections 52300-52333 pertaining to the establishment of regional occupational programs; and

WHEREAS, the Parties have determined and declare that it is in the best public interest of the Parties to cooperate in maintaining the College and Career Advantage Regional Occupational Program ("ROP") pursuant to Education Code Sections 52300 *et seq.*, and this ROP is referred to as "College and Career Advantage"; and

WHEREAS, it is the objective of the Parties to provide Career Technical Education ("CTE") and other broad curricula in occupational areas while avoiding unnecessary duplication of redundant contracts, services, and resources; and

WHEREAS, the development, organization, and implementation of the ROP are of such magnitude that it is necessary for the Parties to maintain this Agreement in order to accomplish their objectives; and

WHEREAS, the Parties enter into this Agreement for the purpose of continuing to offer CTE and other courses for secondary students and adults; and

WHEREAS, the Parties intend this Agreement to reflect the funding source changes under Education Code Sections 52060 *et seq.* for CTE programs in that the Local Control Funding Formula allows more budgeting flexibility at the local level than previously provided; and

WHEREAS, the Parties are legally authorized under Education Code Sections 52300 *et seq.* to perform the responsibilities set forth herein.

NOW, THEREFORE, the Parties mutually agree as follows:

1. PURPOSE. It shall be the purpose and responsibility of the College and Career Advantage Governing Board ("ROP Governing Board") to exercise administrative responsibility for this ROP to plan, implement, and serve, with the Parties, the CTE and related needs of people and communities in the area comprising the Parties' respective school districts.

2. TERM OF AGREEMENT. This Agreement shall become effective and binding upon approval of the CUSD and LBUSD Boards of Trustees as attested by the signature of their duly represented agents on this Agreement. This Agreement shall continue in effect until terminated as provided herein. For the purpose of this Agreement, the term "fiscal year" means the period from July 1 to and including June 30 of the following year.

3. ADDITION OF PARTIES TO THIS AGREEMENT. Additional parties may enter into this Agreement subject to approval and conditions as agreed upon by all parties then represented on the ROP Governing Board. New parties entering into this Agreement shall be bound by the terms of this Agreement.

4. ROP GOVERNING BOARD. Pursuant to Education Code Section 52310.5(d), the ROP shall be governed by the ROP Governing Board, consisting of three members of the CUSD Board of Trustees, appointed by the CUSD Board of Trustees, and two members of the LBUSD Board of Trustees, appointed by the LBUSD Board of Trustees. The Parties' respective Boards of Trustees also shall appoint among its members a trustee to serve as an alternate to the ROP Governing Board. Such ROP Governing Board members and alternates shall serve at the pleasure of the Boards of Trustees appointing them.

a. Scope of Powers. Pursuant to Government Code Sections 6508 and 6509, the ROP Governing Board shall have the power and authority to exercise any power common to the Parties with respect to the ROP, provided that the exercise of power is in furtherance of the objectives set forth in this Agreement. The powers and authority of the ROP Governing Board shall continue until the termination of this Agreement. The ROP Governing Board shall abide by all previously enacted and adopted policies, rules, and bylaws; and may enact and adopt new policies, rules or bylaws that are consistent with this Agreement for the orderly transaction of business of the ROP.

b. Term of Office. Each member of the ROP Governing Board shall serve for a one-year term, commencing at the annual organizational meeting. A member may be appointed for successive terms. In the event of a vacancy, the Party having the appointment shall fill the vacancy for the remainder of the unexpired term.

c. Notices. The ROP Governing Board, by resolution, shall designate a specific location at which it will receive notices, correspondence, and other communications, and shall designate one of its members as an officer for the purpose of receiving service on behalf of the ROP Governing Board. The ROP

Governing Board shall comply with the provisions of Government Code Section 53051 requiring the filing of a statement with the Secretary of State of California and with the County Clerk of Orange. Notices to the Parties shall be addressed to their Superintendents at their regular mailing addresses.

d. Meetings. The ROP Governing Board shall hold at least five meetings each school year, subject to the discretion of the ROP Governing Board. The hour, time, and place for such regular meetings shall be fixed annually by the ROP Governing Board. The ROP Governing Board may also hold special meetings. All meetings of the ROP Governing Board shall be called, held, and conducted in accordance with the terms and provisions of the Brown Act, Government Code Sections 54950 *et. seq.* as may be augmented by further rules of the ROP Governing Board. Except as otherwise provided or permitted by law, all meetings of the ROP Governing Board shall be open and public. The ROP Governing Board shall cause to be kept minutes of its meetings, and shall promptly transmit to the Boards of Trustees each of the Parties true and correct copies of the minutes of such meetings. The ROP also shall comply with the California Public Records Act.

e. Officers and Employees.

The ROP Governing Board, at its annual organizational meeting, shall elect from their membership a President and Vice-President/Clerk who shall serve a term of one year. The ROP Executive Director shall be designated by the CUSD Superintendent and shall serve as the Secretary of the ROP Governing Board.

Pursuant to Government Code Section 6505.1, the CUSD Superintendent is designated as the person who has custodial charge of all property of the ROP, and in this capacity, the CUSD Superintendent shall file an official bond in an amount satisfactory to the ROP Governing Board. The ROP Governing Board shall designate the Executive Director who has responsibility for access to and handling of funds and records of the ROP.

The ROP Governing Board has the authority to employ and pay necessary certificated, classified, and other employees to carry out the goals and objectives of the ROP. The CUSD Superintendent shall nominate, for consideration and approval by the ROP Governing Board, qualified individuals when the position of ROP Executive Director becomes vacant; the ROP Governing Board may not approve the appointment of an Executive Director unless the individual has been nominated by the CUSD Superintendent. Also, the CUSD Superintendent shall have the authority to have the Executive Director removed. The CUSD Superintendent is otherwise not involved in ROP operations.

All ROP employees are employed "at-will," meaning that their employment may be terminated at any time, with or without notice and with or without cause,

by the ROP Governing Board or by the employee. All employment decisions involving ROP employees -- including hiring, supervising, evaluating, and disciplining -- are the sole responsibility of the ROP Executive Director and the ROP Governing Board.

The ROP Executive Director may be employed part-time by both CCA and CUSD, and is subject to evaluation by the respective employers for the respective work responsibilities. However, the work of the ROP Executive Director involving the ROP is solely within the direction of the ROP Governing Board.

f. Voting. The ROP Governing Board members shall have one vote each, and the presence of a majority of the ROP Governing Board members shall be required in order to constitute a quorum for the conduct or transaction of business. No action of the ROP Governing Board shall be valid unless a majority of the membership concur therein by their votes.

g. Budget. On or before March 1st, an annual ROP budget recommendation prepared under the direction of the ROP Executive Director, as designee of the CUSD Superintendent, will be provided to each Party showing the estimated amount of money and purpose. Upon approval by each Party, the budget recommendation shall be incorporated and adopted by the ROP Governing Board in compliance with the timeline required in Education Code 52327.5 to hold a public hearing on the proposed ROP budget before June 15th, and adopt the ROP budget by the June 30th deadline per the Education Code. The ROP will reimburse CUSD at cost for its use of CUSD services (e.g., janitorial, human resources, etc.).

h. Fiscal Duties and Responsibilities. The ROP Governing Board shall have no authority to incur financial obligations that result in expenditures in any particular fiscal year exceeding the funds available in its general and reserve funds in connection with the ROP. Except as otherwise required by law, the debts, liabilities, and obligations of the ROP do not constitute debts, liabilities, and obligations of any Party. The ROP Governing Board shall have the authority and responsibility to receive, accept, and expend or disburse funds by contract or otherwise, whether from private or public agencies, for purposes consistent with the provisions hereof and in accordance with state law, and shall have the duty to maintain at all times a complete and accurate system of accounting for said funds. The Treasurer of the County of Orange shall act as a depository to all funds of the ROP. The ROP Governing Board shall authorize all expenditures of funds.

5. FUNDING. LBUSD has contributed \$138,908 to the ROP in fiscal year 2015-2016. CUSD has contributed \$1,250,000 to the ROP in fiscal year 2015-2016. Funding for future fiscal years will be established as set forth in Section 4-g of this Agreement. The

Parties acknowledged a 2014-2015 ROP surplus consisting of reserves that was redistributed to the Parties after the close of the 2014-2015 fiscal year in the proportions initially contributed: 97% to CUSD, and 3% to LBUSD.

6. SCHEDULE OF PAYMENTS. Concurrently with its adoption of the annual budget, the ROP Governing Board shall adopt an annual schedule of payments to be made by the Parties, based upon the dates scheduled for receipt of state apportionment. Payments shall consist of their respective shares of the ROP operating funds for the fiscal year covered by the budget. The amount of each share shall be determined in accordance with Section 5 of this Agreement. This schedule of payments shall specify the monthly payment due and the total amount due from each Party. Payments shall be made when due by each Party in accordance with the schedule of payments.

7. CONTRIBUTIONS. Without in any way limiting the powers otherwise provided for in this Agreement, the ROP Governing Board shall have the power and authority to receive, accept, and utilize the services of personnel offered by any of the Parties to this Agreement, or their representatives or agents; to receive, accept, and utilize property, real or personal, from any of the Parties or their agents or representatives; to receive, hold, dispose of, to construct, operate, and maintain buildings and other improvements; and to receive, accept, expend, and disburse funds, by contract or otherwise, for purposes consistent with the provisions of this Agreement, which funds may be provided by either of the Parties or their agents or representatives.

8. SERVICES. CUSD will provide the following ROP business services: technology, payroll, student attendance, shipping-and-receiving, deliveries, facility maintenance, and security. Non-teaching ROP employee workplaces will be in a CUSD facility. Each Party shall be responsible for cost of operations, custodial, and campus supervision in connection with ROP classrooms and activities conducted on their respective campuses.

9. AUDIT. The fiscal transactions of the ROP shall be audited annually by a firm of licensed certified public accountants to be selected by the ROP Governing Board. The minimum requirements of the audit shall be those prescribed by the State Controller for special districts under Government Code Section 26909 and shall conform to generally accepted auditing standards. When the annual audit is made, a report thereof shall be filed as a public record with each of the Parties to this Agreement. Any cost of the audit shall be borne by the ROP.

10. INSURANCE. The ROP Governing Board shall provide necessary insurance to provide coverage in accordance with state law in regards to property and liability, including liability of its own members. Notwithstanding the provisions of Education Code Section 51769, it shall be the responsibility of the ROP, rather than the Parties, to provide workers' compensation insurance coverage to students who are receiving community classroom and internship training through the ROP.

11. WITHDRAWAL OF PARTIES. The powers of authority of the ROP Governing Board shall continue until termination of this Agreement. Prior to March 1 of each fiscal year, any Party may provide notice to other Parties of its intention to withdraw from this Agreement as of June 30 of that year. A condition precedent to withdrawal from this Agreement shall be that the Party wishing to withdraw must either discharge, or arrange to discharge, all pending obligations it has assumed under this Agreement as are reasonably satisfactory to the ROP Governing Board. Each fiscal year, the Parties shall determine prior to March 1 whether they intend to contribute operating funds to the ROP during the following fiscal year. If a Party determines that it will not be providing operating funds for the ROP, notice of that decision shall be given to the Superintendents of each Party and shall serve as notice of its withdrawal. A Party will incur no liability for any obligation incurred by the ROP after the date of submission of the notice of withdrawal. With respect to any reserves accumulated by the ROP as of the fiscal year end, a Party that withdraws from this Agreement shall be entitled to a share of such reserves upon withdrawal, in the proportions set forth in Section 5 of the Agreement. If any such reserves exist upon termination of this Agreement, all terminating Parties shall receive a proportionate share of such reserves. In the event that a Party withdraws from this Agreement, the withdrawing Party shall have the option to maintain and operate any property, equipment, or structure of the ROP located on/at said Party's campuses or District offices until a disposition of ROP property takes place. At the end of the fiscal year, the ROP Executive Director will determine the value of all assets, and make arrangements for a fair and equitable distribution based on the proportions outlined in Section 5 of this Agreement.

12. DISPOSITION OF PROPERTY AND FUNDS. In the event of the complete rescission or final termination of this Agreement by all parties hereto, any property interest remaining following a discharge of all obligations shall be disposed of as the ROP Governing Board shall then determine, with the objective of returning to each Party which is then or was theretofore a party to this Agreement a proportionate return on the monetary contributions made to such properties by such parties. The assets (subject to depreciation), real property, and buildings shall be redistributed to the Parties in the proportions initially contributed: 97% to CUSD, and 3% to LBUSD. Surplus funds remaining after all outstanding obligations shall be divided in the same proportions.

13. AMENDMENT. This Agreement may be amended, in writing, by a simple majority vote of the Boards of Trustees of each Party, provided that any amendment is to further carry out the mission of the ROP or to comply with new legislation applicable to such a regional occupational program. Any such amendment shall be effective upon the date of final execution thereof by such Boards of Trustees.

14. SEVERABILITY. Should any portion, term, condition, or provision of this Agreement be determined by a court of competent jurisdiction to be illegal or in conflict with any law of the State of California, or be otherwise rendered unenforceable or ineffectual, the validity of the remaining portions, terms, conditions, and provisions shall not be affected thereby.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be duly executed by their authorized officers thereunder duly authorized as set forth herein below.

CAPISTRANO UNIFIED SCHOOL DISTRICT

Gila Jones, President of the Board of Trustees

Date

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Jan Vickers, President of the Board of Trustees

Date

COLLEGE AND CAREER ADVANTAGE

Memorandum

TO: CCA Governing Board
FROM: Patricia Romo, Executive Director
DATE: June 10, 2019
SUBJECT: FIRST READING – BOARD POLICY 4116, AT-WILL STATUS

CURRENT SITUATION

Board Policy 4116, At-Will Status, is being presented to the Board for discussion, review and suggested revisions.

RECOMMENDATION

It is respectfully requested that the Governing Board review and consider options for approval of Board Policy 4116, At-Will Status.

All Personnel

"AT-WILL" STATUS

BP 4116
4216

Except if otherwise provided in writing by College and Career Advantage (CCA), all employees of CCA are employed "at-will," meaning that employment may be terminated by CCA or by the employee at any time, with or without notice, and with or with cause.

Instructors

No certificated person shall gain permanent status or receive tenure at College and Career Advantage (CCA). Certificated service by an employee with CCA is not counted toward the attainment of, or eligibility for, classification as a permanent CCA employee. Unless otherwise stated in writing from the Executive Director or his/her designee, certificated personnel serve at the will of the Board of Trustees at all times.

A CCA certificated employee who has been assigned to teach a particular course during one semester and/or school year does not, by way of such assignment, attain any right to teach the same course in the following semester and/or school year. Assignment of an instructor to teach a certain course shall be entirely within the discretion of the Executive Director or his/her designee.

This policy is not applicable to any certificated employee of a participating school district on assignment as an instructor of CCA. However, CCA may still manage, control, and otherwise impose discipline on such persons working for CCA in any capacity.

Legal Reference:

EDUCATION CODE

44911-44913 Service not computed in eligibility for permanent status

44917-44921 Status of substitute or temporary employee

44929.28 Employment by another district

44930-44988 Resignations, dismissals and leaves of absence, especially:

44948.2 Election to use provisions of Section 44948.3

Board Approved:

COLLEGE AND CAREER ADVANTAGE
San Juan Capistrano, California

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 10, 2019

SUBJECT: PROPOSED DRAFT OF THE OFFER OF EMPLOYMENT LETTER GIVEN
TO CERTIFICATED INSTRUCTORS

CURRENT SITUATION

An Offer of Employment Letter is given to instructors at the beginning of each school year outlining the course(s) taught, the location of the course, the days and times of the course and the instructional units.

The proposed draft of the Offer of Employment Letter is revised to include the hourly rate of pay, an explanation of how the monthly pay will be averaged, information regarding Education Code, section 44910, stating the offer of employment does not count toward permanent status and the at-will clause.

RECOMMENDATION

It is respectfully requested that the Governing Board review and consider approval of the proposed draft of the Offer of Employment Letter given to certificated instructors.



**COLLEGE AND CAREER ADVANTAGE
OFFER OF EMPLOYMENT
XXX School Year**

(XXXXXXX, 2019 – XXXXXX, 2020/Last Assigned Instructional Day)

August XX, XXXX

To:

This Offer of Employment, made and entered into this 21st day of August 2018, is subject to the laws of California, the rules and regulations of the State Board of Education, and the policies of the Governing Board of the College and Career Advantage (CCA). Said laws and regulations are hereby made a part of the terms and conditions of this Offer of Employment.

This offer is in the sole determination of CCA and is contingent upon adequate funding, sustained satisfactory performance, adherence to the College and Career Advantage Board approved policies and administrative regulations, continued California Department of Education approval of courses, and a satisfactory level of student enrollment and student attendance to maintain the class activity. The employee agrees that he or she shall not accept any additional compensation for duties as defined in the instructor job description. As a condition of employment, you are required to possess and maintain a valid California teaching credential authorizing the services to which you are assigned.

Compensation shall be paid for the following course section(s):

Course Title / Location	Days	Time	Instructional Units	Hourly Rate of Pay
ABC Class SCHS	M - F	Period 1	180	
ABC Class SCHS	M - F	Period 3	180	

For high school based programs conducted between periods zero and six, inclusive, an instructional unit corresponds to the bell schedule of the assigned campus periods; one instructional unit reflects one class period. For all other programs, an instructional unit reflects a 60-minute class period. The rate per instructional unit compensates the instructor for the entire assignment, including but not limited to classroom instruction, preparation time, assessment of student work, timely submission of student attendance, and meeting with parents/students and College and Career Advantage administrative staff. Additional duties not contemplated within these related professional activities must be approved by the Executive Director in advance of the activity, and recorded and submitted on a timesheet. Approved additional duties are paid at the current hourly rate established for such special duties

As set forth in Education Code, section 44910, this offer of employment does not count towards permanent status. Service as a College and Career Advantage teacher is not counted toward the attainment of, or eligibility for, classification as a permanent CCA employee.

(Continued)

Unless otherwise stated in writing from the Executive Director or his/her designee, certificated personnel serve at the will of the Board of Trustees at all times. All employees of CCA are employed "at-will," meaning that employment may be terminated by CCA or by the employee at any time, with or without notice, and with or without cause.

Your salary will be averaged and paid over 10 payrolls if employed for two semesters, or paid over 5 payrolls if employed for one semester. Should your employment terminate early, your pay will be adjusted to reflect actual time worked.

The Board reserves the right to make any assignment that your credential(s) authorize and to reassign you at the Board's discretion

This Offer of Employment shall expire at the end of the current school year/semester, whichever is applicable. This Offer of Employment does not include a right to re-employment. College and Career Advantage has, at its sole discretion, the right to renew or not renew the Offer of Employment each year/semester. Acceptance of this Offer of Employment indicates that the employee shall remain available to teach all of the assigned hours for the listed course sections.

Signature _____
Executive Director, CTE

_____ Date

This Offer of Employment is withdrawn if not signed, dated and received by Kathy Struiksma, Human Resources Specialist, on or before XXXXXXX.

I have read and understand this offer of employment; I accept this offer of employment from College and Career Advantage subject to the above terms.

Signature _____
Employee Signature

_____ Date

Revised 6/2019

COLLEGE AND CAREER ADVANTAGE

Memorandum

TO: CCA Governing Board

FROM: Patricia Romo, Executive Director

DATE: June 10, 2019

SUBJECT: COLLEGE AND CAREER ADVANTAGE REVISED EMPLOYEE MANUAL

CURRENT SITUATION

The current CCA Employee Manual was originally written in 2013 and revised in 2016 to update the organization's name from South Coast ROP to College and Career Advantage.

The CCA Employee Manual is given to new employees with their new hire paperwork.

In reviewing the Employee Manual, it was determined that additional information and updates were necessary to keep the Manual current and up-to-date.

RECOMMENDATION

It is respectfully requested that the Governing Board review and consider approval of the revised College and Career Advantage Employee Manual.

COLLEGE AND CAREER ADVANTAGE

Employee Manual



College and Career Advantage
33122 Valle Road
San Juan Capistrano, CA 92675
www.CCAAdvantage.org
Revision June 2019

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COLLEGE AND CAREER ADVANTAGE
EMPLOYEE HANDBOOK

INTRODUCTION

Welcome to College and Career Advantage (CCA). You are joining a terrific team of educators who provide the highest quality service to our students and to the educational and business communities. We want to make your association with CCA rewarding for you and beneficial to the organization.

We are providing you with this Employee Handbook outlining policies, procedures and practices of the CCA to help you in your new job. CCA maintains high standards of which you should be aware.

Please take time to read the manual and become familiar with its contents. Not all details are contained in the manual, but it should help you to understand what you can expect from CCA and what CCA will expect from you. Further information about any topic covered can be obtained from Human Resources.

The Employee Handbook is used in conjunction with the Board Policy Manual, the Education Code, and state and federal laws governing employment. As there is constant change in our business, we reserve the right to change policies and procedures at any time. CCA will use reasonable attempts to notify you of any changes in the handbook; however, changes will be effective on dates determined by CCA and you may not rely on policies that have been superseded.

GOVERNANCE

College and Career Advantage is governed by a Board of Trustees consisting of three elected Board members from Capistrano Unified School District and two elected Board members from Laguna Beach Unified School District. Board members are appointed by their district to represent their district on the CCA Board.

MISSION STATEMENT

College and Career Advantage provides high-quality, relevant and engaging career technical education that prepares students for career and academic success.

VISION STATEMENT

College and Career Advantage will be recognized by educators, parents, the business community, and local legislators as the leading provider of career technical education for the Capistrano and Laguna Beach Unified Districts.

EMPLOYMENT CLASSIFICATION

For purposes of payroll administration and benefits entitlements under federal and state laws, employees are identified under the following classifications:

CLASSIFIED

Classified positions are filled with qualified persons consistent with position requirements. The primary role of classified personnel is to provide services that support and enhance CCA. Each classified staff member shall be held accountable for duties assigned to him/her and shall undergo regular performance evaluations. Classified employees are not required to hold a document authorizing specific kinds of service to students.

CLASSIFIED, MANAGEMENT

Employees who have significant responsibilities for implementing policy and/or administering approved programs but are not required to hold an Administrative or Supervision and Credential.

CERTIFICATED, TEACHERS

Employees are required to hold a Designated Subjects or a Career Technical Education Teaching Credential authorizing specific kinds of service to students as provided by regulation or statute. Certificated employees are not designated as permanent and continuation of employment is contingent upon an annual offer of employment. Certificated employees are required to keep their credential current.

CERTIFICATED, MANAGEMENT

Employees who have significant responsibilities for implementing policy and/or administering approved programs, and who *must* have an Administrative or Supervision/Coordination Credential. Certificated Management employees are required to keep their credential current.

EQUAL EMPLOYMENT OPPORTUNITY

College and Career Advantage is an equal opportunity employer. Employment decisions are based on such factors as ability to perform the job, qualifications, skills, dependability and reliability. CCA does not discriminate on the basis of sex, race, color, religious beliefs, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, or sexual orientation. CCA also prohibits retaliation against any CCA employee or job applicant who complains, testifies or in any way participates in the CCA's complaint procedures. Any CCA employee who engages or participates in unlawful discrimination, or who aids, abets, incites, compels or coerces another to discriminate, is in violation of CCA policy and is subject to disciplinary action, up to and including dismissal.

(cf. 4118 – Suspension/Disciplinary Action)

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

PERSONNEL RECORDS

CCA maintains personnel records for payroll administration and other important purposes. It is your responsibility to keep your records up to date. Please notify Human Resources of any change in address, emergency contact, or other applicable family or beneficiary information.

You have the right to review your personnel file in the presence of the Executive Director or his/her designee, with no loss of compensation to the employee, at the CCA office during regular office hours. If you wish to do so, contact Human Resources.

PROFESSIONAL STANDARDS OF CONDUCT

PROFESSIONAL STANDARDS

The Board of Trustees expects College and Career Advantage (CCA) employees to maintain the highest ethical standards, exhibit professional behavior, follow CCA policies and regulations, and abide by state and federal laws. Employee conduct should enhance the integrity of the CCA and advance the goals of the CCA's educational programs. Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities and should focus on his/her contribution to the learning and achievement of CCA students.

BP 4119.21(b)

4219.21

4319.21

(cf. 0200 - Goals for the CCA)

(cf. 4112.2 - Certification)

(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)

(cf. 4131/4231/4331 - Staff Development)

The Board encourages CCA employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

(cf. 2111 – Executive Director Governance Standards)

(cf. 9005 - Governance Standards)

Staff Conduct with Students

The Board expects all employees to exercise good judgment and maintain professional standards and boundaries when interacting with students both on and off school property. Inappropriate employee conduct shall include, but not be limited to, engaging in harassing or discriminatory behavior; engaging in inappropriate socialization or fraternization with a student; soliciting, encouraging, or establishing an inappropriate written, verbal, or physical relationship with a student; furnishing tobacco, alcohol, or other illegal or unauthorized substances to a student; or engaging in child abuse.

(cf. 0410 - Nondiscrimination in CCA Programs and Activities)
(cf. 4040 - Employee Use of Technology)
(cf. 5131 - Conduct)
(cf. 6163.4 - Student Use of Technology)

An employee who observes or has evidence of inappropriate conduct between another employee and a student shall immediately report such conduct to the program administrator or Executive Director or designee. An employee who has knowledge of or suspects child abuse shall file a report pursuant to the CCA's child abuse reporting procedures as detailed in AR 5141.4 - Child Abuse Prevention and Reporting.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

Any employee who is found to have engaged in inappropriate conduct with a student in violation of the law or this policy shall be subject to disciplinary action.

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

Legal Reference:

EDUCATION CODE
200-262.4 Prohibition of discrimination on the basis of sex
PENAL CODE
11164-11174.4 Child Abuse and Neglect Reporting Act
CODE OF REGULATIONS, TITLE 5
80331-80338 Rules of conduct for professional educators

Management Resources:

COUNCIL OF CHIEF STATE SCHOOL OFFICERS PUBLICATIONS
Standards for School Leaders, 1996
NATIONAL EDUCATION ASSOCIATION PUBLICATIONS
Code of Ethics of the Education Profession, 1975
WEB SITES
CSBA: <http://www.csba.org>
Association of California School Administrators: <http://www.acsa.org>
California Department of Education: <http://www.cde.ca.gov>
California Federation of Teachers: <http://www.cft.org>
California School Employees Association: <http://www.csea.com>
California Teachers Association: <http://www.cta.org>
Commission on Teacher Credentialing: <http://www.ctc.ca.gov>
Council of Chief State School Officers: <http://www.ccsso.org>

CODE OF ETHICS OF THE EDUCATION PROFESSION**Preamble**

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurturing of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

Principle I. Commitment to the Student

The educator strives to help each student realize his/her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning
2. Shall not unreasonably deny the student access to varying points of view
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety
5. Shall not intentionally expose the student to embarrassment or disparagement
6. Shall not on the basis of race, color, creed, gender, national origin, marital status, political or religious beliefs, family, social, or cultural background, or sexual orientation, unfairly:

- a. Exclude any student from participation in any program
 - b. Deny benefits to any student
 - c. Grant any advantage to any student
7. Shall not use professional relationships with students for private advantage
8. Shall not disclose information during professional service unless disclosure serves a compelling professional purpose or is required by law

Principle II. Commitment to the Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation of the profession, the educator:

1. Shall not in any application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications
2. Shall not misrepresent his/her professional qualifications
3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position
5. Shall not assist a non-educator in the unauthorized practice of teaching
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law
7. Shall not knowingly make false or malicious statements about a colleague

8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action

Source: National Education Association, 1975

COMPLIANCE WITH LAWS AND ETHICAL CONDUCT

The Board of Trustees expects CCA employees to maintain the highest ethical standards, to follow CCA policies and regulations, and to abide by state and federal laws. Employee conduct should enhance the integrity of the CCA and the goals of the educational program.

USE OF TECHNOLOGY AND INTERNET ACCESS

Computers, software, and any other information technology provided to eligible employees by the CCA are for job-related or other approved use only. The specific guidelines regarding use and the agreement to comply with these guidelines are provided in the New Hire Packet.

DRUG AND ALCOHOL-FREE WORKPLACE

It is a violation of Governing Board policy for any employee at a CCA workplace to unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance. A notice concerning the CCA's status as a drug and alcohol-free workplace is included in the New Hire Packet.

SEXUAL HARASSMENT

The Governing Board prohibits sexual harassment in the working environment of CCA employees or applicants by any person in any form. Employees who permit or engage in such harassment may be subject to disciplinary action up to and including dismissal.

Any employee or applicant who feels that he/she or another individual at CCA is being sexually harassed should immediately contact his/her supervisor or the Executive Director or his/her designee to obtain procedures for reporting a complaint. Any supervisor who receives a

harassment complaint shall notify the Executive Director or his/her designee, who shall ensure that the complaint is appropriately investigated. The CCA prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. A notice concerning what constitutes sexual harassment is included in the New Hire Packet.

CHILD ABUSE REPORTING

Section 11166 of the Penal Code requires any child care custodian, health practitioner, employee of a child protective agency or child visitation monitor who has knowledge of or observes a child in his/her professional capacity or within the scope of his/her employment whom he/she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

SAFE WORK ENVIRONMENT

CCA is committed to maximizing employee safety and believes that safety is every employee's responsibility. Working conditions and equipment shall be maintained in compliance with standards prescribed by federal, state and local laws and regulations.

No employee shall be required or permitted to be in any place of employment which is unsafe or unhealthy.

CCA expects all employees to use safe work practices and to correct any unsafe conditions that may occur. If an employee is unable to correct an unsafe condition, he/she shall immediately report the problem to the Executive Director.

The Executive Director or designee shall promote safety and correct any unsafe work practice through education, training and enforcement.

A copy of the CCA's Board Policy on employee safety is included in the New Hire Packet.

EMPLOYEE ACCIDENTS OR INJURIES

You are covered by Workers' Compensation insurance while on duty. No matter how insignificant an on-the-job injury may seem when it occurs, notify your supervisor immediately. Additional information on procedures regarding reporting and dealing with injuries is provided in the New Hire Packet.

WORKING AT COLLEGE AND CAREER ADVANTAGE

HOURS/SCHEDULE/OVERTIME

The normal office hours for (CCA) are based on the needs of our students and our classes. Your immediate supervisor will let you know what times you are expected to be present for work.

Full-time classified employees may be asked by their supervisor to work overtime to accommodate the needs of the CCA. Overtime must be authorized in advance. This overtime may be compensated at the rate of one and one-half (1.5) times your current rate of pay or taken as compensatory time off at one and one-half (1.5) times the total time worked. Overtime shall be considered any time worked over an 8-hour day or a 40-hour week unless the CCA is on a flexible workweek schedule such as the 4-10 workweek schedule. In this case, overtime would be considered any time worked over the scheduled workday, or over 40 hours for the week.

AT-WILL STATUS

Except if otherwise provided in writing by College and Career Advantage (CCA), all employees of CCA are employed "at-will," meaning that employment may be terminated by CCA or by the employee at any time, with or without notice, and with or with cause.

Instructors

No certificated person shall gain permanent status or receive tenure at College and Career Advantage (CCA). Certificated service by an employee with CCA is not counted toward the attainment of, or eligibility for, classification as a permanent CCA employee. Unless otherwise stated in writing from the Executive Director or his/her designee, certificated personnel serve at the will of the Board of Trustees at all times.

A CCA certificated employee who has been assigned to teach a particular course during one semester and/or school year does not, by way of such assignment, attain any right to teach the same course in the following semester and/or school year. Assignment of an instructor to teach a certain course shall be entirely within the discretion of the Executive Director or his/her designee. This policy is not applicable to any certificated employee of a participating school district on

assignment as an instructor of CCA. However, CCA may still manage, control, and otherwise impose discipline on such persons working for CCA in any capacity.

Legal Reference:

EDUCATION CODE

44911-44913 *Service not computed in eligibility for permanent status*

44917-44921 *Status of substitute or temporary employee*

44929.28 *Employment by another district*

44930-44988 *Resignations, dismissals and leaves of absence, especially:*

44948.2 *Election to use provisions of Section 44948.3*

ATTENDANCE

Your attendance and punctuality are essential job functions for which you are responsible. Non-teaching staff unable to work because of illness or other personal reasons, must notify their supervisor with as much notice as practical in the circumstances prior to starting time on each day of absence. Teachers should follow specific directions provided by the instructional division. If you do not provide proper notice on a timely basis, your absence will be considered unexcused. If an absence is anticipated, a Request for Time Off should be submitted to your supervisor for approval with as much lead time as possible. You will be asked to complete this form immediately upon your return to work if the sick leave, personal necessity or other reason for your absence was not anticipated. Before returning to work, if you have been absent for surgery, hospitalization or extended medical treatment, you may be asked to submit a letter from your physician stating that you are able to return to work and list any workrestrictions. The Executive Director or his/her designee may require additional written verification by your physician or practitioner whenever your absence record shows chronic absenteeism or a pattern of absences before or after weekends and/or holidays. CCA also reserves the right, at CCA's expense, to have you submit to an examination by a physician of CCA's choice.

MEAL TIME AND BREAKS

Unless otherwise scheduled by CCA, the timing of meals and other permitted breaks should be coordinated by employees with their supervisors and co-workers. These breaks are not to exceed

the amount of time the CCA has designated.

WORK RULES

CCA has established some work rules applicable to all employees that supplement the school laws of the state, regulations of the State Board of Education and the CCA Governing Board policies. These rules include but are not limited to the following employee obligations and responsibilities.

1. All employees shall keep accurate records. Certificated employees' record keeping shall include but not be limited to student attendance, student progress, student discipline, etc.
2. All employees shall complete and submit timely projects, reports and forms as directed by their supervisor.
3. No employee shall release any information or records designated by law or CCA as confidential to any person or organization except as provided for in CCA policy governing the release of such material.
4. All employees are required to report all accidents involving the employee or students to their supervisor immediately.
5. No employee shall administer corporal punishment to any student.
6. All employees shall comply with all policies and procedures of the CCA Governing Board.

DRESS AND GROOMING

Appropriate dress and grooming by CCA employees contribute to a productive learning environment and model positive behavior. During school hours and at school activities, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and not endanger the health or safety of employees or students. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor. Employees may be sent home if their appearance is deemed inappropriate. You are encouraged to discuss this issue with your supervisor if you need further guidelines.

EVALUATION/SUPERVISION

CCA recognizes that appropriate supervision and regular, comprehensive evaluations can help employees to continually improve in the performance of their responsibilities. Evaluations shall be made in accordance with procedures based on job-specific standards of performance. Evaluations shall be used to recognize the exemplary skills and accomplishments of staff and to identify areas needing improvement. When the evaluation indicates areas needing improvement, CCA expects employees to accept responsibility and take initiative to improve their performance. Evaluations are kept as part of your permanent personnel file.

DISCIPLINARY AND CORRECTIVE ACTION

Employees may be disciplined for inappropriate conduct in connection with their employment. Discipline can include warnings, suspension, demotion, or dismissal. Disciplinary procedures are explained in the Board Policy Manual available in Human Resources. In accordance with CCA Policy, the following are examples of the type of behavior that could result in corrective action. This list is not exhaustive, but rather illustrates examples of the behavior for which employees can be disciplined, up to and including discharge.

1. Falsifying any information supplied to the CCA, including but not limited to, information supplied on application forms, employment records, or any other CCA records.
2. Incompetency.
3. Inefficiency.
4. Neglect of duty: inattention to or dereliction of duty.
5. Insubordination.
6. Dishonesty.
7. Drinking alcoholic beverages while on duty or in such proximity to your work site as to cause any detrimental effect upon your performance, or upon employees associated with you, or the CCA.

8. Possessing or being under the influence of a controlled substance or any alcoholic beverage at work or during work time or furnishing a controlled substance or alcoholic beverage to a minor at any time.
9. Conviction or a felony, conviction of any sex offense made relevant by provisions of law, or conviction of a misdemeanor which is of a nature as to adversely affect your ability to perform the duties and responsibilities of your position. A plea or verdict of guilty, or a conviction following a plea of nolo contendere, is deemed to be a conviction for this purpose.
10. Absence without leave, including abandonment of position (absence of three or more consecutive workdays without contacting the CCA).
11. Excessive absenteeism.
12. Abuse of any leave privileges.
13. Immoral conduct.
14. Discourteous treatment of the public, students or other employees.
15. Improper political activity.
16. Willful disobedience.
17. Misuse of CCA property.
18. Violation of CCA, Board or departmental rule, policy, or procedure.
19. Failure to possess or keep in effect any license, certificate, or other similar requirement specified in the employee's class specification or otherwise necessary for the employee to perform the duties of the position.
20. Refusal to take and subscribe any oath or affirmation which is required by law in connection with his/her employment.
21. A physical or mental disability which precludes the employee from the proper performance of his/her duties and responsibilities as determined by competent medical authority, except as otherwise provided by a contract or by law regulating the retirement of employees.
22. Unlawful retaliation against any other CCA officer or employee or member of the public who, in good faith, reports, discloses, divulges, or otherwise brings to the attention of any appropriate authority any information relative to an actual or suspected violation of state or federal law occurring on the job or directly related thereto.

- 23. Any other failure of good behavior either during or outside duty hours which is of such nature that it causes discredit to the CCA or his/her employment.
- 24. Theft or other misappropriation of property or funds belonging to the CCA, any employee of the CCA, any member of the public on CCA grounds or at a CCA activity.
- 25. Discrimination, including harassment, based on race, religious creed, color national origin, ancestry, physical handicap, marital status, sex, age or any other legally protected classification against students, the public, or other employees while acting in the capacity of a CCA employee.

COMPLAINTS

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

CCA prohibits retaliation against complaints. The Executive Director or designee may keep a complainant's identity confidential, except to the extent necessary to investigate the complaint.

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

SEPARATION OF EMPLOYMENT

Employees should provide written notice of resignation to the Executive Director. The last date of paid service shall be the effective date of the resignation. Employees must return all CCA property in their possession prior to the last date worked.

CLASSIFIED RETIREMENT

CCA offers enrollment in the Public Employees Retirement System (PERS) for classified employees. To qualify for membership, you must work half-time or more. You will continue to be a member until you end your PERS membership. As a member of PERS, you and the CCA each contribute a specific percentage into the fund in your name. You are vested in PERS after five (5)

years of paid service. See Human Resources for more information.

CERTIFICATED RETIREMENT

CCA offers enrollment in the State Teachers Retirement System (STRS) for certificated employees. You automatically qualify for membership if you work 60 or more hours per month. You have the option to enroll even if you do not qualify by hours worked. You will continue to be a member until you end your STRS membership. As a member of STRS, you and the CCA each contribute a specific percentage into the fund in your name. You are vested in STRS after five (5) years of paid service. See Human Resources for more information.

SOCIAL SECURITY

CCA employees do not pay into Social Security if they are enrolled in either PERS or STRS. Employees who are not covered by these retirement systems do pay into Social Security, with the CCA and the employee each contributing the percentage required by federal law.

PAYROLL ADMINISTRATION

COMPENSATION SYSTEM

The compensation system pertains to all job classifications, both certificated and classified. The Salary Schedules include appropriate job titles and salary range assignments. The Classified Salary Schedule displays entry-level hourly and monthly pay rates as well as maximum hourly and monthly rates based on 260 days of service. The Instructor Salary Schedule sets forth minimum and maximum hourly rates. The Certificated Management and Classified Management Salary Schedules set forth minimum and maximum annual salaries.

Upon employment by CCA, initial salary placement in all categories of service is based on training, education and related experience. The Executive Director determines the initial placement in the appropriate classification. Salary Schedules are subject to review and revision by the Governing Board. The current Salary Schedules are available in Human Resources.

PAYDAYS

Paydays are different for different classifications of employees.

Certificated: Paid on the last working day of the month in which duties were performed.

Classified: Paid on the tenth of the month (or the working day closest to the tenth) following the month in which duties were performed.
Classified employees may elect to receive a mid-month pay advance payable on the 25th of the month. The mid-month pay advance cannot exceed 50% of monthly salary.

PAYROLL DEDUCTIONS

The CCA is required to withhold applicable federal, state, and local income and payroll taxes from

your pay, including Medicare. Also withheld are retirement deductions for STRS, PERS, or Social Security, depending on your enrollment. You may elect to authorize other withholdings from your pay for optional benefits, professional organization membership dues, tax-deferred savings, etc. When required by court orders in garnishment proceedings, the CCA is required to withhold other applicable amounts.

DIRECT DEPOSIT

Direct deposit of your paycheck into your credit union or financial institution is available through payroll. You are highly encouraged to take advantage of this option to eliminate any mail-related delays in receiving your pay.

ADMINISTRATIVE PAY CORRECTIONS

CCA reserves the right to correct any payroll mistakes or inaccuracies. Report any inaccuracies to your supervisor. If the result of the error is an overpayment to you, you are responsible for reimbursing the CCA. If the result is an underpayment, CCA will pay you the shortfall.

FINAL PAY

When your employment ends, your final pay will be paid on the next regularly scheduled pay date, unless otherwise required by law.

TRAVEL EXPENSES

It is CCA policy to reimburse employees for authorized and reasonable expenses incurred on CCA business. This procedure applies to all CCA personnel with specific advance authorization.

All employees are responsible for compliance with this procedure. Each employee is expected to assume responsibility for limiting expenditures to the minimum amount required for the satisfactory accomplishment of CCA objectives.

MILEAGE REIMBURSEMENT

Employees whose positions, by nature of their responsibilities, must use personal cars to travel

outside the CCA area to carry out their function and/or assigned by the Executive Director or his/her designee to attend conferences/workshops/meetings, shall be reimbursed at the CCA rate approved by Internal Revenue Service.

1. Mileage for travel during regularly scheduled work hours to a conference, workshop or meeting commencing at the employee's place of residence, will be allowed for the shorter distance from his residence or his regular work location.
2. Mileage for travel outside regularly scheduled work hours to a conference, workshop or meeting will be allowed from the employee's place of residence.
3. Total daily mileage shall be reported on the Mileage Claim form indicating mileage between points. When mileage is claimed for more than one trip in a day, each work location shall be listed in the sequence of the travel schedule.

CONFERENCE/WORKSHOPS/MEETING REIMBURSEMENT

Employees will be reimbursed for required, authorized legal expenses at conferences and workshops if their attendance has the prior authorization of the Executive Director or his/her designee.

Receipts are required for meals, transportation, lodging, parking, and registration fees. If receipts are not submitted, the expense will not be reimbursed. Additionally, every effort should be made to obtain and submit receipts for taxi and/or shuttle services.

1. No reimbursable personal expenses are:
 - a. Entertainment
 - b. Room Service
 - c. Laundry/Dry Cleaning
 - d. Valet Service
 - e. Baby Sitting
 - f. Spouse Expenses
 - g. Alcoholic Beverages
2. Conference, Workshop and Meeting expense reports must be submitted promptly upon

3. return to CCA. Receipts should be attached to the back of the expense report in chronological sequence by type of expense.

APPROVALS

Conference requests should be submitted through the employee's immediate supervisor.

Final approval is required by the Executive Director or his/her designee.

HEALTH AND WELFARE BENEFITS

ANNUAL HEALTH AND WELFARE BENEFITS

CCA provides an excellent package of employee benefit programs for its eligible employees and their dependents. Complete details of insurance plans are contained in materials provided to eligible employees upon employment, and to all eligible employees annually at the CCA's enrollment period. Employees who work less than 50%, or who are hired as substitutes, temporary or short-term employees are not eligible for health and welfare benefits.

ELIGIBILITY REQUIREMENTS

Classified employees who are employed 40 hours per week and certificated employees who are employed 30 hour per week per semester during the regular school year will be eligible to participate in CCA group health insurance with a co-payment schedule as determined annually by the CCA Governing Board. Part-time classified employees working a minimum 20 hours per week and part-time certificated employees working a minimum of 15 hours per week who wish to participate in the group health insurance program can do so on a pro rata basis in relation to actual hours worked. Classified employees covered under the plan who drop below the 20-hour qualification level and certificated employees who drop below the 15-hour qualification level are no longer eligible for coverage by the organization.

CCA contributions toward employee group medical, dental, vision, and life insurance plans are determined annually by the CCA Governing Board. Contributions by CCA employees toward medical, dental, vision, and life insurance plans will be determined annually by the CCA Governing Board in consultation with CCA management.

The eligible employee's dependents may be enrolled in the group health insurance program under the requirements and terms established by the insurance plan carrier.

For purposes of granting benefits pursuant to state law, a registered domestic partner and his/her student shall have the same rights, protections, and benefits as a spouse and spouse's student.

Retired employees, other employees who would otherwise lose coverage due to a qualifying event specified in law and administrative regulation, and their qualified beneficiaries may continue to participate in the CCA's group health and welfare benefits in accordance with state and federal law. To receive continuation coverage, covered employees and their qualified beneficiaries shall pay the premiums, and other charges, including any increases in premiums, and costs incurred by the CCA in administering this program in accordance with current medical provider and contract/resolution.

In addition to the CCA-paid plans, employees may choose from the following optional plans at their own expense:

- Supplemental Life Insurance
- Permanent Portable Life Insurance
- Section 125 Dependent Day Care FSA and Unreimbursed Medical Accounts
- Disability Income Insurance
- Cancer Insurance
- Tax-Deferred Retirement Savings
- Accident Only Insurance

The list of these optional plans may be reduced or increased each year. To obtain additional information, contact Human Resources.

MEDICAL COVERAGE FOR RETIREES

Any former employee, eligible for health and welfare benefits, who retired from CCA under any public retirement system and his/her spouse/domestic partner, shall be permitted to enroll in the health plan currently provided for employees. The plan also shall be available to any surviving spouse/domestic partner of a former employee who either retired from CCA within 120 days of separation from the CCA or was, at the time of death, employed by CCA and a member of the State Teachers' Retirement System or the Public Employees' Retirement System. Any eligible

retired employee or surviving spouse/domestic partner shall be allowed to enroll in the coverage if the employee has five years of service with CCA and is 55 years of age or older.

STATE UNEMPLOYMENT INSURANCE

This program is entirely funded by employers in California. The program provides weekly benefits if you become unemployed through no fault of your own or due to circumstances described in the law.

WORKERS' COMPENSATION INSURANCE

CCA carries insurance to cover the cost of work-related injury or illness. Benefits help pay for your medical treatment and part of any income you may lose while recovering. Specific benefits are covered by law. To be assured of maximum coverage, you must report any work-related accident to your supervisor immediately so a timely claim can be filed.

CREDIT UNION

Employees and their families may become members of the SchoolsFirst Federal Credit Union. This credit union is specifically for the educational community, and their employees are involved in many school district activities. The credit union works closely with the CCA's Accountant and the Human Resources Department. A list of branches and information about joining can be found in either area.

The credit union also acts as program administrator for the CCA's Tax Sheltered Retirement Savings plans which are listed in the optional benefits CCA offers. As a school employee, you are eligible for several different avenues to save for retirement with pre-tax dollars. Both 457 and 403b plans are available to you. See Human Resources for SchoolsFirst Federal Credit Union contacts who can help you enroll in these valuable plans

LEAVES/VACATION/HOLIDAYS

SICK LEAVE

Full-time instructors are entitled to 10 days of sick leave for personal illness or injury per school year with full pay. Instructors working less than 30 hours per week shall be granted comparable sick leave in proportion to the time they work.

Certificated management is entitled to one day of sick leave per month worked for the period of July 1 to June 30. Certificated management working less than 12 months, or less than 40 hours per week, shall be granted comparable sick leave in proportion to the time they work.

Classified employees working 40 hours per week shall accrue sick leave at the rate of eight hours per month of service. Classified employees working less than 40 hours per week shall be granted comparable sick leave in proportion to the time they work.

An employee may take leave for personal illness or injury at any time during the year, even if credit for such leave has not yet been accrued. However, newly hired classified employees shall not be entitled to more than six days of such leave until he/she has completed six months of active service with CCA.

Unused days of personal illness or injury leave shall be accumulated from year to year without limitation. An employee who does not complete a given year of service shall be charged for any unearned personal illness or injury leave used as of the date of termination.

CERTIFICATED: SICK LEAVE BEYOND 10 DAYS

When a certificated instructor has exhausted all available sick leave, including all accumulated sick

leave, and continues to be absent from his/her duties due to illness or accident for an additional period up to five school months, the employee shall receive his/her regular salary minus the actual cost of a substitute to fill the position. If CCA has made every reasonable effort to secure the services of a substitute and has been unable to do so, the amount that might have been paid to a substitute shall be deducted from the employee's salary.

The sick leave, including accumulated sick leave, and the five-month period shall run consecutively.

Any certificated employee shall not be provided more than one five-month period per illness or accident. However, if the school year ends before the five-month period is exhausted, the employee may take the balance of the five-month period in a subsequent school year.

CLASSIFIED: EXTENSION OF LEAVE

After all earned sick leave days at full pay have been used and additional absence due to prolonged illness or injury is necessary, the classified employee is entitled to a maximum of 100 days, compensated at 50 percent of the employee's regular salary, inclusive of accumulated sick days. The Governing Board may approve additional leave, paid or unpaid, not to exceed six months. The Governing Board may renew the leave of absence, paid or unpaid, for two additional six month periods, not to exceed 18 months.

If the employee is still unable to resume his/her duties after all available paid and unpaid leaves have been exhausted, the employee shall be placed on a reemployment list for a period of 39 months. If during this time the employee becomes able to resume the duties of his/her position, he/she shall be reemployed in the first vacancy in the classification of his/her previous assignment. The employee's reemployment shall take preference over all other applicants except those laid off for lack of work or lack of funds, in which case the employee shall be ranked according to his/her seniority.

FAMILY CARE AND MEDICAL LEAVE

Up to 12 weeks of unpaid leave per year are available to eligible employees for family care and medical needs. This leave may be requested for the following reasons:

1. Because of the birth of a child of the employee or placement of a child with the employee in connection with the employee's adoption or foster care of the child.
2. To care for the employee's child, parent, or spouse with a serious health condition.
3. Because of the employee's own serious health condition that makes him/her unable to perform one or more essential functions of his/her position, except that CFRA leave shall not cover an employee's disability on account of pregnancy, childbirth, or related medical conditions.
4. Because of any qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a covered military member on covered active duty (or has been notified of an impending call or order to covered active duty).
5. To care for a covered service member with a serious injury or illness if the employee is the spouse, child, parent, or next of kin, as defined, of the service member.

The requirements under the Family Care and Medical Leave Act should be discussed with Human Resources.

PERSONAL NECESSITY LEAVE

Employees may use up to seven days of their accrued personal illness/injury leave during each fiscal year for reasons of personal necessity while on duty. Acceptable reasons for use of Personal Necessity Leave include: death of a member of the employee's immediate family when the number of the days of absence exceed the limits set by Bereavement Leave provisions; an accident involving the employee's person or property or the person or property of a member of the employee's immediate family; a serious illness of a member of the employee's immediate family; an employee's appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or other order; fire, flood or other immediate danger to the home of the employee; and personal business of a serious nature which the employee cannot disregard.

At the discretion of the Executive Director or designee, leave for personal necessity may be granted for other reasons. However, no such leave shall be granted for purposes of personal convenience, for the extension of a holiday or vacation, or for matters which can be taken care of outside of working hours. The Executive Director or designee shall have final discretion as to whether a request reflects personal necessity.

The employee shall request advance permission for personal necessity leave, except in urgent situations such as the death or serious illness of a member of the immediate family or an accident involving the employee's person or property, or the person or property of a member of the immediate family.

LEAVE FOR LEGAL AND CIVIC DUTIES

Classified employees called for jury duty shall be granted leave with pay up to the amount of the difference between the employee's regular earnings and any amount received for jury fee.

Certificated employees also shall be granted leave for jury duty with pay up to the amount of the difference between the employee's regular earnings and any amount received as juror's fees.

Employees shall be granted leaves to appear in court as witnesses other than litigants or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the employee. Such employees shall receive pay up to the amount of the difference between the employee's regular earnings and any amount received for witness fees.

An employee may take time off work in order to:

1. Serve on an inquest jury or trial jury.
2. Comply with a subpoena or other court order to appear as a witness.

Notices, summons, and subpoenas for court appearances shall be submitted to the CCA office when requesting leave.

BEREAVEMENT LEAVE

Employees are entitled to a leave up to three days, or five days if out-of-state travel is required, upon the death of any member of the employee's immediate family. No deduction shall be made from the employee's salary, nor shall such leave be deducted from any other leave to which the employee is entitled.

Members of the immediate family shall include: the mother, father, grandmother, grandfather, or grandchild of the employee or the employee's spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister; or any relative living in the employee's immediate household.

MILITARY LEAVE

Military leave shall be granted in accordance with applicable state and federal law to employees performing military duties on a voluntary or involuntary basis in a uniformed service, including active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, examination to determine fitness for duty, and performance of funeral honors duty.

An employee who needs to be absent from CCA to fulfill his/her military service shall provide advance written or verbal notice to the Executive Director or designee, unless the giving of such notice is precluded by military necessity or is otherwise impossible or unreasonable.

INDUSTRIAL ACCIDENT OR ILLNESS LEAVE

In each fiscal year, allowable leave for certificated employees for any single industrial accident or illness shall be for 60 days during which the schools of CCA are in session or when the employee would otherwise have been performing work for the CCA.

Leave of absence for industrial accidents or illnesses shall be provided to classified employees who have served in the CCA continuously for at least three years. In each fiscal year, allowable leave for any single industrial accident or illness shall be for 60 working days.

Allowable industrial accident/illness leave shall not accumulate from year to year. See Human Resources for details regarding this type of leave.

EXTENDED SICK LEAVE

When an employee has exhausted all sick leave and all other available paid leave and continues to be absent due to the same accident or illness, the employee shall be granted extended sick leave at 50%, or one-half pay, for up to five months. The sick leave, including all other paid leave, and the five-month period at the 50% differential, shall run consecutively. Differential pay is applicable to long-term illness only; daily or short-term illness will result in non-paid medical leave.

VACATION

All vacation requests will be reviewed and approved or not approved by the immediate supervisor prior to the date(s) requested by the employee.

Vacations are to be arranged to provide for the maximum efficiency of the operations at all times and are to be taken during the year earned. An employee may request approval from the Executive Director or designee to carry over a maximum of 10 days vacation. Approved carry-over vacation time must be used during the subsequent 12 months. Upon termination, employees are entitled to payment for allowable unused vacation at the same rate of pay at which it was earned.

Vacation benefits vary for different classes of employees as follows:

Management shall work a 12 month year, unless otherwise determined by action of the Board. Upon initial employment, management shall be entitled to 15 vacation days for the first employment year. Upon each successive year, one additional day shall be accrued to a maximum of 22 days. Management shall work the same calendar year as full-time classified staff.

Employees in positions not requiring certification nor designated as management shall accrue vacation as follows:

1. After the first year of service, employees shall receive one full day of vacation per month of service.
2. Employees working less than full-time, or less than 12 months, shall accrue vacation on a prorated basis.

After five complete years of service, 12 month employees shall receive three extra days of vacation per year to a maximum under this section of 15 days.

Employees working less than 12 months will have extra days of vacation prorated for the number of months of service:

11 month employees	13.75 days
10 month employees	12.50 days
9 month employees	11.25 days

An additional one day of vacation will be granted for each four month period that illness or injury absence benefits (including personal necessity leave) have not been used. These additional days are intended to be used during the school year that they are granted. Upon approval by the Executive Director or designee, they may be carried over as part of the 10 allowable carry-over days. However, all carry-over vacation time must be used during the subsequent 12 months. Employees working less than full-time, or less than 12 months, shall accrue vacation days on a prorated basis.

HOLIDAYS

HOLIDAYS

Employees not designated as instructors shall be entitled to the following paid holidays provided they are in paid status during any portion of the working day immediately preceding or succeeding the holiday:

- New Year's Day
- Dr. Martin Luther King, Jr. Day
- Lincoln Day Holiday
- Washington Day Holiday
- Spring Break (one day of the school break week)
- Memorial Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

And any other day appointed by the President or by the Governor of California as a day of public fast, thanks giving, holiday, or any other day designated as a holiday by the CCC Governing Board.

COLLEGE AND CAREER ADVANTAGE

Memorandum

TO: CCA Governing Board

FROM: Patricia Romo, Executive Director

DATE: June 10, 2019

SUBJECT: 2019-20 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 2019-20.

**COLLEGE AND CAREER ADVANTAGE****2019-2020 SCHOOL CALENDAR**

INDEPENDENCE DAY HOLIDAY	Thurs., July 4, 2019
Fall Semester Begins (CCA, CUSD)	Tues., Aug. 20, 2019
Fall Semester Begins (LBUSD)	Mon., Aug. 26, 2019
LABOR DAY HOLIDAY	Mon., Sept. 2, 2019
Pupil Free Day (CUSD)	Fri., Nov. 1, 2019
VETERANS DAY HOLIDAY	Mon., Nov. 11, 2019
Thanksgiving Recess (CCA & CUSD)	Mon. - Fri., Nov. 25-29, 2019
Thanksgiving Recess (LBUSD)	Wed. - Fri., Nov. 27-29, 2019
THANKSGIVING HOLIDAYS	Thurs. & Fri., Nov. 28 & 29, 2019
Last Day of Fall Semester (CCA & CUSD)	Thurs., December 19, 2019
Pupil Free Day (CCA & CUSD)	Fri., December 20, 2019
Last day of Fall Semester (LBUSD)	Fri., Dec. 20, 2019
Winter Recess (CCA, CUSD & LBUSD)	Mon.- Fri., Dec. 23, 2019 - Jan. 3, 2020
CHRISTMAS HOLIDAYS (CCA)	Tues. & Wed., Dec. 24 & 25, 2019
NEW YEAR'S HOLIDAYS (CCA)	Tues. & Wed., Dec. 31, 2019 & Jan. 1, 2020
School Resumes (CCA, CUSD & LBUSD)	Mon., Jan. 6, 2020
Pupil Free Day (LBUSD)	Mon., Jan. 6, 2020
Spring Semester Begins (CCA, CUSD & LBUSD)	Mon., Jan. 7, 2020
DR. MARTIN LUTHER KING, JR. HOLIDAY	Mon., Jan. 20, 2020
PRESIDENTS' DAYS HOLIDAY (CCA & CUSD)	Fri. & Mon., Feb. 14 & 17, 2020
LBUSD Mid-Winter Recess (pertains <u>only</u> to classes held at LBHS)	Mon. - Fri., Feb. 17-21, 2020
Pupil Free Day (LBUSD)	Fri., Mar. 13, 2020
Spring Recess (CCA, CUSD, LBUSD)	Mon. - Fri., Apr. 6-10, 2020
SPRING HOLIDAY (LBUSD)	Mon., Apr. 6, 2020
SPRING HOLIDAY (CCA, CUSD)	Fri., Apr. 10, 2020
MEMORIAL DAY HOLIDAY	Mon., May 25, 2020
Last day of Spring Semester (CCA & CUSD)	Thurs., June 4, 2020
Last day of Spring Semester (LBUSD)	Thurs., June 11, 2020

COLLEGE AND CAREER ADVANTAGE

Memorandum

TO: CCA Governing Board

FROM: Patricia Romo, Executive Director

DATE: June 10, 2019

SUBJECT: RESOLUTION #08-18/19 - SALARY SCHEDULES FOR 2019-20

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 30th.

For the upcoming fiscal year, the 2018-19 salary schedules and salary ranges for certificated and classified employees will move forward and become the 2019-20 salary schedules (see Exhibits A-D)

RECOMMENDATION

It is respectfully recommended that the Governing Board consider adoption of Resolution #08-18/19.

COLLEGE AND CAREER ADVANTAGE

RESOLUTION #08-18/19

SALARY SCHEDULES FOR 2019-20

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 2018-19 salary schedules and salary ranges for certificated and classified employees for the new fiscal year beginning July 1, 2019;

NOW, THEREFORE, BE IT RESOLVED that the Governing Board adopts salary schedules for certificated and classified employees for the 2019-20 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 2018-19 school year, and that the salaries and wages shall be effective on or after July 1, 2019, 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 the said Board at a meeting thereof held on the 17th day of June, 2019.

IN WITNESS OF THE ABOVE STATED ACTION, I have hereunto set my hand this 17th day of June, 2019.

Secretary

COLLEGE AND CAREER ADVANTAGE

COMPENSATION OF EMPLOYEES
2018-2019

I. Salary Schedule for Instructors

Step	Hourly
1	35.30
2	36.40
3	37.52
4	38.69
5	39.88
6	41.16
7	42.38
8	43.73
9	44.99
10	46.42
11	47.90
12	49.38
13	50.89
14	51.55

Longevity Increases 2%	
Years	Hourly
15	52.55
20	53.62
25	54.72

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

CLAA

COLLEGE AND CAREER ADVANTAGE

COMPENSATION OF EMPLOYEES
2018-2019

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	1,793	10.35	1,883	10.86	1,977	11.40	2,074	11.97	2,178	12.57	2,288	13.20	2,402	13.86
2	1,838	10.60	1,929	11.13	2,026	11.69	2,126	12.26	2,233	12.88	2,345	13.53	2,462	14.20
3	1,884	10.87	1,978	11.41	2,075	11.97	2,179	12.57	2,289	13.20	2,404	13.87	2,524	14.56
4	1,930	11.14	2,027	11.69	2,127	12.27	2,234	12.89	2,346	13.54	2,463	14.21	2,586	14.92
5	1,979	11.42	2,076	11.98	2,182	12.59	2,290	13.21	2,405	13.88	2,525	14.56	2,651	15.30
6	2,028	11.70	2,129	12.28	2,235	12.89	2,347	13.54	2,465	14.22	2,587	14.93	2,718	15.68
7	2,079	11.99	2,183	12.59	2,292	13.22	2,406	13.88	2,526	14.57	2,652	15.30	2,785	16.07
8	2,130	12.29	2,237	12.91	2,348	13.55	2,467	14.23	2,588	14.93	2,719	15.69	2,855	16.47
9	2,184	12.60	2,293	13.23	2,407	13.89	2,528	14.58	2,655	15.32	2,787	16.08	2,926	16.88
10	2,238	12.91	2,349	13.55	2,468	14.24	2,591	14.95	2,721	15.70	2,856	16.48	3,000	17.31
11	2,295	13.24	2,409	13.90	2,530	14.59	2,656	15.33	2,788	16.09	2,928	16.89	3,074	17.73
12	2,351	13.57	2,469	14.24	2,593	14.96	2,722	15.71	2,859	16.50	3,001	17.32	3,151	18.18
13	2,410	13.91	2,531	14.60	2,658	15.34	2,789	16.09	2,929	16.90	3,076	17.74	3,230	18.64
14	2,471	14.26	2,595	14.97	2,723	15.71	2,860	16.50	3,003	17.33	3,153	18.19	3,311	19.10
15	2,532	14.61	2,659	15.34	2,791	16.10	2,931	16.91	3,079	17.76	3,232	18.65	3,394	19.58
16	2,597	14.98	2,725	15.72	2,862	16.51	3,006	17.34	3,155	18.20	3,312	19.11	3,478	20.07
17	2,660	15.35	2,792	16.11	2,932	16.92	3,080	17.77	3,234	18.66	3,397	19.60	3,565	20.57
18	2,726	15.73	2,863	16.52	3,007	17.35	3,156	18.21	3,316	19.13	3,480	20.08	3,654	21.08
19	2,796	16.13	2,934	16.93	3,083	17.79	3,236	18.67	3,398	19.60	3,569	20.59	3,746	21.61
20	2,865	16.53	3,009	17.36	3,159	18.23	3,318	19.14	3,482	20.09	3,657	21.10	3,840	22.15
21	2,936	16.94	3,084	17.79	3,238	18.68	3,400	19.62	3,570	20.60	3,748	21.62	3,936	22.71
22	3,010	17.36	3,161	18.24	3,319	19.15	3,484	20.10	3,659	21.11	3,842	22.16	4,033	23.27
23	3,086	17.80	3,240	18.69	3,402	19.63	3,572	20.61	3,750	21.64	3,938	22.72	4,134	23.85
24	3,162	18.24	3,321	19.16	3,487	20.11	3,662	21.12	3,844	22.18	4,037	23.29	4,238	24.45
25	3,241	18.70	3,404	19.64	3,574	20.62	3,752	21.65	3,941	22.74	4,138	23.87	4,345	25.06
26	3,323	19.17	3,490	20.13	3,664	21.14	3,846	22.19	4,040	23.31	4,241	24.46	4,453	25.69
27	3,405	19.65	3,576	20.63	3,754	21.66	3,943	22.75	4,140	23.88	4,347	25.08	4,564	26.33
28	3,492	20.14	3,666	21.15	3,848	22.20	4,042	23.32	4,244	24.48	4,455	25.70	4,678	26.99
29	3,578	20.64	3,757	21.68	3,946	22.77	4,143	23.90	4,350	25.09	4,566	26.34	4,796	27.67
30	3,668	21.16	3,851	22.22	4,044	23.33	4,246	24.49	4,458	25.72	4,680	27.00	4,915	28.36
31	3,760	21.69	3,948	22.78	4,145	23.91	4,352	25.11	4,569	26.36	4,798	27.68	5,038	29.06
32	3,853	22.23	4,046	23.34	4,248	24.51	4,461	25.74	4,682	27.01	4,918	28.37	5,163	29.79
33	3,950	22.79	4,147	23.92	4,355	25.12	4,572	26.38	4,802	27.70	5,041	29.08	5,293	30.54
34	4,048	23.35	4,251	24.52	4,464	25.75	4,688	27.04	4,921	28.39	5,166	29.81	5,425	31.30
35	4,150	23.94	4,357	25.14	4,575	26.40	4,804	27.71	5,044	29.10	5,296	30.56	5,561	32.08
36	4,253	24.54	4,466	25.77	4,690	27.06	4,924	28.41	5,170	29.82	5,428	31.32	5,700	32.88
37	4,360	25.15	4,578	26.41	4,807	27.73	5,047	29.12	5,299	30.57	5,564	32.10	5,842	33.70
38	4,469	25.78	4,693	27.07	4,926	28.42	5,174	29.85	5,432	31.34	5,703	32.90	5,988	34.55
39	4,580	26.43	4,809	27.74	5,050	29.14	5,302	30.59	5,567	32.12	5,845	33.72	6,138	35.41
40	4,695	27.09	4,930	28.44	5,177	29.87	5,435	31.36	5,706	32.92	5,993	34.57	6,292	36.30

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 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.

CEMA

COLLEGE AND CAREER ADVANTAGE

COMPENSATION OF EMPLOYEES 2018-2019

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	46,537	48,166	49,851	51,597	53,402	54,471	55,559	56,671	57,804
101	48,166	49,851	51,597	53,402	55,272	56,376	57,504	58,653	59,828
102	49,851	51,597	53,402	55,272	57,205	58,350	59,516	60,708	61,922
103	51,597	53,402	55,272	57,205	59,209	60,393	61,600	62,832	64,090
104	53,402	55,272	57,205	59,209	61,280	62,506	63,755	65,030	66,332
105	55,272	57,205	59,209	61,280	63,424	64,693	65,987	67,307	68,654
106	57,205	59,209	61,280	63,424	65,644	66,958	68,296	69,663	71,057
107	59,209	61,280	63,424	65,644	67,942	69,303	70,688	72,102	73,544
108	61,280	63,424	65,644	67,942	70,320	71,727	73,161	74,625	76,117
109	63,424	65,644	67,942	70,320	72,782	74,237	75,721	77,237	78,781
110	65,644	67,942	70,320	72,782	75,330	76,835	78,373	79,939	81,539
111	67,942	70,320	72,782	75,330	77,966	79,524	81,116	82,737	84,392
112	70,320	72,782	75,330	77,966	80,694	82,308	83,954	85,633	87,346
113	72,782	75,330	77,966	80,694	83,520	85,189	86,892	88,630	90,403
114	75,330	77,966	80,694	83,520	86,442	88,170	89,934	91,732	93,567
115	77,966	80,694	83,520	86,442	89,468	91,257	93,081	94,942	96,843
116	80,694	83,520	86,442	89,468	92,599	94,450	96,339	98,265	100,231
117	83,520	86,442	89,468	92,599	95,839	97,756	99,711	101,705	103,740
118	86,442	89,468	92,599	95,839	99,194	101,178	103,202	105,266	107,371
119	89,468	92,599	95,839	99,194	102,666	104,719	106,813	108,949	111,128
120	92,599	95,839	99,194	102,666	106,259	108,384	110,542	112,762	115,018
121	95,839	99,194	102,666	106,259	109,977	112,177	114,421	116,709	119,043
122	99,194	102,666	106,259	109,977	113,827	116,104	118,426	120,794	123,211
123	102,666	106,259	109,977	113,827	117,811	120,167	122,571	125,022	127,522
124	106,259	109,977	113,827	117,811	121,934	124,374	126,861	129,399	131,985
125	109,977	113,827	117,811	121,934	126,202	128,726	131,301	133,927	136,606
126	113,827	117,811	121,934	126,202	130,618	133,232	135,896	138,613	141,386

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

CLAM

COLLEGE AND CAREER ADVANTAGE

COMPENSATION OF EMPLOYEES
2018-2019

IV. Classified Management Salary Schedule

SALARY RANGE	Step Increases 3.5%				
	STEP A	STEP B	STEP C	STEP D	STEP E
1	47,656	49,324	51,049	52,836	54,685
2	49,324	51,049	52,836	54,685	56,600
3	51,049	52,836	54,685	56,600	58,580
4	52,836	54,685	56,600	58,580	60,630
5	54,685	56,600	58,580	60,630	62,753
6	56,600	58,580	60,630	62,753	64,949
7	58,580	60,630	62,753	64,949	67,222
8	60,630	62,753	64,949	67,222	69,574
9	62,753	64,949	67,222	69,574	72,010
10	64,949	67,222	69,574	72,010	74,531
11	67,222	69,574	72,010	74,531	77,138
12	69,574	72,010	74,531	77,138	79,838
13	72,010	74,531	77,138	79,838	82,633
14	74,531	77,138	79,838	82,633	85,525
15	77,138	79,838	82,633	85,525	88,518
16	79,838	82,633	85,525	88,518	91,616
17	82,633	85,525	88,518	91,616	94,824
18	85,525	88,518	91,616	94,824	98,143
19	88,518	91,616	94,824	98,143	101,578
20	91,616	94,824	98,143	101,578	105,133
21	94,824	98,143	101,578	105,133	108,811
22	98,143	101,578	105,133	108,811	112,620
23	101,578	105,133	108,811	112,620	116,561
24	105,133	108,811	112,620	116,561	120,642
25	108,811	112,620	116,561	120,642	124,864
26	112,620	116,561	120,642	124,864	129,234

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

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 10, 2019

SUBJECT: RESOLUTION #09-18/19 – 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 2018-2019 District Budget.

FISCAL IMPLICATIONS

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

RECOMMENDATION

It is respectfully recommended that the Governing Board consider adoption of Resolution #09-18/19 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.

COLLEGE AND CAREER ADVANTAGE

RESOLUTION #09-18/19

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 the CCA for such fiscal year as are necessary to permit the payment of obligations of the CCA 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 the said Board at a meeting thereof held on the 17th day of June, 2019.

IN WITNESS OF THE ABOVE STATED ACTION, I have hereunto set my hand this 17th day of June, 2019.

Secretary

COLLEGE AND CAREER ADVANTAGE

Memorandum

TO: CCA Governing Board
FROM: Cindy Fox, Accountant
DATE: June 10, 2019
SUBJECT: PROPOSED FINAL BUDGET 2019/20

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 \$18,000 for funds estimated to be on deposit with the Orange County Treasury

All Other Fees

The projection for other fees includes revenue from an MOU with Saddleback College at \$375,000 and the recording of STRS on Behalf at \$107,850, totaling \$482,850.

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 03/01/2019 per the JPA agreement.

The total apportionment for 2019/20 is projected at \$1,865,821.

In summary, the total revenue from all sources is projected in the amount of \$2,366,671.

GENERAL FUND EXPENDITURES

Certificated and Classified Salaries

The projection for certificated salaries is \$1,314,664 and the projection for classified salaries is \$383,941

Compared to the current year estimated actuals, certificated salaries are projected to increase by \$197,243. This increase is primarily due to additional class offerings and step and column increases. Classified salaries are projected to increase by \$4,624. This net increase is primarily due to step and column increases.

Employee Benefits

STRS- The projected STRS employer contribution includes \$335,024 as well as STRS on Behalf estimated at \$107,850.

PERS- The projected PERS employer contribution is \$69,301.

OASDI/Medicare- The OASDI/Medicare projection is \$26,630.

Health and Welfare- The projection of \$220,000 is calculated by using current rates. The 2020 rates are not known at the time of budget preparation.

State Unemployment Insurance- is projected at \$2,000.

Worker's Compensation Insurance – is projected at \$40,000.

Retiree Benefits are projected at \$2,500.

Total Employee Benefits are projected in 2019/20 at \$695,455. This is an increase of \$99,420 from current year estimated actuals.

Textbooks, Supplies and Non-capitalized Equipment

Expenditures for textbooks, materials and supplies and equipment are projected at \$300,948, an increase in the amount of \$41,449 over estimated actuals. This increase is due to additional 18/19 CTE Incentive Grant Funds available for purchases.

Services and Other Operating Expenditures

Expenditures for services and other operating expenditures are projected at \$734,202, a decrease of \$47,142 over estimated actuals. This decrease is due to cost saving measures.

Capital Outlay

No capital outlay has been budgeted.

GENERAL FUND BALANCE RESERVES

At fiscal year ending 6/30/2019, the components of the ending fund balance are projected as shown below:

9711- Reserve for Revolving Cash	\$ 10,000
9740- Restricted-Pupils with Disabilities	\$ 11,925
9789- Reserve for Economic Uncertainties	\$ 197,681
9790 Unassigned/Unappropriated Amount	\$1,062,539
Total Projected Fund Balance	\$1,282,145

Included in the fund balance are one-time carry over funds of \$1,062,539 from 18/19 CTEIG.

PROJECTION OF FINANCIAL CONDITION

There is no planned deficit spending in the fiscal year 2019/20 adopted budget. Staff projects that CCA will be in a positive financial position for the 2019/20 fiscal year and the subsequent two fiscal years (2020/21 and 2021/22).

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

In submitting the 2019/2020 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 2019/20 CCA Proposed Budget as submitted.

ANNUAL BUDGET REPORT:
July 1, 2019 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 10, 2019

Place: 33122 Valle Rd., San Juan Capistrano
Date: June 17, 2019
Time: 8:30 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
S1	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	
		<ul style="list-style-type: none"> If yes, have annual payments for the budget or two subsequent fiscal years increased over prior year's (2018-19) 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:	\$	<u>0.00</u>
Less: Amount of total liabilities reserved in budget:	\$	<u>0.00</u>
Estimated accrued but unfunded liabilities:	\$	<u>0.00</u>

(☐) 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	2018-19 Estimated Actuals	2019-20 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	1,940,283.24	107,850.00	-94.4%
4) Other Local Revenue		8600-8799	2,291,877.01	2,258,820.88	-1.4%
5) TOTAL, REVENUES			4,232,160.25	2,366,670.88	-44.1%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	1,117,421.11	1,314,663.80	17.7%
2) Classified Salaries		2000-2999	379,317.06	383,941.00	1.2%
3) Employee Benefits		3000-3999	596,035.45	695,455.02	16.7%
4) Books and Supplies		4000-4999	259,499.11	300,947.87	16.0%
5) Services and Other Operating Expenditures		5000-5999	781,343.62	734,201.76	-6.0%
6) Capital Outlay		6000-6999	36,005.33	0.00	-100.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			3,169,621.68	3,429,209.45	8.2%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			1,062,538.57	(1,062,538.57)	-200.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2018-19 Estimated Actuals	2019-20 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			1,062,538.57	(1,062,538.57)	-200.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	219,606.27	1,282,144.84	483.8%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			219,606.27	1,282,144.84	483.8%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			219,606.27	1,282,144.84	483.8%
2) Ending Balance, June 30 (E + F1e)			1,282,144.84	219,606.27	-82.9%
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	197,680.47	197,680.47	0.0%
Unassigned/Unappropriated Amount		9790	1,062,538.57	0.00	-100.0%

Description	Resource Codes	Object Codes	2018-19 Estimated Actuals	2019-20 Budget	Percent Difference
G. ASSETS					
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		
9) TOTAL, ASSETS			0.00		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	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		
6) TOTAL, LIABILITIES			0.00		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (G9 + H2) - (I6 + J2)			0.00		

Description	Resource Codes	Object Codes	2018-19 Estimated Actuals	2019-20 Budget	Percent Difference
FEDERAL REVENUE					
Special Education Discretionary Grants		8182	0.00	0.00	0.0%
Child Nutrition Programs		8220	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.0%
Pass-Through Revenues from Federal Sources		8287	0.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.0%
OTHER STATE REVENUE					
Other State Apportionments					
All Other State Apportionments - Current Year		8311	0.00	0.00	0.0%
All Other State Apportionments - Prior Years		8319	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6695	8590	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	1,940,283.24	107,850.00	-94.4%
TOTAL, OTHER STATE REVENUE			1,940,283.24	107,850.00	-94.4%
OTHER LOCAL REVENUE					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2018-19 Estimated Actuals	2019-20 Budget	Percent Difference
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	18,693.61	18,000.00	-3.7%
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	507,362.52	375,000.00	-26.1%
Tuition		8710	0.00	0.00	0.0%
All Other Transfers In		8781-8783	1,765,820.88	1,865,820.88	5.7%
Transfers of Apportionments					
Special Education SELPA Transfers From Districts or Charter Schools	6500	8791	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.0%
ROC/P Transfers					
From Districts or Charter Schools	6360	8791	0.00	0.00	0.0%
From County Offices	6360	8792	0.00	0.00	0.0%
From JPAs	6360	8793	0.00	0.00	0.0%
Other Transfers of Apportionments					
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			2,291,877.01	2,258,820.88	-1.4%
TOTAL, REVENUES			4,232,160.25	2,366,670.88	-44.1%

Description	Resource Codes	Object Codes	2018-19 Estimated Actuals	2019-20 Budget	Percent Difference
CERTIFICATED SALARIES					
Certificated Teachers' Salaries		1100	923,959.03	1,114,598.80	20.6%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	193,462.08	200,065.00	3.4%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			1,117,421.11	1,314,663.80	17.7%
CLASSIFIED SALARIES					
Classified Instructional Salaries		2100	0.00	0.00	0.0%
Classified Support Salaries		2200	15,000.00	20,000.00	33.3%
Classified Supervisors' and Administrators' Salaries		2300	83,583.38	82,414.00	-1.4%
Clerical, Technical and Office Salaries		2400	280,733.68	281,527.00	0.3%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			379,317.06	383,941.00	1.2%
EMPLOYEE BENEFITS					
STRS		3101-3102	262,942.11	335,023.90	27.4%
PERS		3201-3202	68,263.45	69,301.35	1.5%
OASDI/Medicare/Alternative		3301-3302	23,588.85	26,629.77	12.9%
Health and Welfare Benefits		3401-3402	209,855.82	220,000.00	4.8%
Unemployment Insurance		3501-3502	1,000.00	2,000.00	100.0%
Workers' Compensation		3601-3602	28,960.22	40,000.00	38.1%
OPEB, Allocated		3701-3702	1,425.00	2,500.00	75.4%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			596,035.45	695,455.02	16.7%
BOOKS AND SUPPLIES					
Approved Textbooks and Core Curricula Materials		4100	28,397.47	20,000.00	-29.6%
Books and Other Reference Materials		4200	200.42	0.00	-100.0%
Materials and Supplies		4300	120,035.24	160,903.61	34.0%
Noncapitalized Equipment		4400	110,865.98	120,044.26	8.3%
Food		4700	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			259,499.11	300,947.87	16.0%

Description	Resource Codes	Object Codes	2018-19 Estimated Actuals	2019-20 Budget	Percent Difference
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	58,017.01	5,000.00	-91.4%
Dues and Memberships		5300	12,922.29	11,478.00	-11.2%
Insurance		5400-5450	40,853.00	48,000.00	17.5%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	2,119.52	2,800.00	32.1%
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	666,810.53	666,423.76	-0.1%
Communications		5900	621.27	500.00	-19.5%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			781,343.62	734,201.76	-6.0%
CAPITAL OUTLAY					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Equipment		6400	36,005.33	0.00	-100.0%
Equipment Replacement		6500	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			36,005.33	0.00	-100.0%

Description	Resource Codes	Object Codes	2018-19 Estimated Actuals	2019-20 Budget	Percent Difference
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Tuition					
Tuition, Excess Costs, and/or Deficit Payments					
Payments to Districts or Charter Schools		7141	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.0%
Other Transfers Out					
Transfers of Pass-Through Revenues					
To Districts or Charter Schools		7211	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments					
To Districts or Charter Schools	6500	7221	0.00	0.00	0.0%
To County Offices	6500	7222	0.00	0.00	0.0%
To JPAs	6500	7223	0.00	0.00	0.0%
ROC/P Transfers of Apportionments					
To Districts or Charter Schools	6360	7221	0.00	0.00	0.0%
To County Offices	6360	7222	0.00	0.00	0.0%
To JPAs	6360	7223	0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS					
Transfers of Indirect Costs		7310	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.0%
TOTAL, EXPENDITURES			3,169,621.68	3,429,209.45	8.2%

Description	Resource Codes	Object Codes	2018-19 Estimated Actuals	2019-20 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
From: Special Reserve Fund		8912	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
To: Special Reserve Fund		7612	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
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%
USES					
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2018-19 Estimated Actuals	2019-20 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	1,940,283.24	107,850.00	-94.4%
4) Other Local Revenue		8600-8799	2,291,877.01	2,258,820.88	-1.4%
5) TOTAL, REVENUES			4,232,160.25	2,366,670.88	-44.1%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		2,280,182.79	2,498,978.15	9.6%
2) Instruction - Related Services	2000-2999		353,742.39	361,301.74	2.1%
3) Pupil Services	3000-3999		118,068.32	116,178.94	-1.6%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		396,915.86	426,838.30	7.5%
8) Plant Services	8000-8999		20,712.32	25,912.32	25.1%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			3,169,621.68	3,429,209.45	8.2%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			1,062,538.57	(1,062,538.57)	-200.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2018-19 Estimated Actuals	2019-20 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			1,062,538.57	(1,062,538.57)	-200.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	219,606.27	1,282,144.84	483.8%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			219,606.27	1,282,144.84	483.8%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			219,606.27	1,282,144.84	483.8%
2) Ending Balance, June 30 (E + F1e)			1,282,144.84	219,606.27	-82.9%
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	197,680.47	197,680.47	0.0%
Unassigned/Unappropriated Amount		9790	1,062,538.57	0.00	-100.0%

Resource	Description	2018-19	2019-20
		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	2018-19 Estimated Actuals
Ending Fund Balance	979Z	1,270,219.04
Components of Ending Fund Balance		
Nonspendable		
Revolving Cash	9711	10,000.00
Stores	9712	0.00
Prepaid Expenditures	9713	0.00
All Others	9719	0.00
Restricted	9740	0.00
Committed		
Stabilization Arrangements	9750	0.00
Other Commitments	9760	0.00
Assigned		
Other Assignments	9780	0.00
Unassigned/Unappropriated		
Reserve for Economic Uncertainties	9789	197,680.47
Unassigned/Unappropriated	9790	1,062,538.57

Fund: 01 General Fund Resource: 6360 Pupils with Disabilities Attending ROC/P		
Description	Object	2018-19 Estimated Actuals
Ending Fund Balance	979Z	11,925.80
Components of Ending Fund Balance		
Nonspendable		
Revolving Cash	9711	0.00
Stores	9712	0.00
Prepaid Expenditures	9713	0.00
All Others	9719	0.00
Restricted	9740	11,925.80
Committed		
Stabilization Arrangements	9750	0.00
Other Commitments	9760	0.00
Assigned		
Other Assignments	9780	0.00
Unassigned/Unappropriated		
Reserve for Economic Uncertainties	9789	0.00
Unassigned/Unappropriated	9790	0.00

Fund: 01 General Fund Resource: 0000 Unrestricted		
Description	Object	2019-20 Budget
Ending Fund Balance	979Z	207,680.47
Components of Ending Fund Balance		
Nonspendable		
Revolving Cash	9711	10,000.00
Stores	9712	0.00
Prepaid Expenditures	9713	0.00
All Others	9719	0.00
Restricted	9740	0.00
Committed		
Stabilization Arrangements	9750	0.00
Other Commitments	9760	0.00
Assigned		
Other Assignments	9780	0.00
Unassigned/Unappropriated		
Reserve for Economic Uncertainties	9789	197,680.47
Unassigned/Unappropriated	9790	0.00

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

	Unaudited Balance July 1	Audit Adjustments/ Restatements	Audited Balance July 1	Increases	Decreases	Ending Balance June 30
Governmental Activities:						
Capital assets not being depreciated:						
Land			0.00			0.00
Work in Progress			0.00			0.00
Total capital assets not being depreciated			0.00			0.00
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	101,819.92		101,819.92			137,044.77
Total capital assets being depreciated	1,296,754.33	0.00	1,296,754.33	35,224.85	0.00	1,331,979.18
Accumulated Depreciation for:						
Land Improvements	(9,375.42)		(9,375.42)			
Buildings	(930,461.84)		(930,461.84)	(908.75)		(10,284.17)
Equipment	(67,351.78)		(67,351.78)	(32,446.56)		(962,908.40)
Total accumulated depreciation	(1,007,189.04)	0.00	(1,007,189.04)	(10,115.98)		(77,467.76)
Total capital assets being depreciated, net	289,565.29	0.00	289,565.29	(43,471.29)	0.00	(1,050,660.33)
Governmental activity capital assets, net	289,565.29	0.00	289,565.29	(8,246.44)	0.00	281,318.85
				(8,246.44)	0.00	281,318.85
Business-Type Activities:						
Capital assets not being depreciated:						
Land			0.00			0.00
Work in Progress			0.00			0.00
Total capital assets not being depreciated			0.00			0.00
Capital assets being depreciated:						
Land Improvements	0.00	0.00	0.00	0.00	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

ESTIMATES THROUGH THE MONTH OF		Beginning Balances (Ref: Only)	July	August	September	October	November	December	January	February
Object	JUNE									
A. BEGINNING CASH			1,277,654.92	1,421,894.33	1,521,039.00	1,463,089.10	1,405,139.20	1,347,189.30	1,289,239.40	1,231,289.50
B. RECEIPTS										
LCFF/Revenue Limit Sources										
Principal Apportionment	8010-8019									
Property Taxes	8020-8079									
Miscellaneous Funds	8080-8099									
Federal Revenue	8100-8299									
Other State Revenue	8300-8599									
Other Local Revenue	8600-8799		201,750.00	201,750.00	201,750.00	201,750.00	201,750.00	201,750.00	201,750.00	201,750.00
Interfund Transfers In	8910-8929									
All Other Financing Sources	8930-8979									
TOTAL RECEIPTS			201,750.00	201,750.00	201,750.00	201,750.00	201,750.00	201,750.00	201,750.00	201,750.00
C. DISBURSEMENTS										
Certificated Salaries	1000-1999		16,672.10	16,672.10	128,131.96	128,131.96	128,131.96	128,131.96	128,131.96	128,131.96
Classified Salaries	2000-2999		0.00	31,995.08	31,995.08	31,995.08	31,995.08	31,995.08	31,995.08	31,995.08
Employee Benefits	3000-3999		6,826.00	19,925.66	65,560.37	65,560.37	65,560.37	65,560.37	65,560.37	65,560.37
Books and Supplies	4000-4999		25,078.99	25,078.99	25,078.99	25,078.99	25,078.99	25,078.99	25,078.99	25,078.99
Services	5000-5999		8,933.50	8,933.50	8,933.50	8,933.50	8,933.50	8,933.50	8,933.50	8,933.50
Capital Outlay	6000-6599									
Other Outgo	7000-7499									
Interfund Transfers Out	7600-7629									
All Other Financing Uses	7630-7699									
TOTAL DISBURSEMENTS			57,510.59	102,605.33	259,699.90	259,699.90	259,699.90	259,699.90	259,699.90	259,699.90
D. BALANCE SHEET ITEMS										
Assets and Deferred Outflows										
Cash Not In Treasury	9111-9199									
Accounts Receivable	9200-9299									
Due From Other Funds	9310	1,185,474.24								
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
Liabilities and Deferred Inflows										
Accounts Payable	9500-9599									
Due To Other Funds	9610									
Current Loans	9640									
Unearned Revenues	9650									
Deferred Inflows of Resources	9690									
SUBTOTAL			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Nonoperating										
Suspense Clearing	9910		0.00							
TOTAL BALANCE SHEET ITEMS			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E. NET INCREASE/DECREASE (B - C + D)			144,239.41	99,144.67	(57,949.90)	(57,949.90)	(57,949.90)	(57,949.90)	(57,949.90)	(57,949.90)
F. ENDING CASH (A + E)			1,421,894.33	1,521,039.00	1,463,089.10	1,405,139.20	1,347,189.30	1,289,239.40	1,231,289.50	1,173,339.60
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
ESTIMATES THROUGH THE MONTH OF	JUNE								
A. BEGINNING CASH		1,173,339.60	1,115,389.70	1,057,439.80	830,489.90				
B. RECEIPTS									
LCFF/Revenue Limit Sources									
Principal Apportionment	8010-8019							0.00	0.00
Property Taxes	8020-8079							0.00	0.00
Miscellaneous Funds	8080-8099							0.00	0.00
Federal Revenue	8100-8299							0.00	0.00
Other State Revenue	8300-8599				107,850.00			107,850.00	107,850.00
Other Local Revenue	8600-8799	201,750.00	201,750.00	32,750.00	208,570.88			2,258,820.88	2,258,820.88
Interfund Transfers In	8910-8929							0.00	0.00
All Other Financing Sources	8930-8979							0.00	0.00
TOTAL RECEIPTS		201,750.00	201,750.00	32,750.00	316,420.88	0.00	0.00	2,366,670.88	2,366,670.88
C. DISBURSEMENTS									
Certificated Salaries	1000-1999	128,131.96	128,131.96	128,131.96	128,131.96			1,314,663.80	1,314,663.80
Classified Salaries	2000-2999	31,995.08	31,995.08	31,995.08	31,995.08	31,995.12		383,941.00	383,941.00
Employee Benefits	3000-3999	65,560.37	65,560.37	65,560.37	65,560.37	13,099.66		695,455.02	695,455.02
Books and Supplies	4000-4999	25,078.99	25,078.99	25,078.99	25,078.98			300,947.87	300,947.87
Services	5000-5999	8,933.50	8,933.50	8,933.50	635,933.26			734,201.76	734,201.76
Capital Outlay	6000-6599							0.00	0.00
Other Outgo	7000-7499							0.00	0.00
Interfund Transfers Out	7600-7629							0.00	0.00
All Other Financing Uses	7630-7699							0.00	0.00
TOTAL DISBURSEMENTS		259,699.90	259,699.90	259,699.90	886,699.65	45,094.78	0.00	3,429,209.45	3,429,209.45
D. BALANCE SHEET ITEMS									
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	0.00
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities and Deferred Inflows									
Accounts Payable	9500-9599							0.00	0.00
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
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Nonoperating									
Suspense Clearing	9910							0.00	0.00
TOTAL BALANCE SHEET ITEMS		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E. NET INCREASE/DECREASE (B - C + D)		(57,949.90)	(57,949.90)	(226,949.90)	(570,278.77)	(45,094.78)	0.00	(1,062,538.57)	(1,062,538.57)
F. ENDING CASH (A + E)		1,115,389.70	1,057,439.80	830,489.90	260,211.13				
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS								215,116.35	

ESTIMATES THROUGH THE MONTH OF		July	August	September	October	November	December	January	February
Object	Beginning Balances (Ref. Only)								
JUNE		215,116.35	1,537,913.37	1,628,954.53	1,560,331.76	1,491,708.99	1,423,086.22	1,354,463.45	1,285,840.68
A. BEGINNING CASH									
B. RECEIPTS									
LCFF/Revenue Limit Sources									
Principal Apportionment	8010-8019								
Property Taxes	8020-8079								
Miscellaneous Funds	8080-8099								
Federal Revenue	8100-8299								
Other State Revenue	8300-8599	1,185,474.24							
Other Local Revenue	8600-8799	201,750.00	201,750.00	201,750.00	201,750.00	201,750.00	201,750.00	201,750.00	201,750.00
Interfund Transfers In	8910-8929								
All Other Financing Sources	8930-8979								
TOTAL RECEIPTS		1,387,224.24	201,750.00	201,750.00	201,750.00	201,750.00	201,750.00	201,750.00	201,750.00
C. DISBURSEMENTS									
Certificated Salaries	1000-1999	17,172.25	17,172.25	130,861.32	130,861.32	130,861.32	130,861.32	130,861.32	130,861.32
Classified Salaries	2000-2999	0.00	32,954.94	32,954.94	32,954.94	32,954.94	32,954.94	32,954.94	32,954.94
Employee Benefits	3000-3999	6,944.31	20,270.99	66,245.85	66,245.85	66,245.85	66,245.85	66,245.85	66,245.85
Books and Supplies	4000-4999	31,377.16	31,377.16	31,377.16	31,377.16	31,377.16	31,377.16	31,377.16	31,377.16
Services	5000-5999	8,933.50	8,933.50	8,933.50	8,933.50	8,933.50	8,933.50	8,933.50	8,933.50
Capital Outlay	6000-6599								
Other Outgo	7000-7499								
Interfund Transfers Out	7600-7629								
All Other Financing Uses	7630-7699								
TOTAL DISBURSEMENTS		64,427.22	110,708.84	270,372.77	270,372.77	270,372.77	270,372.77	270,372.77	270,372.77
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
Liabilities and Deferred Inflows									
Accounts Payable	9500-9599								
Due To Other Funds	9610								
Current Loans	9640								
Unearned Revenues	9650								
Deferred Inflows of Resources	9690								
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Nonoperating									
Suspense Clearing	9910								
TOTAL BALANCE SHEET ITEMS		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E. NET INCREASE/DECREASE (B - C + D)		1,322,797.02	91,041.16	(68,622.77)	(68,622.77)	(68,622.77)	(68,622.77)	(68,622.77)	(68,622.77)
F. ENDING CASH (A + E)		1,537,913.37	1,628,954.53	1,560,331.76	1,491,708.99	1,423,086.22	1,354,463.45	1,285,840.68	1,217,217.91
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS									

ESTIMATES THROUGH THE MONTH OF	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
A. BEGINNING CASH	JUNE	1,217,217.91	1,148,595.14	1,079,972.37	842,349.60				
B. RECEIPTS									
LCFF/Revenue Limit Sources									
Principal Apportionment	8010-8019							0.00	
Property Taxes	8020-8079							0.00	
Miscellaneous Funds	8080-8099							0.00	
Federal Revenue	8100-8299							0.00	
Other State Revenue	8300-8599				107,850.00			1,293,324.24	1,293,324.24
Other Local Revenue	8600-8799	201,750.00	201,750.00	32,750.00	208,570.88			2,258,820.88	2,258,820.88
Interfund Transfers In	8910-8929							0.00	
All Other Financing Sources	8930-8979							0.00	
TOTAL RECEIPTS		201,750.00	201,750.00	32,750.00	316,420.88	0.00	0.00	3,552,145.12	3,552,145.12
C. DISBURSEMENTS									
Certificated Salaries	1000-1999	130,861.32	130,861.32	130,861.32	130,861.35			1,342,957.73	1,342,957.73
Classified Salaries	2000-2999	32,954.94	32,954.94	32,954.94	32,954.94	32,954.89		395,459.23	395,459.23
Employee Benefits	3000-3999	66,245.85	66,245.85	66,245.85	66,245.85	13,326.73		703,000.53	703,000.53
Books and Supplies	4000-4999	31,377.16	31,377.16	31,377.16	31,377.11			376,525.87	376,525.87
Services	5000-5999	8,933.50	8,933.50	8,933.50	8,933.50	626,999.76		734,201.76	734,201.76
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	
TOTAL DISBURSEMENTS		270,372.77	270,372.77	270,372.77	270,372.75	673,281.38	0.00	3,552,145.12	3,552,145.12
D. BALANCE SHEET ITEMS									
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	
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Liabilities and Deferred Inflows									
Accounts Payable	9500-9599							0.00	
Due To Other Funds	9610							0.00	
Current Loans	9640							0.00	
Unearned Revenues	9650							0.00	
Deferred Inflows of Resources	9690							0.00	
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Nonoperating									
Suspense Clearing	9910							0.00	
TOTAL BALANCE SHEET ITEMS		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
E. NET INCREASE/DECREASE (B - C + D)		(68,622.77)	(68,622.77)	(237,622.77)	46,048.13	(673,281.38)	0.00	0.00	0.00
F. ENDING CASH (A + E)		1,148,595.14	1,079,972.37	842,349.60	888,397.73				
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS								215,116.35	

Part I - General Administrative Share of Plant Services Costs

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

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

1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)
(Functions 7200-7700, goals 0000 and 9000)

246,408.33

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.

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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)

1,844,940.29**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)

13.36%**Part II - Adjustments for Employment Separation Costs**

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

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

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

A. Normal Separation Costs (optional)

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

B. Abnormal or Mass Separation Costs (required)

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

0.00

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

A. Indirect Costs

1. Other General Administration, less portion charged to restricted resources or specific goals (Functions 7200-7600, objects 1000-5999, minus Line B9)	320,308.22
2. Centralized Data Processing, less portion charged to restricted resources or specific goals (Function 7700, objects 1000-5999, minus Line B10)	14,443.16
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)	2,767.17
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)	337,518.55
9. Carry-Forward Adjustment (Part IV, Line F)	0.00
10. Total Adjusted Indirect Costs (Line A8 plus Line A9)	337,518.55

B. Base Costs

1. Instruction (Functions 1000-1999, objects 1000-5999 except 5100)	2,244,177.46
2. Instruction-Related Services (Functions 2000-2999, objects 1000-5999 except 5100)	353,742.39
3. Pupil Services (Functions 3000-3999, objects 1000-5999 except 5100)	118,068.32
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 5100)	0.00
7. Board and Superintendent (Functions 7100-7180, objects 1000-5999, minus Part III, Line A4)	62,164.48
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)	17,945.15
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. Adult Education (Fund 11, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
15. Child Development (Fund 12, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
16. Cafeteria (Funds 13 and 61, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
17. Foundation (Funds 19 and 57, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
18. Total Base Costs (Lines B1 through B12 and Lines B13b through B17, minus Line B13a)	2,796,097.80

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 B18) 12.07%

D. Preliminary Proposed Indirect Cost Rate

(For final approved fixed-with-carry-forward rate for use in 2020-21 see www.cde.ca.gov/fg/ac/ic)

(Line A10 divided by Line B18) 12.07%

Part IV - Carry-forward Adjustment

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

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

A. Indirect costs incurred in the current year (Part III, Line A8) 337,518.55

B. Carry-forward adjustment from prior year(s)

1. Carry-forward adjustment from the second prior year 0.00

2. Carry-forward adjustment amount deferred from prior year(s), if any 0.00

C. Carry-forward adjustment for under- or over-recovery in the current year

1. Under-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus (approved indirect cost rate (0%) times Part III, Line B18); 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 B18) or (the highest rate used to recover costs from any program (0%) times Part III, Line B18); zero if positive 0.00

D. Preliminary carry-forward adjustment (Line C1 or C2) 0.00

E. Optional allocation of negative carry-forward adjustment over more than one year

Where a negative carry-forward adjustment causes the proposed approved rate to fall below zero or would reduce the rate at which the LEA could recover indirect costs to such an extent that it would cause the LEA significant fiscal harm, the LEA may request that the carry-forward adjustment be allocated over more than one year. Where allocation of a negative carry-forward adjustment over more than one year does not resolve a negative rate, the CDE will work with the LEA on a case-by-case basis to establish an approved rate.

Option 1. Preliminary proposed approved rate (Part III, Line D) if entire negative carry-forward adjustment is applied to the current year calculation: not applicable

Option 2. Preliminary proposed approved rate (Part III, Line D) if one-half of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years: not applicable

Option 3. Preliminary proposed approved rate (Part III, Line D) if one-third of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years: not applicable

LEA request for Option 1, Option 2, or Option 3

1

F. Carry-forward adjustment used in Part III, Line A9 (Line D minus amount deferred if Option 2 or Option 3 is selected) 0.00

	Unaudited Balance July 1	Audit Adjustments/ Restatements	Audited Balance July 1	Increases	Decreases	Ending Balance June 30	Amounts Due Within One Year
Governmental Activities:							
General Obligation Bonds Payable			0.00			0.00	
State School Building Loans Payable			0.00			0.00	
Certificates of Participation Payable			0.00			0.00	
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	34,058.81		34,058.81	278.95		34,337.76	
Governmental activities long-term liabilities	34,058.81	0.00	34,058.81	278.95	0.00	34,337.76	0.00
Business-Type Activities:							
General Obligation Bonds Payable			0.00			0.00	
State School Building Loans Payable			0.00			0.00	
Certificates of Participation Payable			0.00			0.00	
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	2019-20 Budget (Form 01) (A)	% Change (Cols. C-A/A) (B)	2020-21 Projection (C)	% Change (Cols. E-C/C) (D)	2021-22 Projection (E)
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
A. REVENUES AND OTHER FINANCING SOURCES						
1. LCFF/Revenue Limit Sources	8010-8099					
2. Federal Revenues	8100-8299	0.00	0.00%	0.00	0.00%	0.00
3. Other State Revenues	8300-8599	107,850.00	1099.19%	1,293,324.24	0.00%	1,293,324.24
4. Other Local Revenues	8600-8799	2,258,820.88	0.00%	2,258,820.88	0.00%	2,258,820.88
5. Other Financing Sources						
a. Transfers In	8900-8929	0.00	0.00%	0.00	0.00%	0.00
b. Other Sources	8930-8979	0.00	0.00%	0.00	0.00%	0.00
c. Contributions	8980-8999	0.00	0.00%	0.00	0.00%	0.00
6. Total (Sum lines A1 thru A5c)		2,366,670.88	50.09%	3,552,145.12	0.00%	3,552,145.12
B. EXPENDITURES AND OTHER FINANCING USES						
1. Certificated Salaries						
a. Base Salaries				1,314,663.80		1,342,957.73
b. Step & Column Adjustment				28,293.93		28,919.82
c. Cost-of-Living Adjustment						
d. Other Adjustments						
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	1,314,663.80	2.15%	1,342,957.73	2.15%	1,371,877.55
2. Classified Salaries						
a. Base Salaries				383,941.00		395,459.23
b. Step & Column Adjustment				11,518.23		11,863.78
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				0.00		0.00
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	383,941.00	3.00%	395,459.23	3.00%	407,323.01
3. Employee Benefits	3000-3999	695,455.02	1.08%	703,000.53	1.10%	710,730.65
4. Books and Supplies	4000-4999	300,947.87	25.11%	376,525.87	-12.88%	328,012.15
5. Services and Other Operating Expenditures	5000-5999	734,201.76	0.00%	734,201.76	0.00%	734,201.76
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	0.00	0.00%	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		0.00
11. Total (Sum lines B1 thru B10)		3,429,209.45	3.58%	3,552,145.12	0.00%	3,552,145.12
C. NET INCREASE (DECREASE) IN FUND BALANCE						
(Line A6 minus line B11)		(1,062,538.57)		0.00		0.00
D. FUND BALANCE						
1. Net Beginning Fund Balance (Form 01, line F1e)		1,282,144.84		219,606.27		219,606.27
2. Ending Fund Balance (Sum lines C and D1)		219,606.27		219,606.27		219,606.27
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		11,925.80
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	197,680.47				
2. Unassigned/Unappropriated	9790	0.00		197,680.47		197,680.47
f. Total Components of Ending Fund Balance						
(Line D3f must agree with line D2)		219,606.27		219,606.27		219,606.27

Description	Object Codes	2019-20 Budget (Form 01) (A)	% Change (Cols. C-A/A) (B)	2020-21 Projection (C)	% Change (Cols. E-C/C) (D)	2021-22 Projection (E)
E. AVAILABLE RESERVES						
1. General Fund						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	197,680.47		0.00		0.00
c. Unassigned/Unappropriated	9790	0.00		197,680.47		197,680.47
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.)						
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
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)		197,680.47		197,680.47		197,680.47
4. Total Available Reserves - by Percent (Line E3 divided by Line F2)		5.76%		5.57%		5.57%
F. RECOMMENDED RESERVES						
1. JPA ADA						
Used to determine the reserve standard percentage level on Line F5 (Enter ADA for current and two subsequent years, if applicable)						
		0.00		0.00		0.00
2. Total Expenditures and Other Financing Uses (Line B11)		3,429,209.45		3,552,145.12		3,552,145.12
3. Less: Special Education Pass-through (Not applicable for JPAs)		N/A		N/A		N/A
4. Sub-Total (Line F2 minus F3)		3,429,209.45		3,552,145.12		3,552,145.12
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)		171,460.47		177,607.26		177,607.26
7. Reserve Standard - By Amount (Refer to Form 01CS, Criterion 10 for calculation details)		69,000.00		69,000.00		69,000.00
8. Reserve Standard (Greater of Line F6 or F7)		171,460.47		177,607.26		177,607.26
9. Available Reserves (Line E3) Meet the Reserve Standard (Line F8)		YES		YES		YES
G. ASSUMPTIONS						
Please provide below or on a separate attachment, the assumptions used to determine the projections for the first and second subsequent fiscal years. Further, please include an explanation for any significant expenditure adjustments projected in lines B1d, B2d, and B10. For additional information, please refer to the Budget Assumptions section of the SACS Financial Reporting Software User Guide.						

Provide methodology and assumptions used to estimate revenues, expenditures, reserves and fund balance, and multiyear commitments (including cost-of-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.

CRITERIA AND STANDARDS

1. CRITERION: Average Daily Attendance

This criterion is not checked for JPAs

2. CRITERION: Enrollment

This criterion is not checked for JPAs

3. CRITERION: ADA to Enrollment

This criterion is not checked for JPAs

4. CRITERION: Local Control Funding Formula (LCFF) Revenue

This criterion is not checked for JPAs

5. CRITERION: Salaries and Benefits

STANDARD: Projected ratio of total salaries and benefits to total general fund expenditures for any of the 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 (2016-17)	1,986,888.83	3,276,628.60	60.6%
Second Prior Year (2017-18)	2,118,627.52	3,856,055.57	54.9%
First Prior Year (2018-19)	2,092,773.62	3,169,621.68	66.0%
	Historical Average Ratio:		60.5%

JPA's Reserve Standard Percentage (Criterion 10B, Line 4): JPA's Salaries and Benefits Standard (historical average ratio, plus/minus the greater of 3% or the JPA's reserve standard percentage):	Budget Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
	5.0%	5.0%	5.0%
	55.5% to 65.5%	55.5% to 65.5%	55.5% to 65.5%

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 (2019-20)	2,394,059.82	3,429,209.45	69.8%	Not Met
1st Subsequent Year (2020-21)	2,441,417.49	3,552,145.12	68.7%	Not Met
2nd Subsequent Year (2021-22)	2,489,931.21	3,552,145.12	70.1%	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 Benefit Costs to Total Expenditures.

6. CRITERION: Other Revenues and Expenditures

STANDARD: Projected operating revenues (including federal, other state, and other local) or expenditures (including books and supplies, and services and other operating), for any of the 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 (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
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
Federal Revenue (Fund 01, Objects 8100-8299) (Form MYP, Line A2)			
First Prior Year (2018-19)	0.00		
Budget Year (2019-20)	0.00	0.00%	No
1st Subsequent Year (2020-21)	0.00	0.00%	No
2nd Subsequent Year (2021-22)	0.00	0.00%	No

Explanation:
(required if yes)

College and Career Advantage does not receive Federal Funds.

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

First Prior Year (2018-19)	1,940,283.24		
Budget Year (2019-20)	107,850.00	-94.44%	Yes
1st Subsequent Year (2020-21)	1,293,324.24	1099.19%	Yes
2nd Subsequent Year (2021-22)	1,293,324.24	0.00%	No

Explanation:
(required if yes)

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

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

First Prior Year (2018-19)	2,291,877.01		
Budget Year (2019-20)	2,258,820.88	-1.44%	No
1st Subsequent Year (2020-21)	2,258,820.88	0.00%	No
2nd Subsequent Year (2021-22)	2,258,820.88	0.00%	No

Explanation:
(required if yes)

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

First Prior Year (2018-19)	259,499.11		
Budget Year (2019-20)	300,947.87	15.97%	Yes
1st Subsequent Year (2020-21)	376,525.87	25.11%	Yes
2nd Subsequent Year (2021-22)	328,012.15	-12.88%	Yes

Explanation:
(required if yes)

Additional expenditures will be allocated once CTEIG is allocated.

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

First Prior Year (2018-19)	781,343.62		
Budget Year (2019-20)	734,201.76	-6.03%	Yes
1st Subsequent Year (2020-21)	734,201.76	0.00%	No
2nd Subsequent Year (2021-22)	734,201.76	0.00%	No

Explanation:
(required if yes)

Costs for contracted sections were reassigned.

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 (2018-19)	4,232,160.25		
Budget Year (2019-20)	2,366,670.88	-44.08%	Not Met
1st Subsequent Year (2020-21)	3,552,145.12	50.09%	Not Met
2nd Subsequent Year (2021-22)	3,552,145.12	0.00%	Met

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

First Prior Year (2018-19)	1,040,842.73		
Budget Year (2019-20)	1,035,149.63	-0.55%	Met
1st Subsequent Year (2020-21)	1,110,727.63	7.30%	Met
2nd Subsequent Year (2021-22)	1,062,213.91	-4.37%	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.

- 1a. 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)

College and Career Advantage does not receive Federal Funds.

Explanation:

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

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

Explanation:

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

- 1b. STANDARD MET - Projected total operating expenditures have not changed by more than the standard for the budget and two subsequent fiscal years.

Explanation:

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

Explanation:

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

7. 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).

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

This criterion is not checked for JPAs

8. CRITERION: Deficit Spending

STANDARD: Deficit spending (total expenditures and other financing uses is greater than total revenues and other financing sources) as a percentage of total expenditures and other financing uses, has not exceeded one-third of the JPA's available reserves¹ as a percentage of total expenditures and other financing uses² in 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 (2016-17)	Second Prior Year (2017-18)	First Prior Year (2018-19)
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)	214,000.73	191,389.26	197,680.47
c. Unassigned/Unappropriated (Funds 01 and 17, Object 9790)	0.00	0.00	1,062,538.57
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)	214,000.73	191,389.26	1,260,219.04
2. JPA's Total Expenditures and Other Financing Uses			
a. JPA's Total Expenditures and Other Financing Uses (Criterion 8B)	3,276,628.60	3,856,055.57	3,169,621.68
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)	3,276,628.60	3,856,055.57	3,169,621.68
3. JPA's Available Reserve Percentage (Line 1e divided by Line 2c)	6.5%	5.0%	39.8%
JPA's Deficit Spending Standard Percentage Levels (Line 3 times 1/3):	2.2%	1.7%	13.3%

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

²A JPA that is the Administrative Unit (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 (2016-17)	(38,864.36)	3,276,628.60	1.2%	Met
Second Prior Year (2017-18)	(54,518.26)	3,856,055.57	1.4%	Met
First Prior Year (2018-19)	1,062,538.57	3,169,621.68	N/A	Met
Budget Year (2019-20) (Information only)	(1,062,538.57)	3,429,209.45		

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)

9. 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 ¹	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

¹ 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 ² (Form 01, Line F1e)		Beginning Fund Balance Variance Level (If overestimated, else N/A)		Status
	Original Budget	Estimated/Unaudited Actuals			
Third Prior Year (2016-17)		312,988.89	N/A		Not Met
Second Prior Year (2017-18)		274,124.53	N/A		Not Met
First Prior Year (2018-19)		219,606.27	N/A		Not Met
Budget Year (2019-20) (Information only)	1,282,144.84				

² 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)

The fund balance has decreased due to a pay out of reserves to the JPA partner districts.

10. CRITERION: Reserves

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

Percentage Level	JPA ADA	
5% or \$69,000 (greater of)	0	to 300
4% or \$69,000 (greater of)	301	to 1,000
3%	1,001	to 30,000
2%	30,001	to 400,000
1%	400,001	and over

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

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

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

	Budget Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
JPA ADA (Form MYP, Line F1, if available; else defaults to zero and may be overwritten):	0	0	0
JPA's Reserve Standard Percentage Level:	5%	5%	5%

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

Special education pass-through exclusions are not applicable for JPAs

10B. Calculating the JPA's Reserve Standard

DATA ENTRY: 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.

	Budget Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
1. Total Expenditures and Other Financing Uses (Criterion 8B) (Form MYP, Line B11)	3,429,209.45	3,552,145.12	3,552,145.12
2. Less: Special Education Pass-through (Not applicable for JPAs)	N/A	N/A	N/A
3. Net Expenditures and Other Financing Uses (Line B1 minus Line B2)	3,429,209.45	3,552,145.12	3,552,145.12
4. Reserve Standard Percentage Level	5%	5%	5%
5. Reserve Standard - by Percent (Line B3 times Line B4)	171,460.47	177,607.26	177,607.26
6. Reserve Standard - by Amount (\$69,000 for JPAs with 0 to 1,000 ADA, else 0)	69,000.00	69,000.00	69,000.00
7. JPA's Reserve Standard (Greater of Line B5 or Line B6)	171,460.47	177,607.26	177,607.26

10C. 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 (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
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)	197,680.47		
3. General Fund - Unassigned/Unappropriated Amount (Fund 01, Object 9790) (Form MYP, Line E1c)	0.00	197,680.47	197,680.47
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)	197,680.47	197,680.47	197,680.47
9. JPA's Budgeted Reserve Percentage (Information only) (Line 8 divided by Section 10B, Line 3)	5.76%	5.57%	5.57%
JPA's Reserve Standard (Section 10B, Line 7):	171,460.47	177,607.26	177,607.26
Status:	Met	Met	Met

10D. Comparison of JPA Reserve Amount to the Standard

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

- 1a. STANDARD MET - Projected available reserves have met the standard for the budget and two subsequent fiscal years.

Explanation:
(required if NOT met)

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:

S5. 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
---------------------------	------------	------------------	----------------	--------

1a. Contributions, Unrestricted General Fund (Fund 01, Resources 0000-1999, Object 8980)

This item is not applicable for JPAs.

1b. Transfers In, General Fund *

First Prior Year (2018-19)

Budget Year (2019-20)

1st Subsequent Year (2020-21)

2nd Subsequent Year (2021-22)

	0.00	0.00	0.0%	Met
	0.00	0.00	0.0%	Met
	0.00	0.00	0.0%	Met

1c. Transfers Out, General Fund *

First Prior Year (2018-19)

Budget Year (2019-20)

1st Subsequent Year (2020-21)

2nd Subsequent Year (2021-22)

	0.00	0.00	0.0%	Met
	0.00	0.00	0.0%	Met
	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

1c. MET - 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)

S6. Long-term Commitments

Identify all existing and new multiyear commitments¹ and their annual required payment for the budget year and two subsequent fiscal years.

Explain how any increase in annual payments will be funded. Also explain how any decrease to funding sources used to pay long-term commitments will be replaced.

¹ Include multiyear commitments, multiyear debt agreements, and new programs or contracts that result in long-term obligations.

S6A. Identification of the JPA's Long-term Commitments

DATA ENTRY: Click the appropriate button in item 1 and enter data in all columns of item 2 for applicable long-term commitments; there are no extractions in this section.

1. Does your JPA have long-term (multiyear) commitments?
(If No, skip item 2 and Sections S6B and S6C)

No

2. If Yes to item 1, list all new and existing multiyear commitments and required annual debt service amounts. Do not include long-term commitments for postemployment benefits other than pensions (OPEB); OPEB is disclosed in item S7A.

Type of Commitment	# of Years Remaining	SACS Fund and Object Codes Used For:		Principal Balance as of July 1, 2019
		Funding Sources (Revenues)	Debt Service (Expenditures)	
Capital Leases				
Certificates of Participation				
General Obligation Bonds				
Supp Early Retirement Program				
State School Building Loans				
Compensated Absences				
Other Long-term Commitments (do not include OPEB)				
TOTAL:				0

Type of Commitment (continued)	First Prior Year (2018-19) Annual Payment (P & I)	Budget Year (2019-20) Annual Payment (P & I)	1st Subsequent Year (2020-21) Annual Payment (P & I)	2nd Subsequent Year (2021-22) Annual Payment (P & I)
Capital Leases				
Certificates of Participation				
General Obligation Bonds				
Supp Early Retirement Program				
State School Building Loans				
Compensated Absences				
Other Long-term Commitments (continued):				
Total Annual Payments:	0	0	0	0
Has total annual payment increased over prior year (2018-19)?	No	No	No	No

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)

S7. 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:

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

Actuarial

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

Self-Insurance Fund

Governmental Fund

0

4. OPEB Liabilities

Data must be entered.

- a. Total OPEB liability

182,024.00

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

0.00

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

182,024.00

- 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 date of the OPEB valuation

Jul 18, 2018

5. OPEB Contributions

Budget Year
(2019-20)

1st Subsequent Year
(2020-21)

2nd Subsequent Year
(2021-22)

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

40,033.00

40,333.00

40,333.00

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

2,500.00

2,500.00

2,500.00

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

1,707.00

2,232.00

2,942.00

- d. Number of retirees receiving OPEB benefits

2

2

2

S7B. Identification 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 (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
0.00	0.00	0.00
0.00	0.00	0.00

S8. 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) (2018-19)	Budget Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
Number of certificated (non-management) full-time-equivalent (FTE) positions	0.0	0.0	0.0	0.0

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
(2019-20)

1st Subsequent Year
(2020-21)

2nd Subsequent Year
(2021-22)

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

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Budget Year
(2019-20)

1st Subsequent Year
(2020-21)

2nd Subsequent Year
(2021-22)

6. Amount included for any tentative salary schedule increases

--	--	--

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 (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
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		

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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 (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
Yes	Yes	Yes

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 (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
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.):

S8B. 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) (2018-19)	Budget Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
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:

4. Salary settlement:

Budget Year
(2019-20)

1st Subsequent Year
(2020-21)

2nd Subsequent Year
(2021-22)

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

6. Amount included for any tentative salary schedule increases

Budget Year
(2019-20)

1st Subsequent Year
(2020-21)

2nd Subsequent Year
(2021-22)

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 (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
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 (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
Yes	Yes	Yes

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 (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
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.):

S8C. Cost 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) (2018-19)	Budget Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
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 S8C.

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 (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
No	No	No

Negotiations Not Settled

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

--

4. Amount included for any tentative salary schedule increases

Budget Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)

**Management/Supervisor/Confidential
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 (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
Yes	Yes	Yes

**Management/Supervisor/Confidential
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 (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
Yes	Yes	Yes

**Management/Supervisor/Confidential
Other Benefits (mileage, bonuses, etc.)**

1. Are costs of other benefits included in the budget and MYPs?
2. Total cost of other benefits
3. Percent change in cost of other benefits over prior year

Budget Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
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.

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

SACS2019 Financial Reporting Software - 2019.1.0
6/10/2019 3:18:11 PM

30-74112-0000000

July 1 Budget
2019-20 Budget
Technical Review Checks

College and Career Advantage

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

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

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

INTRA-FD-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 73).

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 73.

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 73.

PASSED

RS-NET-POSITION-ZERO - (F) - Restricted Net Position (Object 9797), in unrestricted resources, must be zero, by resource, in funds 61 through 73.

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

Course Listing

3D Media Design
Accounting
Architectural Design
Art Entrepreneur
Art of Animation
Art of Graphic Design
Audio and Music Production
Auto Mechanics
Automotive Technology
Aviation Careers
Biotechnology
Building and Industrial Trades Academy (BITA1)
Building and Industrial Trades Academy (BITA2)
Business Intro
Business Management/Entrepreneurship
Career Technology Investigation Lab
Careers in Teaching
Chemistry and Environmental Engineering
Commercial Music
Computer Applications
Crime Scene Investigations
Culinary Arts
Dance Company
Dance Performance 1
Dance Performance 2

Dance Performance 3
Dental Assisting
Dental Assisting 2
Digital Media Arts
Digital Photography
Emergency Medical Responder
Emergency Medical Technician
Engineering and Manufacturing Technology
Engineering and Manufacturing Technology Adv
Engineering Design
Engineering Design and Development
Engineering Principles
Environmental Field Studies
Fashion Design 1B
Fire Science
Foods Around the World
Forensic Psychology
Forensic Science
Game Design
Graphic Production Technologies
Hotel and Hospitality Careers
Intro to Business
Law Enforcement Intro
Medical Assisting I
Medical Core
Medical Hospital Careers
Medical Terminology
Multimedia Design
Multimedia Production
Pharmacy Technician

Physical Therapy Aide

Robotics

Sports Medicine

Stagecraft

Surgical Technologist

Surgical Technologist 2

Surgical Technologist

Theater Performer

Veterinary Technician 1 (Anatomy/Physiology)

Veterinary Technician 2 (Lab Focus)

Veterinary Technician 3 (Surgical Rotation)

Video Production

Virtual Enterprise