



COLLEGE AND CAREER ADVANTAGE

GOVERNING BOARD MEETING

AGENDA

Thursday, December 12, 2019
8:30 a.m.

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 EMPLOYMENT AND EVALUATION OF PERFORMANCE

Executive Director

(Pursuant to Government Code §54957)

RECORDING OF SCHOOL BOARD MEETINGS

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

OPEN SESSION AT 9:00 A.M.

CALL TO ORDER — ROLL CALL

	Present	Absent
Trustee Jones	_____	_____
Trustee Perry	_____	_____
CUSD Trustee (TBD)	_____	_____
CUSD Trustee (TBD)	_____	_____
CUSD Trustee (TBD)	_____	_____

PLEDGE OF ALLEGIANCE

OATH OF OFFICE

ADOPTION OF THE AGENDA

ACTION/VOTE

Motion _____ Second _____ Vote _____

REPORT ON CLOSED SESSION ACTION

REORGANIZATION OF THE BOARD

4. ELECTION OF PRESIDENT

ACTION/VOTE

Governing Board to consider nominations for the election of President of the Governing Board for 2020.

Contact: Patricia Romo, Executive Director

Nominee _____

Nominated by _____ Seconded by _____ Vote _____

ROLL CALL: Trustee Perry _____
Trustee Vickers _____
CUSD Trustee (TBD) _____
CUSD Trustee (TBD) _____
CUSD Trustee (TBD) _____

5. ELECTION OF VICE PRESIDENT

ACTION/VOTE

Governing Board to consider nominations for the election of Vice President of the Governing Board for 2020.

Contact: Patricia Romo, Executive Director

Nominee _____

Nominated by _____ Seconded by _____ Vote _____

ROLL CALL: Trustee Perry _____
Trustee Vickers _____
CUSD Trustee (TBD) _____
CUSD Trustee (TBD) _____
CUSD Trustee (TBD) _____

BOARD AND EXECUTIVE DIRECTOR COMMENTS

B. ORAL COMMUNICATIONS

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

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

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

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

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

6. COMMENTS FROM THE PUBLIC

DISCUSSION

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

A. CONSENT CALENDAR

All matters listed under the consent calendar are considered by 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.

7. MINUTES

Pages 1-5

Board to approve Minutes of the Board meeting on September 12, 2019 (supporting information).

8. MINUTES

Pages 6-7

Board to approve Minutes of the Special Board meeting on June 17, 2019 (supporting information).

9. PURCHASE ORDERS

Pages 8-15

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

10. CHECKS

Pages 16-18

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

11. PERSONNEL ASSIGNMENT ORDER

Page 19

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

12. TRAINING AGREEMENTS

Board to approve the following Community Classroom Training Agreements: Laguna-Dana Urgent Care; Med Hero Advanced Urgent Care; Laguna Hills Health & Rehabilitation; SCOR Physical Therapy; Golden Coast Senior Living Houses #1, #3, #4, #9 and #14; Horizons Diversified Group Houses #1 - #6; and Nice Touch Chiropractic.

13. DONATION

Board to ratify/approve donation of 2006 Chrysler to Capistrano Valley High School for the automotive program; and 2009 Suzuki SX4, 2011 Suzuki Grand Vitara, 2012 Suzuki Kizashi and 1996 BMW Z3 to San Clemente High School for the automotive program.

14. ADOPTION OF SAN CLEMENTE AUTOMOTIVE CLASSES

Board to approve adoption of the following San Clemente High School Automotive Classes: Consumer Automotive Mechanics, Automotive Mechanics, Auto Academy Consumer Automotive, Auto Academy Automotive Mechanics, Auto Academy Automotive Technology and Auto Academy Advanced Diagnostics.

Motion _____ Second _____

**ACTION/ROLL
CALL**

ROLL CALL: Trustee Perry _____
 Trustee Vickers _____
 CUSD Trustee (TBD) _____
 CUSD Trustee (TBD) _____
 CUSD Trustee (TBD) _____

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.

C. DISCUSSION/ACTION ITEMS

15. 2018-19 AUDIT

Board to review and acknowledge receipt of the 2018-19 audit report prepared by Vavrinke, Trine, Day & Co., LLP (under separate cover).

Contact: Patricia Romo, Executive Director

Motion_____ Second_____ Vote_____

Page 20
ACTION/VOTE

16. SINGLE BUDGET ADOPTION

Board to consider approval of continuing the single budget adoption process for fiscal year 2020-21 (supporting information).

Contact: Patricia Romo, Executive Director

Motion_____ Second_____ Vote_____

Page 21
ACTION/VOTE

17. FIRST INTERIM REPORT

Board to consider positive certification of report (supporting information).

Contact: Patricia Romo, Executive Director

Motion_____ Second_____ Vote_____

Pages 22-75
ACTION/VOTE

18. CAREER GUIDANCE SPECIALISTS AND CAREER CENTERS

Board to discuss the employment of Career Guidance Specialists and replacement of Career Centers at high school sites.

Contact: Patricia Romo, Executive Director

DISCUSSION

19. FALL ENROLLMENT DATA

Board to receive enrollment data for Fall 2019.

Contact: Patricia Romo, Executive Director

Page 76
DISCUSSION

20. MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN CAPISTRANO UNIFIED SCHOOL DISTRICT (CUSD) AND COLLEGE AND CAREER ADVANTAGE (CCA) – EMPLOYMENT OF EXECUTIVE DIRECTOR (supporting information).

Board to review and discuss the MOU between CUSD and CCA – Employment of Executive Director

Contact: Patricia Romo, Executive Director

Page 77
DISCUSSION

21. STRONG WORKFORCE PROGRAM (SWP) K12 PATHWAY IMPROVEMENT GRANT – AGREEMENT #49193

Page 78-104
ACTION/VOTE

Board to review and consider approval of the Strong Workforce Program (SWP) K12 Pathway Improvement Grant - Agreement #49193 (supporting information).

Contact: Patricia Romo, Executive Director

Motion _____ Second _____ Vote _____

22. CALIFORNIA CAREER TECHNICAL EDUCATION INCENTIVE GRANT PROGRAM MOU BETWEEN CAPISTRANO UNIFIED SCHOOL DISTRICT AND COLLEGE AND CAREER ADVANTAGE

Page 105-109
ACTION/VOTE

Board to review and consider approval of the California Career Technical Education Incentive Grant Program MOU between Capistrano Unified School District and College and Career Advantage (supporting information).

Contact: Patricia Romo, Executive Director

Motion _____ Second _____ Vote _____

23. CALIFORNIA CAREER TECHNICAL EDUCATION INCENTIVE GRANT PROGRAM MOU BETWEEN LAGUNA BEACH UNIFIED SCHOOL DISTRICT AND COLLEGE AND CAREER ADVANTAGE

Page 110-114
ACTION/VOTE

Board to review and consider approval of the California Career Technical Education Incentive Grant Program MOU between Laguna Beach Unified School District and College and Career Advantage (supporting information).

Contact: Patricia Romo, Executive Director

Motion _____ Second _____ Vote _____

24. RESOLUTION #01-19/20 – SETTING OF REGULAR MEETING DATES

Pages 115-116
ACTION/ROLL
CALL

Board to review and consider adoption of Resolution #01-19/20, Setting of Regular Meeting Dates of the CCA Governing Board (supporting information).

Contact: Patricia Romo, Executive Director

ROLL CALL:

Trustee Perry	_____
Trustee Vickers	_____
CUSD Trustee (TBD)	_____
CUSD Trustee (TBD)	_____
CUSD Trustee (TBD)	_____

25. **RESOLUTION #02-19/20 – AUTHORIZATION OF SIGNATURES**
Board to review and consider adoption of Resolution #02-19/20,
Authorization of Signatures (supporting information).
Contact: Patricia Romo, Executive Director

Pages 117-118
ACTION/ROLL
CALL

Motion_____ Second_____

ROLL CALL: Trustee Perry _____
Trustee Vickers _____
CUSD Trustee (TBD) _____
CUSD Trustee (TBD) _____
CUSD Trustee (TBD) _____

26. **RESOLUTION #03-19/20 – AUTHORIZATION OF SIGNATURES
FOR SCHOOLSFIRST FEDERAL CREDIT UNION AND
FARMERS & MERCHANTS BANK**
Board to review and consider adoption of Resolution #03-19/20,
Authorization of Signatures for SchoolsFirst Federal Credit Union
and Farmers & Merchants Bank (supporting information).
Contact: Patricia Romo, Executive Director

Pages 119-120
ACTION/ROLL
CALL

Motion_____ Second_____

ROLL CALL: Trustee Perry _____
Trustee Vickers _____
CUSD Trustee (TBD) _____
CUSD Trustee (TBD) _____
CUSD Trustee (TBD) _____

27. **RESOLUTION #04-19/20 – AUTHORIZATION TO APPROVE
VENDOR PAYMENTS ON THE BI-TECH SYSTEM**
Board to review and consider adoption of Resolution #04-19/20,
Authorization to Approve Vendor Payments on the Bi-Tech System
(supporting information).
Contact: Patricia Romo, Executive Director

Pages 121-122
ACTION/ROLL
CALL

Motion_____ Second_____

ROLL CALL: Trustee Perry _____
Trustee Vickers _____
CUSD Trustee (TBD) _____
CUSD Trustee (TBD) _____
CUSD Trustee (TBD) _____

**28. RESOLUTION #05-19/20 – AUTHORIZATION TO APPROVE
VENDOR PAYMENTS ELECTRONICALLY**

Pages 123-124
ACTION/ROLL
CALL

Board to review and consider adoption of Resolution #05-19/20,
Authorization to Approve Vendor Payments Electronically
(supporting information).

Contact: Patricia Romo, Executive Director

Motion_____ Second_____

ROLL CALL: Trustee Perry _____
Trustee Vickers _____
CUSD Trustee (TBD) _____
CUSD Trustee (TBD) _____
CUSD Trustee (TBD) _____

29. FUTURE AGENDA ITEMS

DISCUSSION

March 12, 2020 (proposed date)

- Second Interim Report

30. ADJOURNMENT

ACTION/VOTE

Motion_____ Second_____ Vote_____

COLLEGE AND CAREER ADVANTAGE

BOARD MEETING: September 12, 2019 MINUTES

Vice President Vickers called the meeting to order at 8:35 a.m.

Call to Order

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

Trustee Vickers led the Pledge of Allegiance.

APPROVAL OF AGENDA

Prior to approval of the agenda, Trustee Vickers announced that updated, corrected documentation for Agenda Items #19, #27 and #28 were provided to Trustees. Staff pulled Agenda Item #11, Minutes of the Special Board Meeting on June 17, 2019, and was directed to bring this item back to the next Board meeting for approval.

Approval of Agenda

On a motion from Trustee McNicholas, seconded by Trustee Wolff, it carried by a vote of 4-0-2 to approve the agenda as modified.

VOTE: Ayes: Trustees Jones, McNicholas, Vickers, Wolff
No: None
Absent: Trustees Holloway, Reardon

SPECIAL RECOGNITION

There were no special recognitions.

Special Recognition

BOARD COMMENTS

There were no Board comments.

Board Comments

COMMENTS FROM THE PUBLIC

There were no comments from the public.

Public Comments

CONSENT CALENDAR

**Agenda Item 7
December 12, 2019**

CONSENT CALENDAR

On a motion from Trustee McNicholas, seconded by Trustee Wolff, it carried by a roll call vote of 4-0-2 to approve the consent calendar to include the following:

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

Minutes

Minutes of the Board meeting on August 14, 2019, as presented.

Minutes

Purchase Orders as presented.

Purchase Orders

Checks as presented.

Checks

Personnel Assignment Order as presented.

Personnel
Assignment
Order

Training Agreement – Sea View Pharmacy as presented.

Training
Agreement

MOU with Orange County Department of Education as presented.

OCDE MOU

MOU with Laguna Beach Unified School District as presented.

LBUSD MOU

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

UNAUDITED ACTUALS

Mrs. Fox, CCA Accountant, provided a summary of the 2018-19 unaudited actuals. On a motion from Trustee Jones, seconded by Trustee McNicholas, it carried by a vote of 4-0-2 to approve certification of the 2018-19 unaudited actuals as presented.

Unaudited
Actuals

VOTE: Ayes: Trustees Jones, McNicholas, Vickers, Wolff
No: None
Absent: Trustees Holloway, Reardon

BUDGET ADJUSTMENTS AND TRANSFERS AFTER SECOND INTERIM

Mrs. Fox, Accountant, provided the Board with a summary of budget adjustments and transfers after second interim. On a motion from Trustee

Budget
Adjustments and

Jones, seconded by Trustee McNicholas, it carried by a vote of 4-0-2 to approve the budget adjustments and transfers after second interim.

Transfers

VOTE: Ayes: Trustees Jones, McNicholas, Vickers, Wolff
No: None
Absent: Trustees Holloway, Reardon

ACTUARIAL STUDY OF RETIREE HEALTH LIABILITIES

On a motion from Trustee Jones, seconded by Trustee Wolff, it carried by a roll call vote of 4-0-2 to acknowledge receipt of the Actuarial Study of Retiree Health Liabilities.

Actuarial Study

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

COLLEGE AND CAREER ADVANTAGE (CCA) REGIONAL OCCUPATIONAL PROGRAM FOURTH AMENDED JOINT POWERS AGREEMENT

On a motion of Trustee Jones, seconded by Trustee Wolff, it carried by a vote of 4-0-2 to approve the CCA Regional Occupational Program Fourth Amended Joint Powers Agreement.

**CCA Fourth
Amended Joint
Powers
Agreement**

VOTE: Ayes: Trustees Jones, McNicholas, Vickers, Wolff
No: None
Absent: Trustees Holloway, Reardon

MEMORANDUM OF UNDERSTANDING (MOU) WITH CAPISTRANO UNIFIED SCHOOL DISTRICT (CUSD) REGARDING THE EXECUTIVE DIRECTOR OF COLLEGE AND CAREER ADVANTAGE (CCA)

On a motion of Trustee Wolff, seconded by Trustee Jones, it carried by a vote of 4-0-2 to approve the MOU with CUSD and CCA.

**MOU WITH CUSD
AND CCA**

VOTE: Ayes: Trustees Jones, McNicholas, Vickers, Wolff
No: None
Absent: Trustees Holloway, Reardon

SECOND READING- BOARD POLICY 4116, AT-WILL STATUS

On a motion from Trustee Wolff, Seconded by Trustee McNicholas, it

BP 4116

carried by a vote of 4-0-2 to approve Board Policy 4116, At-Will Status.

VOTE: AYES: Trustees Jones, McNicholas, Vickers, Wolff
NOES: None
ABSENT: Trustees Holloway, Reardon

COLLEGE AND CAREER ADVANTAGE REVISED EMPLOYEE MANUAL

On a motion from Trustee McNicholas, seconded by Trustee Jones, it carried by a vote of 4-0-2 to approve the College and Career Advantage Revised Employee Manual.

CCA Employee Manual

VOTE: AYES: Trustees Jones, McNicholas, Vickers, Wolff
NOES: None
ABSENT: Trustees Holloway, Reardon

ADULT EDUCATION CONSORTIUM PROGRAM APPOINTMENT OF REPRESENTATIVES

On a motion from Trustee Jones, seconded by Trustee Wolff, it carried by a vote of 4-0-2 to approve appointing Patricia Romo, Executive Director, as the CCA representative to the South Orange County Regional Consortium and appointing Anne Moore, Student Services Manager, as at-large representative.

Appointment of Representatives

VOTE: AYES: Trustees Jones, McNicholas, Vickers, Wolff
NOES: None
ABSENT: Trustees Holloway, Reardon

ORGANIZATIONAL GOALS

The Board reviewed and discussed the proposed Organizational Goals for 2019-20 and suggest a minor change to Goal 2b.

Organizational Goals

COURSE INVENTORY

On a motion from Trustee Wolff, seconded by Trustee Jones, it carried by a vote of 4-0-2 to approve the Course Inventory as presented.

Course Inventory

VOTE: AYES: Trustees Jones, McNicholas, Vickers, Wolff
NOES: None
ABSENT: Trustees Holloway, Reardon

ADJOURNMENT

On a motion from Trustee McNicholas, seconded by Trustee Wolff, it carried by a 4-0-2 vote to adjourn the meeting at 9:08 a.m. until the next regularly scheduled meeting.

Adjournment

VOTE: AYES: Trustees Jones, McNicholas, Vickers, Wolff
NOES: None
ABSENT: Trustees Holloway, Reardon

Vice President

Secretary

COLLEGE AND CAREER ADVANTAGE

SPECIAL BOARD MEETING: June 17, 2019 MINUTES

President Reardon called the meeting to order at 10:49 a.m.

Call to Order

Trustee Reardon led the Pledge of Allegiance.

ROLL CALL: Present: Trustees Reardon, Jones, Wolff
Absent: Trustees Holloway, Vickers

APPROVAL OF AGENDA

On a motion from Trustee Jones, seconded by Trustee Wolff, it carried by a vote of 3-0-2 to approve the agenda.

Approval of Agenda

VOTE: Ayes: Trustees Jones, Reardon, Wolff
Nos:
Absent: Trustees Holloway, Vickers

COMMENTS FROM THE PUBLIC

There were no comments from the public.

Public Comments

RESOLUTION #10-18/19 – RESOLUTION OF THE GOVERNING BOARD OF COLLEGE AND CAREER ADVANTAGE TO ACCEPT INSURANCE COVERAGE IN LIEU OF BOND

On a motion from Trustee Jones, seconded by Trustee Wolff, it carried by a roll call vote of 3-0-2 to approve Resolution #10-18/19 accepting evidence of insurance coverage in lieu of a bond in reference to the Fourth Amended Joint Powers Agreement.

Resolution #10- 18/19

ROLL CALL: Ayes: Trustees Jones, Reardon, Wolff
Nos: None
Absent: Trustees Holloway, Vickers

ADJOURNMENT

On a motion from Trustee Jones, seconded by Trustee Wolff, it carried by

Adjournment

a 3-0-2 vote to adjourn the meeting at 10:59 a.m. until the next regularly scheduled meeting.

VOTE: Ayes: Trustees Jones, Reardon, Wolff
 Nos:
 Absent: Trustees Holloway, Vickers

President

Secretary

COLLEGE & CAREER ADV
PURCHASE ORDER DETAIL REPORT BY FUND
BOARD OF TRUSTEES MEETING 12/12/2019

FROM 09/05/2019 TO 12/04/2019

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
N97R0072	AMAZON.COM	11.84	11.84	0129560505 4310	Robotics FRC-SCHS / Instructional Supplies
N97R0073	LOWE'S	1,164.81	96.95	0120800505 4310	CTEIG-SCHS / Instructional Supplies
			192.87	0120800505 4400	CTEIG-SCHS / NONCAPITALIZATION EQUIPMENT
			125.05	0161800505 4310	Engineering & Mfg Tech-SCHS / Instructional Supplies
			749.94	0161800505 4400	Engineering & Mfg Tech-SCHS / NONCAPITALIZATION
N97R0074	CARLSONSCREENPRINTING	3,786.33	3,786.33	0110610715 5830	Marketing/Administrative / Advertising-Promotions
N97R0075	CARLSONSCREENPRINTING	573.77	573.77	0120200405 4310	Hotel & Hospitality Careers-DH / Instructional Supplies
N97R0076	STAPLES	345.99	345.99	0116921305 4310	Aviation Careers-THS / Instructional Supplies
N97R0077	S/P2	299.00	299.00	0123550505 5300	Consumer Automotive Mech-SC / DUES & MEMBERSHIPS
N97R0078	GRAINGER	506.61	54.87	0116800305 4310	Auto Repair-CVHS / Instructional Supplies
			451.74	0116800305 4400	Auto Repair-CVHS / NONCAPITALIZATION EQUIPMENT
N97R0079	PATON GROUP	995.00	995.00	0120800605 4315	CTEIG-SHS / Instr Supplies-Software
N97R0080	ANDRE, JAQUES	531.05	531.05	0162310305 4310	Middle School Summer Acad-CVHS / Instructional Supplies
N97R0081	CHAMBERS, TIM	330.00	150.00	0116800305 4310	Auto Repair-CVHS / Instructional Supplies
			180.00	0116800305 5810	Auto Repair-CVHS / Professional Services
N97R0082	SOLORZANO, PETRA	196.42	196.42	0161800205 4310	Engineering & Mfg Tech-ANHS / Instructional Supplies
N97R0083	OBRIEN, SHAWN	407.69	407.69	0129530305 4310	Robotics FTC-CVHS / Instructional Supplies
N97R0084	HOME DEPOT CREDIT SERVICES	354.50	354.50	0120800305 4400	CTEIG-CVHS / NONCAPITALIZATION EQUIPMENT
N97R0085	AMAZON.COM	312.45	275.84	0129560305 4100	Robotics FRC-CVHS / TEXTBOOKS
			36.61	0129560305 4310	Robotics FRC-CVHS / Instructional Supplies
N97R0086	AMERICAN EXPRESS	355.61	355.61	0129560305 4400	Robotics FRC-CVHS / NONCAPITALIZATION EQUIPMENT
N97R0087	HOME DEPOT CREDIT SERVICES	3,916.14	2,514.87	0120801405 4310	CTEIG-SJHHS / Instructional Supplies
			1,401.27	0120801405 4400	CTEIG-SJHHS / NONCAPITALIZATION EQUIPMENT
N97R0088	FIRST	5,000.00	5,000.00	0129560305 5220	Robotics FRC-CVHS / Conferences
N97R0089	AMERICAN EXPRESS	31.07	31.07	0110810915 4300	Board-Audit Activities / MATERIALS & SUPPLIES
N97R0090	AMERICAN EXPRESS	86.20	86.20	0129560305 4310	Robotics FRC-CVHS / Instructional Supplies
N97R0091	ANDYMARK INC.	1,169.01	1,169.01	0129560305 4310	Robotics FRC-CVHS / Instructional Supplies
N97R0092	CALCP/CAROCF CONFERENCE	1,580.00	1,185.00	0110010015 5220	Instruction / Conferences
			395.00	0111610515 5220	Student Services Manager / Conferences
N97R0093	AMERICAN EXPRESS	125.01	125.01	0110610715 5830	Marketing/Administrative / Advertising-Promotions
N97R0094	AMERICAN EXPRESS	5.38	5.38	0110010015 4310	Instruction / Instructional Supplies
N97R0095	AMERICAN EXPRESS	338.71	338.71	0110610715 5830	Marketing/Administrative / Advertising-Promotions

COLLEGE & CAREER ADV

PURCHASE ORDER DETAIL REPORT BY FUND BOARD OF TRUSTEES MEETING 12/12/2019

FROM 09/05/2019 TO 12/04/2019

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
N97R0096	AMERICAN EXPRESS	7.35	7.35	0110010015 5900	Instruction / COMMUNICATIONS
N97R0097	AMERICAN EXPRESS	103.34	103.34	0110010015 4310	Instruction / Instructional Supplies
N97R0098	AMERICAN EXPRESS	13.52	13.52	0110010015 4310	Instruction / Instructional Supplies
N97R0099	AMERICAN EXPRESS	17.95	17.95	0110010015 4300	Instruction / MATERIALS & SUPPLIES
N97R0100	AMAZON.COM	141.89	141.89	0110010015 4310	Instruction / Instructional Supplies
N97R0101	AMERICAN EXPRESS	138.84	138.84	0110010015 4300	Instruction / MATERIALS & SUPPLIES
N97R0102	AMAZON.COM	99.13	99.13	0110010015 4310	Instruction / Instructional Supplies
N97R0103	AMERICAN EXPRESS	11.56	11.56	0110010015 4310	Instruction / Instructional Supplies
N97R0104	AMERICAN EXPRESS	79.20	79.20	0110010015 4310	Instruction / Instructional Supplies
N97R0105	AMERICAN EXPRESS	314.62	314.62	0110010015 4310	Instruction / Instructional Supplies
N97R0106	AMERICAN EXPRESS	231.69	231.69	0110010015 4300	Instruction / MATERIALS & SUPPLIES
N97R0107	AMERICAN EXPRESS	47.29	47.29	0110010015 4310	Instruction / Instructional Supplies
N97R0108	OCSBA	175.00	175.00	0110110215 5300	Administration/General / DUES & MEMBERSHIPS
N97R0109	AMERICAN EXPRESS	406.84	203.42	0110010015 5220	Instruction / Conferences
			203.42	0111610515 5220	Student Services Manager / Conferences
N97R0110	MARGARET A. CHIDESTER & ASSOCI	4,168.60	4,168.60	0110110215 5810	Administration/General / Professional Services
N97R0111	AMERICAN EXPRESS	111.11	111.11	0110010015 4300	Instruction / MATERIALS & SUPPLIES
N97R0112	AMERICAN EXPRESS	4,000.00	4,000.00	0120800505 4310	CTEIG-SCHS / Instructional Supplies
N97R0113	PATON GROUP	800.00	800.00	0116800305 5810	Auto Repair-CVHS / Professional Services
N97R0114	PATON GROUP	862.00	862.00	0116800305 5810	Auto Repair-CVHS / Professional Services
N97R0115	ULINE	1,014.40	1,014.40	0110010015 4400	Instruction / NONCAPITALIZATION EQUIPMENT
N97R0116	AMERICAN EXPRESS	33.00	33.00	0110110215 5900	Administration/General / COMMUNICATIONS
N97R0117	AMERICAN EXPRESS	24.95	24.95	0110110215 5900	Administration/General / COMMUNICATIONS
N97R0118	AMAZON.COM	249.85	35.43	0116921305 4310	Aviation Careers-THS / Instructional Supplies
			214.42	0116921305 4400	Aviation Careers-THS / NONCAPITALIZATION EQUIPMEN
N97R0119	REV ROBOTICS LLC	830.25	830.25	0129560305 4310	Robotics FRC-CVHS / Instructional Supplies
N97R0120	PATON GROUP	2,790.90	2,790.90	0161800305 4310	Engineering & Mfg Tech-CVHS / Instructional Supplies
N97R0121	AMERICAN EXPRESS	158.36	53.86	0110010015 4310	Instruction / Instructional Supplies
			53.87	0123000305 4310	Dance Company-CVHS / Instructional Supplies
			50.63	0133900305 4310	Medical Core-CVHS / Instructional Supplies
N97R0122	AMERICAN EXPRESS	15.14	15.14	0110010015 4310	Instruction / Instructional Supplies
N97R0123	AMERICAN EXPRESS	32.75	32.75	0110110215 5900	Administration/General / COMMUNICATIONS
N97R0124	AMERICAN EXPRESS	33.00	33.00	0110110215 4300	Administration/General / MATERIALS & SUPPLIES

User ID: CAFOX
Report ID: PO010_Fund
Current Date: 12/05/2019
Current Time: 12:56:00

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COLLEGE & CAREER ADV

PURCHASE ORDER DETAIL REPORT BY FUND BOARD OF TRUSTEES MEETING 12/12/2019

FROM 09/05/2019 TO 12/04/2019

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
N97R0125	DELTA DENTAL OF CALIFORNIA	845.30	845.30	011000401 3701	Retiree Participants-Certifica / RETIREE
N97R0126	ORANGE COUNTY DEPT OF EDUCATIO	14,442.00	14,442.00	0110919315 5810	Data Processing-General / Professional Services
N97R0127	ORANGE COUNTY DEPT OF EDUCATIO	5,875.00	5,875.00	0110910915 5810	Data Processing-Network / Professional Services
N97R0128	PATON GROUP	22,240.86	1,238.70	0110010015 4310	Instruction / Instructional Supplies
			6,031.85	0110010015 4400	Instruction / NONCAPITALIZATION EQUIPMENT
			1,535.00	0110010015 5810	Instruction / Professional Services
			4,387.55	0120800205 4310	CTEIG-ANHS / Instructional Supplies
			9,047.76	0120800205 4400	CTEIG-ANHS / NONCAPITALIZATION EQUIPMENT
			1,153.46	0120801405 4310	CTEIG-SIHHS / Instructional Supplies
			4,055.00	0110010015 5400	Instruction / INSURANCE
N97R0129	HENRY SCHEIN INC.	1,153.46	179.33	01125901 4300	Surgical Technician-Adult / MATERIALS & SUPPLIES
N97R0130	MERCER CONSUMER	4,055.00	199.46	0129560305 4310	Robotics FRC-CVHS / Instructional Supplies
N97R0131	JONES, SCOTT	179.33	21.54	0110010015 4310	Instruction / Instructional Supplies
N97R0132	OBRIEN, SHAWN	199.46	25.50	0110010015 5900	Instruction / COMMUNICATIONS
N97R0133	AMERICAN EXPRESS	21.54	274.96	0110010015 4300	Instruction / MATERIALS & SUPPLIES
N97R0134	AMERICAN EXPRESS	25.50	100.51	0120800A05 4320	CTEIG-ADM / Office Supplies
N97R0135	AMERICAN EXPRESS	274.96	81.88	0120800205 4310	CTEIG-ANHS / Instructional Supplies
N97R0136	STAPLES	100.51	265.00	0120800205 5810	CTEIG-ANHS / Professional Services
N97R0137	SNAP-ON EQUIPMENT INC.	346.88	130.01	0120800305 4310	CTEIG-CVHS / Instructional Supplies
N97R0138	HOME DEPOT CREDIT SERVICES	130.01	1,185.00	0110110215 5220	Administration-General / Conferences
N97R0139	CALCP/CAROCF CONFERENCE	1,185.00	426.00	0129530305 4310	Robotics FTC-CVHS / Instructional Supplies
N97R0140	ANDYMARK INC.	426.00	750.00	0110010015 5220	Instruction / Conferences
N97R0141	CAROCF	875.00	125.00	0111610515 5220	Student Services Manager / Conferences
N97R0142	HOME DEPOT CREDIT SERVICES	301.51	301.51	0120800505 4310	CTEIG-SCHS / Instructional Supplies
N97R0143	AMERICAN EXPRESS	150.00	150.00	0110010015 5220	Instruction / Conferences
N97R0144	ANDYMARK INC.	2,237.43	2,237.43	0120800305 4310	CTEIG-CVHS / Instructional Supplies
N97R0145	AMERICAN EXPRESS	565.08	565.08	0120800305 4310	CTEIG-CVHS / Instructional Supplies
N97R0146	AMERICAN EXPRESS	641.12	641.12	0120800205 4310	CTEIG-ANHS / Instructional Supplies
N97R0147	AMERICAN EXPRESS	712.58	712.58	0120800305 4310	CTEIG-CVHS / Instructional Supplies
N97R0148	AMERICAN EXPRESS	211.17	211.17	0120800505 4310	CTEIG-SCHS / Instructional Supplies
N97R0149	AMERICAN EXPRESS	3,088.35	3,088.35	0120800505 4310	CTEIG-SCHS / Instructional Supplies
N97R0150	AMERICAN EXPRESS	530.07	530.07	0120800305 4310	CTEIG-CVHS / Instructional Supplies
N97R0151	AMERICAN EXPRESS	755.04	755.04	0120800505 4310	CTEIG-SCHS / Instructional Supplies

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PURCHASE ORDER DETAIL REPORT BY FUND

BOARD OF TRUSTEES MEETING 12/12/2019

FROM 09/05/2019 TO 12/04/2019

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
N97R0152	AMERICAN EXPRESS	423.68	423.68	0120800305 4310	CTEIG-CVHS / Instructional Supplies
N97R0153	ROMO, PATI	1,410.00	1,410.00	0110010015 5220	Instruction / Conferences
N97R0154	THOMAS, KIMBERLEY	1,010.00	1,010.00	0110010015 5220	Instruction / Conferences
N97R0155	AMERICAN EXPRESS	192.56	192.56	0120800505 4310	CTEIG-SCHS / Instructional Supplies
N97R0156	HENRY SCHEIN INC.	743.35	743.35	0120801305 4310	CTEIG-THS / Instructional Supplies
N97R0157	HENRY SCHEIN INC.	2,584.52	2,584.52	0120800405 4310	CTEIG-DHHS / Instructional Supplies
N97R0158	HENRY SCHEIN INC.	155.16	155.16	0120800305 4310	CTEIG-CVHS / Instructional Supplies
N97R0159	MOORE, ANNE	1,073.00	1,073.00	0111610515 5220	Student Services Manager / Conferences
N97R0160	STAPLES	1,280.39	1,280.39	0120800305 4310	CTEIG-CVHS / Instructional Supplies
N97R0161	CAPISTRANO UNIFIED SCHOOL DIST	3,886.44	3,886.44	0110010015 5870	Instruction / Outside Printing
N97R0162	ROMO, PATI	172.97	172.97	0110010015 5220	Instruction / Conferences
N97R0164	AMAZON.COM	915.51	647.22	0120801405 4310	CTEIG-SJHHS / Instructional Supplies
N97R0165	AMERICAN EXPRESS	242.74	268.29	0120801405 4400	CTEIG-SJHHS / NONCAPITALIZATION EQUIPMENT
N97R0166	AMERICAN EXPRESS	53.61	242.74	0120300205 4310	Culinary Arts-ANHS / Instructional Supplies
N97R0167	AMERICAN EXPRESS	684.94	53.61	0120801405 4315	CTEIG-SJHHS / Instr Supplies-Software
N97R0168	AMAZON.COM	348.38	684.94	0110610715 5830	Marketing/Administrative / Advertising-Promotions
N97R0169	AMERICAN EXPRESS	180.00	348.38	0161800305 4310	Engineering & Mfg Tech-CVHS / Instructional Supplies
N97R0170	AMERICAN EXPRESS	70.73	180.00	0120300505 5300	Culinary Arts-SCHS / DUES & MEMBERSHIPS
N97R0171	CARNEGIE LEARNING INC.	2,489.53	70.73	0110010015 4300	Instruction / MATERIALS & SUPPLIES
N97R0172	BERKMAN, NICOLE	100.00	2,489.53	0120800205 4100	CTEIG-ANHS / TEXTBOOKS
N97R0173	DEAN, JILLIAN	260.00	100.00	0110010015 5220	Instruction / Conferences
N97R0174	VELLANOWETH, DOMINIC	260.00	260.00	0110010015 5220	Instruction / Conferences
N97R0175	ANDYMARK INC.	934.00	260.00	0110010015 5220	CTEIG-SCHS / Instructional Supplies
N97R0176	AMERICAN EXPRESS	2,310.00	934.00	0120800505 4310	Instruction / Conferences
N97R0178	MARGARET A. CHIDESTER & ASSOCI	93.00	1,320.00	0110010015 5220	CTEIG-ANHS / Conferences
N97R0179	CITY OF SAN JUAN CAPISTRANO	100.00	330.00	0120800205 5220	CTEIG-CVHS / Conferences
N97R0180	AMERICAN EXPRESS	175.49	330.00	0120800305 5220	CTEIG-THS / Conferences
N97R0181	ORANGE COUNTY DEPT OF EDUCATIO	190.00	330.00	0120801305 5220	Administration/General / Professional Services
			93.00	0110110215 5810	Professional Dev./Unrest/Inst / RENTALS,LEASES & REPAIR
			100.00	01816503 5600	CTEIG-CVHS / Instructional Supplies
			175.49	0120800305 4310	Instruction / Conferences
			95.00	0110010015 5220	Student Services Manager / Conferences
			95.00	0111610515 5220	

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PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
N97R0182	AMERICAN EXPRESS	300.00	300.00	0120800305 5220	CTEIG-CVHS / Conferences
N97R0183	MOORE, ANNE	170.00	170.00	0111610515 5220	Student Services Manager / Conferences
N97R0184	AMERICAN EXPRESS	38.97	38.97	0110010015 4300	Instruction / MATERIALS & SUPPLIES
N97R0185	AMAZON.COM	903.06	483.91	0118600105 4310	CPR CERTIFICATION-HS / Instructional Supplies
			419.15	0118600105 4400	CTEIG-SJHHS / Instructional Supplies
N97R0186	GANAHL LUMBER	1,124.81	1,034.40	0120801405 4310	CTEIG-SJHHS / Taxes-Fees-Permits
			90.41	0120801405 5891	Instruction / INSURANCE
N97R0187	MERCER CONSUMER	188.00	188.00	0110010015 5400	CTEIG-THS / Conferences
N97R0188	HIGGS, SEAN	250.00	250.00	0120801305 5220	Instruction / Instructional Supplies
N97R0189	STAPLES	456.49	456.49	0110010015 4310	Instruction / Conferences
N97R0190	BERKMAN, NICOLE	18.00	18.00	0110010015 5220	Student Services Manager / Conferences
N97R0191	MOORE, ANNE	46.90	46.90	0111610515 5220	Instruction / Conferences
N97R0192	BERKMAN, NICOLE	49.00	49.00	0110010015 5220	Student Services Manager / Conferences
N97R0193	MOORE, ANNE	126.14	126.14	0111610515 5220	CTEIG-CCC / Other Books-Instructional
N97R0194	AMAZON.COM	77.22	77.22	0120800105 4210	Instruction / Conferences
N97R0195	DIFRANCESCO, ROCCO	260.00	260.00	0110010015 5220	Emergency Medical Tech-CVHS / Conferences
N97R0196	JOHNSON, ERIC	260.00	260.00	0115500305 5220	Aviation Careers-THS / Conferences
N97R0197	LEWIS, BRENT	260.00	260.00	0116921305 5220	Instruction / Conferences
N97R0198	CALCP/CAROCF CONFERENCE	1,580.00	395.00	0110010015 5220	CTEIG-ANHS / Conferences
			395.00	0120800205 5220	CTEIG-CVHS / Conferences
			395.00	0120800305 5220	CTEIG-THS / Conferences
			395.00	0120801305 5220	Administration/General / COMMUNICATIONS
N97R0200	FOX, CINDY	63.10	63.10	0110110215 5900	Instruction / MATERIALS & SUPPLIES
N97R0201	AMERICAN EXPRESS	1,177.01	1,177.01	0110010015 4300	Instruction / MATERIALS & SUPPLIES
N97R0202	AMERICAN EXPRESS	1,169.36	1,169.36	0110010015 4300	Instruction / RENTALS,LEASES & REPAIRS
N97R0203	CITY OF SAN JUAN CAPISTRANO	572.14	572.14	0110010015 5600	Instruction / Instructional Supplies
N97R0204	AMAZON.COM	86.18	86.18	0110010015 4310	Instruction / MATERIALS & SUPPLIES
N97R0205	AMERICAN EXPRESS	348.03	348.03	0110010015 4300	CTEIG-CVHS / Instructional Supplies
N97R0206	AMAZON.COM	716.52	716.52	0120800305 4310	CTEIG-THS / Instructional Supplies
N97R0207	AMAZON.COM	97.70	97.70	0120801305 4310	CTEIG-CVHS / Instructional Supplies
N97R0208	HOME DEPOT CREDIT SERVICES	297.09	297.09	0120800305 4310	Instruction / Instructional Supplies
N97R0210	STAPLES	7.50	7.50	0110010015 4310	Instruction / RENTALS,LEASES & REPAIRS
N97R0211	AMERICAN EXPRESS	474.33	474.33	0110010015 5600	

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N97R0212	GLO GERM COMPANY	114.81	114.81	0120800105 4310	CTEIG-CCC / Instructional Supplies
N97R0213	AMERICAN EXPRESS	946.94	492.96	0120800105 4310	CTEIG-CCC / Instructional Supplies
			453.98	0120800105 4400	CTEIG-CCC / NONCAPITALIZATION EQUIPMENT
N97R0214	STAPLES	215.67	215.67	0110010015 4310	Instruction / Instructional Supplies
N97R0215	MOUNT MIGUEL HIGH SCHOOL	500.00	500.00	0120801405 5220	CTEIG-SJHHS / Conferences
N97R0216	CARLSONSCREENPRINTING	4,200.10	1,579.62	0120800105 4310	CTEIG-CCC / Instructional Supplies
			172.40	0120800305 4310	CTEIG-CVHS / Instructional Supplies
			1,413.68	0120801405 4310	CTEIG-SJHHS / Instructional Supplies
			1,034.40	0124900705 4310	Medical/Hospital Careers-LBHS / Instructional Supplies
N97R0217	KERN HIGH SCHOOL DISTRICT /	925.00	925.00	0120801405 5220	CTEIG-SJHHS / Conferences
N97R0218	AMERICAN EXPRESS	276.00	276.00	0120801405 5300	CTEIG-SJHHS / DUES & MEMBERSHIPS
N97R0219	STAPLES	514.19	514.19	0110010015 4310	Instruction / Instructional Supplies
N97R0220	AMERICAN EXPRESS	224.48	224.48	0110010015 4300	Instruction / MATERIALS & SUPPLIES
N97R0221	AMERICAN EXPRESS	41.51	41.51	0110010015 4300	Instruction / MATERIALS & SUPPLIES
N97R0222	AMERICAN EXPRESS	10.75	10.75	0110010015 4300	Instruction / MATERIALS & SUPPLIES
N97R0223	AMERICAN EXPRESS	34.70	34.70	0110010015 4300	Instruction / MATERIALS & SUPPLIES
N97R0224	AMERICAN EXPRESS	62.33	62.33	0110010015 4300	Instruction / MATERIALS & SUPPLIES
N97R0225	AMERICAN EXPRESS	10.75	10.75	0110010015 4300	Instruction / MATERIALS & SUPPLIES
N97R0226	AMERICAN EXPRESS	39.29	39.29	0110010015 4300	Instruction / MATERIALS & SUPPLIES
N97R0227	AMAZON.COM	32.30	32.30	0110010015 4310	Instruction / Instructional Supplies
N97R0228	AMERICAN EXPRESS	195.94	195.94	0110010015 4300	Instruction / MATERIALS & SUPPLIES
N97R0229	AMERICAN EXPRESS	6.94	6.94	0110010015 4310	Instruction / Instructional Supplies
N97R0230	AMAZON.COM	777.35	700.36	0120801405 4400	CTEIG-SJHHS / NONCAPITALIZATION EQUIPMENT
			76.99	0120801405 5810	CTEIG-SJHHS / Professional Services
N97R0231	JUNG, RICK	882.64	882.64	0120800305 4310	CTEIG-CVHS / Instructional Supplies
N97R0232	STAPLES	135.17	135.17	0120800405 4310	CTEIG-DHHS / Instructional Supplies
N97R0233	AMERICAN EXPRESS	7.85	7.85	0110010015 5900	Instruction / COMMUNICATIONS
N97R0234	NC3	1,190.00	1,190.00	0120800505 5220	CTEIG-SCHS / Conferences
N97R0235	SEAN SELFF	2,494.60	2,494.60	0123500505 5220	Auto Academy/Auto Tech-SCHS / Conferences
N97R0236	FIREFIGHTERS' SAFETY CENTER	2,081.56	2,081.56	0120800305 4310	CTEIG-CVHS / Instructional Supplies
N97R0237	ACSA	650.00	650.00	0120800A05 5220	CTEIG-ADM / Conferences
N97R0238	ROMO, PATI	1,122.00	1,122.00	0120800A05 5220	CTEIG-ADM / Conferences
N97R0239	AMAZON.COM	128.22	128.22	0120800A05 5300	CTEIG-ADM / DUES & MEMBERSHIPS

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FROM 09/05/2019 TO 12/04/2019

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
N97R0240	LOWE'S	49.00	49.00	01163901 5810	Dental Assistant-Adult / Professional Services
N97R0241	ZSPACE INC.	5,700.00	5,700.00	0110010015 4315	Instruction / Instr Supplies-Software
N97R0242	AMERICAN EXPRESS	65.55	65.55	0110010015 5900	Instruction / COMMUNICATIONS
N97R0243	AMAZON.COM	172.41	172.41	0120801405 4310	CTEIG-SJHHS / Instructional Supplies
N97R0244	MCKESSON MEDICAL SURGICAL INC	2,021.59	1,010.80	01125901 4310	Surgical Technician-Adult / Instructional Supplies
			1,010.79	0120800205 4310	CTEIG-ANHS / Instructional Supplies
N97R0245	MCKESSON MEDICAL SURGICAL INC	1,630.40	1,630.40	0120801405 4310	CTEIG-SJHHS / Instructional Supplies
N97R0246	STAPLES	54.94	54.94	0110010015 4310	Instruction / Instructional Supplies
N97R0247	AMERICAN EXPRESS	60.33	60.33	0120801405 4310	CTEIG-SJHHS / Instructional Supplies
N97R0248	AMERICAN EXPRESS	36.45	36.45	0110010015 4300	Instruction / MATERIALS & SUPPLIES
N97R0249	AMAZON.COM	299.53	299.53	0120800305 4310	CTEIG-CVHS / Instructional Supplies
N97R0250	STATE OF CA DEPT HEALTH SERVIC	236.00	236.00	01163901 5891	Dental Assistant-Adult / Taxes-Fees-Permits
N97R0251	CHRISTINA'S UNIFORMS CO.	743.51	250.76	01125901 4310	Surgical Technician-Adult / Instructional Supplies
			271.01	01163901 4310	Dental Assistant-Adult / Instructional Supplies
			221.74	01190901 4310	Pharmacy Technician-Adult / Instructional Supplies
N97R0252	SEAN SELFF	115.00	115.00	0120800505 5220	CTEIG-SCHS / Conferences
N97R0253	CHRISTINA'S UNIFORMS CO.	522.75	522.75	01163901 4310	Dental Assistant-Adult / Instructional Supplies
N97R0254	STAPLES	75.41	75.41	0111610515 4310	Student Services Manager / Instructional Supplies
N97R0255	AMAZON.COM	71.13	71.13	0120800205 4100	CTEIG-ANHS / TEXTBOOKS
N97R0256	AMAZON.COM	26.73	26.73	0110010015 4310	Instruction / Instructional Supplies
N97R0257	B&H PHOTO & VIDEO	8,668.26	5,113.65	0120800505 4310	CTEIG-SCHS / INSTRUCTIONAL SUPPLIES
			3,554.61	0120800505 4400	CTEIG-SCHS / NONCAPITALIZATION EQUIPMENT
N97R0258	AMERICAN EXPRESS	554.97	554.97	0120800305 4310	CTEIG-CVHS / Instructional Supplies
N97R0259	REV ROBOTICS LLC	328.56	328.56	0120800305 4310	CTEIG-CVHS / Instructional Supplies
N97R0260	AMERICAN EXPRESS	948.18	948.18	0120801405 4310	CTEIG-SJHHS / Instructional Supplies
N97R0262	AMERICAN EXPRESS	34.95	34.95	0110010015 5900	Instruction / COMMUNICATIONS
N97R0265	ANDYMARK INC.	712.09	712.09	0120800305 4310	CTEIG-CVHS / Instructional Supplies
N97R0266	WITMER PUBLIC SAFETY GROUP INC	5,937.57	5,937.57	0120800105 4310	CTEIG-CCC / Instructional Supplies
N97R0267	ANDYMARK INC.	237.38	237.38	0120800305 4310	CTEIG-CVHS / Instructional Supplies
N97R0268	HARBOR FREIGHT TOOLS	915.11	915.11	0120800305 4310	CTEIG-CVHS / Instructional Supplies
N97R0269	SELFF, SEAN	72.75	72.75	0120800505 4300	CTEIG-SCHS / MATERIALS & SUPPLIES
N97R0270	AMERICAN EXPRESS	25.50	25.50	0120800405 5900	CTEIG-ADM / COMMUNICATIONS
N97X0008	INTEGRATED OFFICE TECHNOLOGY	600.00	600.00	0110010015 4310	Instruction / Instructional Supplies

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N97X0010	O'REILLY AUTO PARTS	2,000.00	2,000.00	0120800305 4310	CTEIG-CVHS / Instructional Supplies
N97X0011	DEWEY'S	1,000.00	1,000.00	0120800405 5600	CTEIG-DHHS / RENTALS,LEASES & REPAIRS
Fund 01 Total:		186,097.97	186,097.97		

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COLLEGE & CAREER ADV
Consolidated Check Register
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Check	Payee ID	Payee Name	Reference	Subs Check Date	Cancel Date	Type	Status	Check Amount
97 00015004	V9700002	CAPISTRANO UNIFIED SCHOOL DIST	68NI0015	OH 09/11/2019		MW	IS	221.50
97 00015005	V9701954	CARNEGIE LEARNING INC.	1021395	OH 09/11/2019		MW	IS	5,808.91
97 00015006	V9700170	CAROC	19200012	OH 09/11/2019		MW	IS	1,000.00
97 00015007	V9701217	CDW GOVERNMENT	TMZ7959	OH 09/11/2019		MW	IS	2,137.80
97 00015008	V9701739	CLUTTEY, TANIA	WEBSITE SEP19	OH 09/11/2019		MW	IS	250.00
97 00015009	V9700948	HENRY SCHEIN INC.	68710778	OH 09/11/2019		MW	IS	9,956.11
97 00015010	V9701850	LU, RUBY	TES LU19	OH 09/11/2019		MW	IS	266.76
97 00015011	V9700419	MOORE, ANNE	MILEAGE AUG19	OH 09/11/2019		MW	IS	75.40
97 00015012	V9701684	CSEBA	DD MES SEP19	OH 09/13/2019		MW	IS	1,823.40
97 00015013	V9701846	METLIFE SMALL MARKET	LIFE SEP19	OH 09/13/2019		MW	IS	183.80
97 00015014	VOID.CONTIVoid - Continued Stub		CONTINUE	OH 09/24/2019		VM	VD	0.00
97 00015015	V9701672	AMERICAN EXPRESS	92165 AUG19	OH 09/24/2019		MW	IS	12,878.85
97 00015016	V9700695	CALCP/CAROC CONFERENCE	2019CTCNFR 001C	OH 10/01/2019		MW	IS	1,580.00
97 00015017	V9700002	CAPISTRANO UNIFIED SCHOOL DIST	68NI0100	OH 10/01/2019		MW	IS	554,212.18
97 00015018	V9701956	CarlsonScreenPrinting	1026	OH 10/01/2019		MW	IS	4,046.50
97 00015019	V9701217	CDW GOVERNMENT	TTB6545	OH 10/01/2019		MW	IS	9,618.19
97 00015020	V9701892	CHEFS TOYS LLC	2894811	OH 10/01/2019		MW	IS	1,021.28
97 00015021	V9701825	CHRISTINA'S UNIFORMS CO.	51434	OH 10/01/2019		MW	IS	1,905.37
97 00015022	V9701526	DELTA DENTAL OF CALIFORNIA	BE003597620	OH 10/01/2019		MW	IS	169.06
97 00015023	V9701014	FOX, CINDY	MILEAGE JL	OH 10/01/2019		MW	IS	9.74
97 00015024	V9700066	HOME DEPOT CREDIT SERVICES	3276156	OH 10/01/2019		MW	IS	487.02
97 00015025	V9701950	MARGARET A. CHIDESTER & ASSOCI	9009	OH 10/01/2019		MW	IS	4,168.60
97 00015026	V9701338	OCSBA	OCSBA 2019 20	OH 10/01/2019		MW	IS	175.00
97 00015027	V9700134	Orange County Dept of Educatio	94NI0605	OH 10/01/2019		MW	IS	20,317.00
97 00015028	V9701918	PITSCO INC.	132458 1	OH 10/01/2019		MW	IS	712.98
97 00015029	V9701957	S/P2	H9465117	OH 10/01/2019		MW	IS	299.00
97 00015030	V9700162	STAPLES	2286771161	OH 10/01/2019		MW	IS	1,239.19
97 00015031	V9701953	THE MATHWORKS INC.	29950759	OH 10/01/2019		MW	IS	499.00
97 00015032	V9701919	AndyMark Inc.	E4EZZXL	OH 10/04/2019		MW	IS	1,095.06
97 00015033	V9700002	CAPISTRANO UNIFIED SCHOOL DIST	68NI0138	OH 10/04/2019		MW	IS	103.56
97 00015034	V9701217	CDW GOVERNMENT	TRJ3574	OH 10/04/2019		MW	IS	4,131.14
97 00015035	V9701739	CLUTTEY, TANIA	WEBSITE OCT19	OH 10/04/2019		MW	IS	250.00
97 00015036	V9701818	COLLEGE AND CAREER ADVANTAGE	1461	OH 10/04/2019		MW	IS	447.47
97 00015037	V9701927	FIRST	28536	OH 10/04/2019		MW	IS	5,000.00
97 00015038	V9700948	HENRY SCHEIN INC.	68759042	OH 10/04/2019		MW	IS	5,049.26

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Report: BK3005: Consolidated Check Register

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Current Date: 12/05/2019
Current Time: 12:58:05

COLLEGE & CAREER ADV
Consolidated Check Register
from 9/5/2019 to 12/4/2019

Check	Payee ID	Payee Name	Reference	Subs Check Date	Cancel Date	Type	Status	Check Amount
97 00015039	V9701622	INTEGRATED OFFICE TECHNOLOGY	513921	OH 10/04/2019		MW	IS	234.09
97 00015040	V9701780	ULINE	112535644	OH 10/04/2019		MW	IS	1,014.39
97 00015041	V9701684	CSEBA	DD MES OCT19	OH 10/08/2019		MW	IS	1,722.10
97 00015042	V9701846	METLIFE SMALL MARKET	LIFE OCT19	OH 10/08/2019		MW	IS	180.80
97 00015043	VOID.CONTI	Void - Continued Stub	CONTINUE	OH 10/14/2019		VM	VD	0.00
97 00015044	V9701672	AMERICAN EXPRESS	92165 SEPI9	OH 10/14/2019		MW	IS	11,395.96
97 00015045	V9799999	CDTFA	92165 JUL19	OH 10/14/2019		MW	IS	666.78
97 00015046	V9701818	COLLEGE AND CAREER ADVANTAGE	1472	OH 10/14/2019		MW	IS	5,844.76
97 00015047	V9701799	DEAN, JILLIAN	MILEAGE SEPI9	OH 10/14/2019		MW	IS	214.02
97 00015048	V9701894	DIFRANCESCO, ROCCO	MILEAGE AG	OH 10/14/2019		MW	IS	146.16
97 00015049	V9700695	CALCP/CAROCF CONFERENCE	2019CTCNFR	OH 10/16/2019		MW	IS	1,185.00
97 00015050	V9700170	CAROCF	VEL LU5ZUM	OH 10/16/2019		MW	IS	875.00
97 00015051	V9701958	GRAINGER	9287238571	OH 10/16/2019		MW	IS	506.62
97 00015052	V9701102	NORTHERN ORANGE COUNTY WORKERS	229730	OH 10/16/2019		MW	IS	8,997.00
97 00015053	V9700060	EMPLOYMENT DEVELOPMENT DEPT	94253051 LEC4 16	OH 10/30/2019		MW	IS	253.16
97 00015054	V9701656	MERCER CONSUMER	AHV 101743009	OH 10/30/2019		MW	IS	188.00
97 00015055	V9701863	BERKMAN, NICOLE	TES UC19	OH 10/31/2019		MW	IS	67.00
97 00015056	V9700695	CALCP/CAROCF CONFERENCE	2019CTCNFR	OH 10/31/2019		MW	IS	395.00
97 00015057	V9700695	CALCP/CAROCF CONFERENCE	2019CTCNFR	OH 10/31/2019		MW	IS	790.00
97 00015058	V9701217	CDW GOVERNMENT	VHV7164	OH 10/31/2019		MW	IS	3,763.27
97 00015059	V9701014	FOX, CINDY	MILEAGE SEPI9	OH 10/31/2019		MW	IS	51.97
97 00015060	V9700948	HENRY SCHEIN INC.	70187068	OH 10/31/2019		MW	IS	3,515.76
97 00015061	V9700419	MOORE, ANNE	TES UC19 MOORE	OH 10/31/2019		MW	IS	173.04
97 00015062	V9701441	O'REILLY AUTO PARTS	3932 177523	OH 10/31/2019		MW	IS	11,702.86
97 00015063	V9700695	CALCP/CAROCF CONFERENCE	2019CTCNFR	OH 11/04/2019		MW	IS	395.00
97 00015064	V9700948	HENRY SCHEIN INC.	70187057	OH 11/04/2019		MW	IS	743.35
97 00015065	V9701626	HIGGS, SEAN	TES FATA19	OH 11/04/2019		MW	IS	250.00
97 00015066	V9700002	CAPISTRANO UNIFIED SCHOOL DIST	68NI0315	OH 11/13/2019		MW	IS	4,733.27
97 00015067	V9701956	CarlsonScreenPrinting	1030	OH 11/13/2019		MW	IS	3,898.00
97 00015068	V9701739	CLUTTEY, TANIA	WEBSITE NOV19	OH 11/13/2019		MW	IS	250.00
97 00015069	V9701684	CSEBA	DD MES NOV19	OH 11/13/2019		MW	IS	2,026.00
97 00015070	V9701799	DEAN, JILLIAN	MILEAGE	OH 11/13/2019		MW	IS	190.82
97 00015071	V9701526	DELTA DENTAL OF CALIFORNIA	BE003619231	OH 11/13/2019		MW	IS	84.53
97 00015072	V9700060	EMPLOYMENT DEVELOPMENT DEPT	L1776010464	OH 11/13/2019		MW	IS	1,332.54
97 00015073	V9701622	INTEGRATED OFFICE TECHNOLOGY	520832	OH 11/13/2019		MW	IS	62.23

Current Date: 12/05/2019
Current Time: 12:58:05

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User: CAFOX - Cindy A Fox
Report: BK3005: Consolidated Check Register

COLLEGE & CAREER ADV
Consolidated Check Register
 from 9/5/2019 to 12/4/2019

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
97 00015074	V9701878	KERN HIGH SCHOOL DISTRICT /	CATS20 3	OH	11/13/2019		MW	IS	925.00
97 00015075	V9701950	MARGARET A. CHIDESTER & ASSOCI	9032	OH	11/13/2019		MW	IS	93.00
97 00015076	V9701846	METLIFE SMALL MARKET	LIFE NOV19	OH	11/13/2019		MW	IS	180.80
97 00015077	V9700419	MOORE, ANNE	TES CAEP19	OH	11/13/2019		MW	IS	102.96
97 00015078	V9701857	MOUNT MIGUEL HIGH SCHOOL	SDTS19 14	OH	11/13/2019		MW	IS	500.00
97 00015079	V9701965	NC3	3188	OH	11/13/2019		MW	IS	1,190.00
97 00015080	V9701441	O'REILLY AUTO PARTS	3046 456637	OH	11/13/2019		MW	IS	488.81
97 00015081	V9700060	EMPLOYMENT DEVELOPMENT DEPT	94253051 LEC3 19	OH	11/14/2019		MW	IS	586.05
97 00015082	V9700066	HOME DEPOT CREDIT SERVICES	9772245	OH	11/14/2019		MW	IS	4,795.95
97 00015083	VOID.CONTIVoid - Continued Stub		CONTINUE	OH	11/20/2019		VM	VD	0.00
97 00015084	V9701672	AMERICAN EXPRESS	92165 OCT19	OH	11/20/2019		MW	IS	21,028.27
97 00015085	V9701954	CARNEGIE LEARNING INC.	1022507	OH	11/22/2019		MW	IS	2,489.53
97 00015086	V9701894	DIFRANCESCO, ROCCO	MILEAGE OCT 19	OH	11/22/2019		MW	IS	120.06
97 00015087	V9701967	FIREFIGHTERS' SAFETY CENTER	27706	OH	11/22/2019		MW	IS	2,081.56
97 00015088	V9700847	GANAHL LUMBER	020540559	OH	11/22/2019		MW	IS	1,095.86
97 00015089	V9700419	MOORE, ANNE	MILEAGE OCT 19	OH	11/22/2019		MW	IS	52.78
97 00015090	V9700837	NATIONAL RESTAURANT ASSOCIATIO	5844066	OH	11/22/2019		MW	IS	1,141.81
97 00015091	V9701736	PATON GROUP	11895	OH	11/22/2019		MW	IS	23,235.85
97 00015092	V9700162	STAPLES	90684	OH	11/22/2019		MW	IS	1,158.50
97 00015093	V9700251	State of CA Dept Health Servic	FAC00030729 19	OH	11/22/2019		MW	IS	236.00

Issued: 780,490.40
 97 Bank Total: 780,490.40

Grand Total: 780,490.40

PERSONNEL ASSIGNMENT ORDER

Certificated

Kha Boa	Approve resignation of Law Enforcement Instructor effective December 20, 2019..
Rhonda Brown	Ratify/approve resignation of Medical Careers Instructor effective October .29, 2019.
Jane Siemonsma	Ratify/approve reassignment of 3D Media Design Instructor to substitute instructor effective September 25, 2019.

CONSENT CALENDAR

**Agenda Item 11
December 12, 2019**

COLLEGE AND CAREER ADVANTAGE

M e m o r a n d u m

TO: CCA Governing Board

FROM: Patricia Romo, Executive Director

DATE: December 5, 2019

SUBJECT: 2018-19 ANNUAL AUDIT – UNDER SEPARATE COVER

BACKGROUND INFORMATION

Each year College and Career Advantage participates in an independent audit of general purpose financial statements. It is the responsibility of the audit firm to express an opinion on those statements and the results of the CCA's general operations.

CURRENT SITUATION

Vavrinek, Trine, Day & Co., LLP conducted the College and Career Advantage audit on June 13th for the preliminary audit and October 9th for the final audit for fiscal year ending June 30, 2018.

Jonathan Clement and Miguel Beltran from the audit firm will be present at the Board meeting to review the audit report and address any questions from the Board.

RECOMMENDATION

It is requested that the Board, by formal action, acknowledge receipt of the audit report for the year ending June 30, 2018.

ACTION/VOTE

COLLEGE AND CAREER ADVANTAGE

Memorandum

TO: CCA Governing Board

FROM: Patricia Romo, Executive Director

DATE: December 5, 2019

SUBJECT: SINGLE BUDGET ADOPTION

BACKGROUND INFORMATION

College and Career Advantage has participated in the single budget adoption process for the past several years. Under AB 1000, the district must adopt its final budget by June 30.

CURRENT SITUATION

The district must notify the Orange County Department of Education of intent to continue with the single budget adoption.

RECOMMENDATION

It is respectfully requested that the Board authorize the Executive Director to proceed with the single budget adoption for fiscal year 2020-21.

ACTION/VOTE

**Agenda Item 16
December 12, 2019**

COLLEGE AND CAREER ADVANTAGE

Memorandum

TO: CCA Governing Board
FROM: Cindy Fox, Accountant
DATE: December 5, 2019
SUBJECT: First Interim Report

BACKGROUND INFORMATION

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

CURRENT SITUATION

Staff has prepared the First Interim Report as of October 31, 2019.

The following assumptions were made in preparation of the current budget and the First Interim Report for the 2019/20 fiscal year.

GENERAL FUND REVENUES

All Other Fees

Interest Income is projected at \$18,000.

All Other State Revenues

The current budget Revenue includes projected CTE Incentive Grant funds of \$974,377, a carryover from 18/19. An audit adjustment was made to record it as revenue in 19/20. The K12 Strong Workforce Grant Funds of \$277,224, were received after the Budget Adoption, and STRS on Behalf of \$107,850.

All Other Local Revenues

Adult Program funds are projected at \$375,000.

Apportionment

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

In summary, total revenue is projected at \$3,618,272.

GENERAL FUND EXPENDITURES

Certificated and Classified Salaries

The current budget for certificated salaries is projected at \$1,380,840 and reflects an increase of \$66,176 from the Adopted Budget primarily due to increased classes using grant funds.

The current budget for classified salaries is projected at \$420,233, an increase of \$36,292 from the Adopted Budget primarily due to step increases and employee promotions.

In addition to certificated salaries, the CCA contracts through a Memo of Understanding with CUSD and LBUSD for additional certificated instructional staff in the approximate amount of \$533,879.

Employee Benefits

Employee Benefits are projected to be \$772,454, an increase of \$76,999 from the Adopted Budget due to increased benefit costs.

Textbooks, Supplies and Non-capitalized Equipment

Expenditures for textbooks, materials and supplies and equipment are projected at \$217,722, a decrease of \$83,226.

Services and Other Operating Expenditures

Expenditures for services and operating expenditures are projected at \$827,023, an increase of \$92,821 from the Adopted Budget due in part to additional funds available from K12 Strong Workforce Grant.

In summary, total expenditures are projected at \$3,618,272, an increase of \$189,062 from the Adopted Budget.

ENDING FUND BALANCE

The components of the CCA's July 1, 2019 beginning fund balance of \$219,606; reflect the following:

\$ 10,000 Revolving Cash Fund

\$ 11,926	Restricted (Handicap Pupils)
\$ 197,680	Reserve for Economic Uncertainties

This is above the 5% State reserve requirement.

At fiscal year ending 6/30/2020, the ending fund balance is projected to be \$307,768. Prior year deficits were due to a delay in receiving the CTE Incentive Grant, Grant Awards Notice. This year we are able to reimburse those decreases to reserves.

SUBSEQUENT YEAR PROJECTIONS (2020/21 AND 2021/22)

Revenue

At the time of First Interim, revenue is projected at \$3,552,145 for 2020/21 as well as for 2020/21.

Expenditures

Expenditures are projected at \$3,552,145 for 2020/21 as well as for 2021/22.

PROJECTION OF FINANCIAL CONDITION

The Executive Director will prepare a budget projection for the subsequent fiscal year on or before March 1st to submit to each JPA District Superintendent for approval as outlined in the Joint Powers Agreement.

Staff projects that the CCA will be in a positive financial position for the 2019/20 fiscal year and the subsequent two fiscal years (2020/21, 2021/22)

The First Interim Report is based on the most updated and reliable fiscal information available to staff.

RECOMMENDATION

It is respectfully requested that the Governing Board approve for certification of the updated fiscal plan as presented. The First Interim Report will become the CCA's revised operating budget for fiscal year 2019/20.

ACTION/VOTE

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

Signed: _____
JPA Administrator or Designee

Date: _____

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

To the County Superintendent of Schools:

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

Meeting Date: _____

Signed: _____
President of the Governing Board

CERTIFICATION OF FINANCIAL CONDITION

☒ POSITIVE CERTIFICATION

As President of the Governing Board of this JPA, I certify that based upon current projections this JPA will meet its financial obligations for the current fiscal year and subsequent two fiscal years.

☐ QUALIFIED CERTIFICATION

As President of the Governing Board of this JPA, I certify that based upon current projections this JPA may not meet its financial obligations for the current fiscal year or two subsequent fiscal years.

☐ NEGATIVE CERTIFICATION

As President of the Governing Board of this JPA, I certify that based upon current projections this JPA will be unable to meet its financial obligations for the remainder of the current fiscal year or for the subsequent fiscal year.

Contact person for additional information on the interim report:

Name: Patricia Romo

Telephone: (949) 234-9476

Title: Executive Director, CTE

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 (Form 01CSI). Criteria and standards that are "Not Met," and supplemental information and additional fiscal indicators that are "Yes," may indicate areas of potential concern, which could affect the interim report certification, and should be carefully reviewed.

CRITERIA AND STANDARDS			Met	Not Met
1	Average Daily Attendance	This criterion is not checked for JPAs.	n/a	

CRITERIA AND STANDARDS (continued)			Met	Not Met
2	Enrollment	This criterion is not checked for JPAs.	n/a	
3	ADA to Enrollment	This criterion is not checked for JPAs.	n/a	
4	Local Control Funding Formula (LCFF) Revenue	This criterion is not checked for JPAs.	n/a	
5	Salaries and Benefits	Projected ratio of total salaries and benefits to total general fund expenditures has not changed by more than the standard for the current and two subsequent fiscal years.		X
6a	Other Revenues	Projected operating revenues (federal, other state, other local) for the current and two subsequent fiscal years have not changed by more than five percent since budget adoption.		X
6b	Other Expenditures	Projected operating expenditures (books and supplies, services and other expenditures) for the current and two subsequent fiscal years have not changed by more than five percent since budget adoption.		X
7	Ongoing and Major Maintenance Account	This criterion is not checked for JPAs.	n/a	
8	Deficit Spending	Deficit spending, if any, has not exceeded the standard in any of the current or two subsequent fiscal years.	X	
9a	Fund Balance	Projected general fund balance will be positive at the end of the current and two subsequent fiscal years.	X	
9b	Cash Balance	Projected general fund cash balance will be positive at the end of the current fiscal year.	X	
10	Reserves	Available reserves (e.g., reserve for economic uncertainties, unassigned/unappropriated amounts) meet minimum requirements for the current and two subsequent fiscal years.	X	

SUPPLEMENTAL INFORMATION			No	Yes
S1	Contingent Liabilities	Have any known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) occurred since budget adoption that may impact the budget?	X	
S2	Using One-time Revenues to Fund Ongoing Expenditures	Are there ongoing general fund expenditures funded with one-time revenues that have changed since budget adoption by more than five percent?	X	
S3	Temporary Interfund Borrowings	Are there projected temporary borrowings between funds?	X	
S4	Contingent Revenues	Are any projected revenues for any of the current or two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)?	X	
S5	Contributions	Have transfers to or from the general fund to cover operating deficits changed since budget adoption by more than \$20,000 and more than 5% for any of the current or two subsequent fiscal years?	X	

SUPPLEMENTAL INFORMATION (continued)			No	Yes
S6	Long-term Commitments	Does the JPA have long-term (multiyear) commitments or debt agreements?	X	
		• If yes, have annual payments for the current or two subsequent fiscal years increased over prior year's (2018-19) annual payment?	n/a	
		• If yes, will funding sources used to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources?	n/a	
S7a	Postemployment Benefits Other than Pensions	Does the JPA provide postemployment benefits other than pensions (OPEB)?		X
		• If yes, have there been changes since budget adoption in OPEB liabilities?		X
S7b	Other Self-insurance Benefits	Does the JPA operate any self-insurance programs (e.g., workers' compensation)?		X
		• If yes, have there been changes since budget adoption in self-insurance liabilities?	X	
S8	Status of Labor Agreements	As of first interim projections, are salary and benefit negotiations still unsettled for:		
		• Certificated? (Section S8A, Line 1b)	n/a	
		• Classified? (Section S8B, Line 1b)	n/a	
		• Management/supervisor/confidential? (Section S8C, Line 1b)	n/a	
S9	Status of Other Funds	Are any funds other than the general fund projected to have a negative fund balance at the end of the current fiscal year?	n/a	

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

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	107,850.00	107,850.00	0.00	1,359,451.00	1,251,601.00	1160.5%
4) Other Local Revenue		8600-8799	2,258,820.88	2,258,820.88	1,703,075.01	2,258,820.88	0.00	0.0%
5) TOTAL, REVENUES			2,366,670.88	2,366,670.88	1,703,075.01	3,618,271.88		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	1,314,663.80	1,314,663.80	350,812.67	1,380,839.87	(66,176.07)	-5.0%
2) Classified Salaries		2000-2999	383,941.00	383,941.00	103,267.15	420,232.89	(36,291.89)	-9.5%
3) Employee Benefits		3000-3999	695,455.02	695,455.02	171,958.18	772,454.25	(76,999.23)	-11.1%
4) Books and Supplies		4000-4999	300,947.87	300,947.87	95,287.40	217,722.30	83,225.57	27.7%
5) Services and Other Operating Expenditures		5000-5999	734,201.76	734,201.76	129,288.52	827,022.57	(92,820.81)	-12.6%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			3,429,209.45	3,429,209.45	850,613.92	3,618,271.88		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(1,062,538.57)	(1,062,538.57)	852,461.09	0.00		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(1,062,538.57)	(1,062,538.57)	852,461.09	0.00		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	1,282,144.84	1,282,144.84		1,282,144.84	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,282,144.84	1,282,144.84		1,282,144.84		
d) Other Restatements		9795	0.00	0.00		(974,377.00)	(974,377.00)	New
e) Adjusted Beginning Balance (F1c + F1d)			1,282,144.84	1,282,144.84		307,767.84		
2) Ending Balance, June 30 (E + F1e)			219,606.27	219,606.27		307,767.84		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	10,000.00	10,000.00		10,000.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	11,925.80	11,925.80		11,925.80		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	1,260,219.04	197,680.47		285,842.04		
Unassigned/Unappropriated Amount		9790	(1,062,538.57)	0.00		0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
FEDERAL REVENUE								
Special Education Discretionary Grants		8182	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues From Federal Sources		8287	0.00	0.00	0.00	0.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER STATE REVENUE								
Other State Apportionments								
All Other State Apportionments - Current Year		8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years		8319	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6695	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	107,850.00	107,850.00	0.00	1,359,451.00	1,251,601.00	1160.5%
TOTAL, OTHER STATE REVENUE			107,850.00	107,850.00	0.00	1,359,451.00	1,251,601.00	1160.5%
OTHER LOCAL REVENUE								
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	18,000.00	18,000.00	12,681.06	18,000.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Adult Education Fees		8671	0.00	0.00	0.00	0.00	0.00	0.0%
In-District Premiums/Contributions		8674	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue		8699	375,000.00	375,000.00	393.95	375,000.00	0.00	0.0%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
All Other Transfers In		8781-8783	1,865,820.88	1,865,820.88	1,690,000.00	1,865,820.88	0.00	0.0%
Transfers of Apportionments								
Special Education SELPA Transfers								
From Districts or Charter Schools	6500	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers								
From Districts or Charter Schools	6360	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6360	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6360	8793	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments								
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			2,258,820.88	2,258,820.88	1,703,075.01	2,258,820.88	0.00	0.0%
TOTAL REVENUES			2,366,670.88	2,366,670.88	1,703,075.01	3,618,271.88		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
CERTIFICATED SALARIES								
Certificated Teachers' Salaries		1100	1,114,598.80	1,114,598.80	310,990.92	1,274,598.80	(160,000.00)	-14.4%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.00	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	200,065.00	200,065.00	39,821.75	106,241.07	93,823.93	46.9%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			1,314,663.80	1,314,663.80	350,812.67	1,380,839.87	(66,176.07)	-5.0%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	0.00	0.00	0.00	0.00	0.00	0.0%
Classified Support Salaries		2200	20,000.00	20,000.00	13,752.97	52,778.21	(32,778.21)	-163.9%
Classified Supervisors' and Administrators' Salaries		2300	82,414.00	82,414.00	21,546.78	155,389.47	(72,975.47)	-88.5%
Clerical, Technical and Office Salaries		2400	281,527.00	281,527.00	67,967.40	212,065.21	69,461.79	24.7%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			383,941.00	383,941.00	103,267.15	420,232.89	(36,291.89)	-9.5%
EMPLOYEE BENEFITS								
STRS		3101-3102	335,023.90	335,023.90	34,411.59	324,383.90	10,640.00	3.2%
PERS		3201-3202	69,301.35	69,301.35	20,303.63	70,601.35	(1,300.00)	-1.9%
OASDI/Medicare/Alternative		3301-3302	26,629.77	26,629.77	7,359.49	30,049.77	(3,420.00)	-12.8%
Health and Welfare Benefits		3401-3402	220,000.00	220,000.00	93,019.54	293,011.23	(73,011.23)	-33.2%
Unemployment Insurance		3501-3502	2,000.00	2,000.00	181.49	980.00	1,020.00	51.0%
Workers' Compensation		3601-3602	40,000.00	40,000.00	16,151.73	49,528.00	(9,528.00)	-23.8%
OPEB, Allocated		3701-3702	2,500.00	2,500.00	530.71	3,900.00	(1,400.00)	-56.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			695,455.02	695,455.02	171,958.18	772,454.25	(76,999.23)	-11.1%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	20,000.00	20,000.00	6,220.95	19,276.13	723.87	3.6%
Books and Other Reference Materials		4200	0.00	0.00	1,262.68	1,339.90	(1,339.90)	New
Materials and Supplies		4300	160,903.61	160,903.61	45,035.34	102,062.01	58,841.60	36.6%
Noncapitalized Equipment		4400	120,044.26	120,044.26	42,768.43	95,044.28	25,000.00	20.8%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			300,947.87	300,947.87	95,287.40	217,722.30	83,225.57	27.7%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	5,000.00	5,000.00	12,084.41	21,789.44	(16,789.44)	-335.8%
Dues and Memberships		5300	11,478.00	11,478.00	9,995.14	11,478.00	0.00	0.0%
Insurance		5400-5450	48,000.00	48,000.00	53,349.00	48,000.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	2,800.00	2,800.00	0.00	2,800.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	666,423.76	666,423.76	53,626.12	742,455.13	(76,031.37)	-11.4%
Communications		5900	500.00	500.00	233.85	500.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			734,201.76	734,201.76	129,288.52	827,022.57	(92,820.81)	-12.6%
CAPITAL OUTLAY								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Tuition								
Tuition, Excess Costs, and/or Deficit Payments Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers Out								
Transfers of Pass-Through Revenues To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments To Districts or Charter Schools	6500	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6500	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6500	7223	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers of Apportionments To Districts or Charter Schools	6360	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6360	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6360	7223	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs		7310	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENDITURES			3,429,209.45	3,429,209.45	850,613.92	3,618,271.88		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Long-Term Debt Proceeds								
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.00	0.00		

Resource	Description	2019/20
		Projected Year Totals
6360	Pupils with Disabilities Attending ROC/P	11,925.80
Total, Restricted Balance		11,925.80

Description	Object Codes	Projected Year Totals (Form 011) (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	1,359,451.00	-4.86%	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)		3,618,271.88	-1.83%	3,552,145.12	0.00%	3,552,145.12
B. EXPENDITURES AND OTHER FINANCING USES						
1. Certificated Salaries						
a. Base Salaries				1,380,839.87		1,408,456.67
b. Step & Column Adjustment				27,616.80		14,084.57
c. Cost-of-Living Adjustment						
d. Other Adjustments						
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	1,380,839.87	2.00%	1,408,456.67	1.00%	1,422,541.24
2. Classified Salaries						
a. Base Salaries				420,232.89		425,874.51
b. Step & Column Adjustment				5,641.62		4,237.14
c. Cost-of-Living Adjustment						
d. Other Adjustments						
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	420,232.89	1.34%	425,874.51	0.99%	430,111.65
3. Employee Benefits	3000-3999	772,454.25	4.23%	805,138.69	0.43%	808,602.97
4. Books and Supplies	4000-4999	217,722.30	-18.03%	178,473.49	-12.21%	156,687.50
5. Services and Other Operating Expenditures	5000-5999	827,022.57	-11.22%	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)						
11. Total (Sum lines B1 thru B10)		3,618,271.88	-1.83%	3,552,145.12	0.00%	3,552,145.12
C. NET INCREASE (DECREASE) IN FUND BALANCE						
(Line A6 minus line B11)		0.00		0.00		0.00
D. FUND BALANCE						
1. Net Beginning Fund Balance (Form 011, line F1e)		307,767.84		307,767.84		307,767.84
2. Ending Fund Balance (Sum lines C and D1)		307,767.84		307,767.84		307,767.84
3. Components of Ending Fund Balance (Form 011)						
(Enter estimated projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
a. Nonspendable	9710-9719	10,000.00		10,000.00		10,000.00
b. Restricted	9740	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	285,842.04		197,680.47		197,680.47
2. Unassigned/Unappropriated	9790	0.00		88,161.57		88,161.57
f. Total Components of Ending Fund Balance						
(Line D3f must agree with line D2)		307,767.84		307,767.84		307,767.84

Description	Object Codes	Projected Year Totals (Form 011) (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	285,842.04		197,680.47		197,680.47
c. Unassigned/Unappropriated	9790	0.00		88,161.57		88,161.57
d. Negative Restricted Ending Balances						
(Negative resources 2000-9999) (Enter projections)	979Z			0.00		0.00
(Enter other reserve projections in Columns C and E for subsequent years 1 and 2; current year - Column A - is extracted.)						
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	0.00		0.00		0.00
c. Unassigned/Unappropriated	9790	0.00		0.00		0.00
3. Total Available Reserves - by Amount (Sum lines E1a thru E2c)		285,842.04		285,842.04		285,842.04
4. Total Available Reserves - by Percent (Line E3 divided by Line F2)		7.90%		8.05%		8.05%
F. RECOMMENDED RESERVES						
1. JPA ADA						
Used to determine the reserve standard percentage level on Line F5 (Enter ADA for current and two subsequent years, if applicable)						
		0.00		0.00		0.00
2. Total Expenditures and Other Financing Uses (Line B11)		3,618,271.88		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)		3,618,271.88		3,552,145.12		3,552,145.12
5. Reserve Standard Percentage Level						
(Refer to Form 01CSI, Criterion 10 for calculation details)		5%		5%		5%
6. Reserve Standard - By Percent (Line F4 times F5)		180,913.59		177,607.26		177,607.26
7. Reserve Standard - By Amount						
(Refer to Form 01CSI, Criterion 10 for calculation details)		69,000.00		69,000.00		69,000.00
8. Reserve Standard (Greater of Line F6 or F7)		180,913.59		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.						

Fund: 01 General Fund Resource: 0000 Unrestricted		
Description	Object	Board Approved Operating 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	Board Approved Operating Budget
Ending Fund Balance	979Z	11,925.80
Components of Ending Fund Balance		
Nonspendable		
Revolving Cash	9711	0.00
Stores	9712	0.00
Prepaid Expenditures	9713	0.00
All Others	9719	0.00
Restricted	9740	11,925.80
Committed		
Stabilization Arrangements	9750	0.00
Other Commitments	9760	0.00
Assigned		
Other Assignments	9780	0.00
Unassigned/Unappropriated		
Reserve for Economic Uncertainties	9789	0.00
Unassigned/Unappropriated	9790	0.00

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) 239,645.75
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) 2,329,981.26

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) 10.29%

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)	311,777.08
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)	5,982.87
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)	332,203.11
9. Carry-Forward Adjustment (Part IV, Line F)	0.00
10. Total Adjusted Indirect Costs (Line A8 plus Line A9)	332,203.11

B. Base Costs

1. Instruction (Functions 1000-1999, objects 1000-5999 except 5100)	2,751,720.25
2. Instruction-Related Services (Functions 2000-2999, objects 1000-5999 except 5100)	227,375.03
3. Pupil Services (Functions 3000-3999, objects 1000-5999 except 5100)	191,654.41
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)	63,159.42
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)	52,159.66
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)	3,286,068.77

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)

10.11%

D. Preliminary Proposed Indirect Cost Rate

(For final approved fixed-with-carry-forward rate for use in 2021-22 see www.cde.ca.gov/fg/ac/ic/)
(Line A10 divided by Line B18)

10.11%

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)	332,203.11
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

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

<u>Fund</u>	<u>Resource</u>	<u>Eligible Expenditures (Objects 1000-5999 except Object 5100)</u>	<u>Indirect Costs Charged (Objects 7310 and 7350)</u>	<u>Rate Used</u>
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		Beginning Balances (Ret-Only)	July	August	September	October	November	December	January	February
ACTUALS THROUGH THE MONTH OF (Enter Month Name):										
A. BEGINNING CASH			590,426.85	1,672,110.22	3,147,270.91	2,911,435.03	2,051,391.87	1,800,431.06	1,708,284.60	1,490,139.81
B. RECEIPTS										
LCFF/Revenue Limit Sources										
Principal Apportionment										
Property Taxes										
Miscellaneous Funds										
Federal Revenue										
Other State Revenue										
Other Local Revenue										
Interfund Transfers In			110.90	1,692,519.34	4,521.26	5,923.51	10,910.00	161,682.58	35,684.25	221,779.20
All Other Financing Sources										35,684.25
TOTAL RECEIPTS			110.90	1,692,519.34	4,521.26	5,923.51	10,910.00	161,682.58	35,684.25	257,463.45
C. DISBURSEMENTS										
Certificated Salaries			44,880.39	41,712.08	129,854.24	134,365.96	136,135.77	127,698.78	127,698.78	127,698.78
Classified Salaries			(120.00)	34,254.60	34,949.61	34,182.94	34,867.11	35,262.33	35,262.33	35,262.33
Employee Benefits			14,966.00	48,501.91	43,899.55	66,590.72	66,721.79	66,721.79	66,721.79	66,721.79
Books and Supplies			5,142.69	5,117.79	44,583.55	14,596.16	18,535.26	18,535.26	18,535.26	18,535.26
Services			8,408.40	(471,425.37)	577,248.21	40,904.49	5,610.88	5,610.88	5,610.88	5,610.88
Capital Outlay										
Other Outgo										
Interfund Transfers Out										
All Other Financing Uses										
TOTAL DISBURSEMENTS			73,277.48	(343,838.99)	830,535.16	290,640.27	261,870.81	253,829.04	253,829.04	253,829.04
D. BALANCE SHEET ITEMS										
Assets and Deferred Outflows										
Cash Not in Treasury										
Accounts Receivable			1,416,126.50			25,383.39				
Due From Other Funds										
Stores										
Prepaid Expenditures										
Other Current Assets										
Deferred Outflows of Resources										
SUBTOTAL		0.00	1,416,126.50	0.00	0.00	25,383.39	0.00	0.00	0.00	0.00
Liabilities and Deferred Inflows										
Accounts Payable			261,276.55	561,197.64	(590,178.02)	600,709.79				
Due To Other Funds										
Current Loans										
Unearned Revenues										
Deferred Inflows of Resources										
SUBTOTAL		0.00	261,276.55	561,197.64	(590,178.02)	600,709.79	0.00	0.00	0.00	0.00
Nonoperating										
Suspense Clearing										
TOTAL BALANCE SHEET ITEMS		0.00	1,154,849.95	(561,197.64)	590,178.02	(575,326.40)	0.00	0.00	0.00	0.00
E. NET INCREASE/DECREASE (B - C + D)			1,081,683.37	1,475,160.69	(235,835.88)	(860,043.16)	(250,960.81)	(92,146.46)	(218,144.79)	3,634.41
F. ENDING CASH (A + E)			1,672,110.22	3,147,270.91	2,911,435.03	2,051,391.87	1,800,431.06	1,708,284.60	1,490,139.81	1,493,774.22
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
ACTUALS THROUGH THE MONTH OF (Enter Month Name):									
A. BEGINNING CASH		1,493,714.22	1,275,629.43	1,057,484.64	839,339.85				
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				163,294.80		974,377.00	1,359,451.00	1,359,451.00
Other Local Revenue	8600-8799	35,684.25	35,684.25	35,684.25	204,732.04			2,258,820.88	2,258,820.88
Interfund Transfers In	8910-8929							0.00	0.00
All Other Financing Sources	8930-8979	35,684.25	35,684.25	35,684.25	368,026.84	0.00	974,377.00	3,618,271.88	3,618,271.88
TOTAL RECEIPTS									
C. DISBURSEMENTS									
Certificated Salaries	1000-1999	127,698.78	127,698.78	127,698.78	127,698.75			1,380,839.87	1,380,839.87
Classified Salaries	2000-2999	35,262.33	35,262.33	35,262.33	35,262.33	35,262.32		420,232.89	420,232.89
Employee Benefits	3000-3999	66,721.79	66,721.79	66,721.79	66,721.79	66,721.75		772,454.25	772,454.25
Books and Supplies	4000-4999	18,535.26	18,535.26	18,535.26	18,535.29			217,722.30	217,722.30
Services	5000-5999	5,610.88	5,610.88	5,610.88	5,610.88	626,999.80		827,022.57	827,022.57
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		253,829.04	253,829.04	253,829.04	253,829.04	728,983.87	0.00	3,618,271.88	3,618,271.88
D. BALANCE SHEET ITEMS									
Assets and Deferred Outflows									
Cash Not in Treasury	9111-9199							0.00	0.00
Accounts Receivable	9200-9299							1,441,509.89	1,441,509.89
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
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	1,441,509.89	1,441,509.89
Liabilities and Deferred Inflows									
Accounts Payable	9500-9599							833,005.96	833,005.96
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	833,005.96	833,005.96
Nonoperating									
Suspense Clearing	9910							0.00	0.00
TOTAL BALANCE SHEET ITEMS									
E. NET INCREASE/DECREASE (B - C + D)		(218,144.79)	(218,144.79)	(218,144.79)	114,197.80	(728,983.87)	974,377.00	608,503.93	0.00
F. ENDING CASH (A + E)		1,275,629.43	1,057,484.64	839,339.85	953,537.65				
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS								1,198,930.78	

	Object	Beginning Balances (Ref: Only)	July	August	September	October	November	December	January	February
ACTUALS THROUGH THE MONTH OF (Enter Month Name):										
A. BEGINNING CASH										
B. RECEIPTS LOFF/Revenue Limit Sources Principal Apportionment Property Taxes Miscellaneous Funds Federal Revenue Other State Revenue Other Local Revenue Interfund Transfers In All Other Financing Sources TOTAL RECEIPTS	8010-8019		953,537.65	2,303,961.38	2,417,843.99	2,344,652.94	2,271,461.89	2,198,270.84	2,125,079.79	2,051,888.74
	8020-8079									
	8080-8099									
	8100-8299									
	8300-8599		1,185,474.24							
	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
	8910-8929									
	8930-8979		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
	TOTAL RECEIPTS									
			9,030.49	9,030.49	139,039.57	139,039.57	139,039.57	139,039.57	139,039.57	139,039.57
C. DISBURSEMENTS Certificated Salaries Classified Salaries Employee Benefits Books and Supplies Services Capital Outlay Other Outgo Interfund Transfers Out All Other Financing Uses TOTAL DISBURSEMENTS	1000-1999		0.00	35,489.54	35,489.54	35,489.54	35,489.54	35,489.54	35,489.54	35,489.54
	2000-2999		3,963.73	19,541.07	76,605.65	76,605.65	76,605.65	76,605.65	76,605.65	76,605.65
	3000-3999		14,872.79	14,872.79	14,872.79	14,872.79	14,872.79	14,872.79	14,872.79	14,872.79
	4000-4999		8,933.50	8,933.50	8,933.50	8,933.50	8,933.50	8,933.50	8,933.50	8,933.50
	5000-5999									
	6000-6599									
	7000-7499									
	7600-7629									
	7630-7699									
	TOTAL DISBURSEMENTS		36,800.51	87,867.39	274,941.05	274,941.05	274,941.05	274,941.05	274,941.05	274,941.05
D. BALANCE SHEET ITEMS										
Assets and Deferred Outflows Cash Not in Treasury Accounts Receivable Due From Other Funds Stores Prepaid Expenditures Other Current Assets Deferred Outflows of Resources SUBTOTAL Liabilities and Deferred Inflows Accounts Payable Due To Other Funds Current Loans Unearned Revenues Deferred Inflows of Resources SUBTOTAL Nonoperating Suspense Clearing TOTAL BALANCE SHEET ITEMS E. NET INCREASE/DECREASE (B - C + D)	9111-9199									
	9200-9299									
	9310									
	9320									
	9330									
	9340									
	9490									
	SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Liabilities and Deferred Inflows									
	9500-9599									
F. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS	9610									
	9640									
	9650									
	9690									
	SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Nonoperating									
	Suspense Clearing									
	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)		1,350,423.73	113,882.61	(73,191.05)	(73,191.05)	(73,191.05)	(73,191.05)	(73,191.05)	(73,191.05)
	F. ENDING CASH (A + E)		2,303,961.38	2,417,843.99	2,344,652.94	2,271,461.89	2,198,270.84	2,125,079.79	2,051,888.74	1,978,697.69

	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
ACTUALS THROUGH THE MONTH OF (Enter Month Name):									
A. BEGINNING CASH		1,978,697.69	1,905,506.64	1,832,315.59	1,590,124.54				
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				208,570.88			2,258,820.88	2,258,820.88
Interfund Transfers In	8910-8929	201,750.00	201,750.00	32,750.00				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	139,039.57	139,039.57	139,039.57				1,408,456.67	1,408,456.67
Classified Salaries	2000-2999	35,489.54	35,489.54	35,489.54		35,489.57		425,874.51	425,874.51
Employee Benefits	3000-3999	76,605.65	76,605.65	76,605.65		15,577.39		805,138.69	805,138.69
Books and Supplies	4000-4999	14,872.79	14,872.79	14,872.79				178,473.49	178,473.49
Services	5000-5999	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		274,941.05	274,941.05	274,941.05	274,941.05	678,066.72	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)		(73,191.05)	(73,191.05)	(242,191.05)	41,479.83	(678,066.72)	0.00	0.00	0.00
F. ENDING CASH (A + E)		1,905,506.64	1,832,315.59	1,590,124.54	1,631,604.37			953,537.65	
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS									

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 interim certification.

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

CRITERIA AND STANDARDS

1. CRITERION: Average Daily Attendance

This criterion is not checked for JPAs.

2. CRITERION: Enrollment

This criterion is not checked for JPAs.

3. CRITERION: ADA to Enrollment

This criterion is not checked for JPAs.

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

This criterion is not checked for JPAs.

5. CRITERION: Salaries and Benefits

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

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

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

Fiscal Year	Unaudited Actuals		Ratio of Salaries and Benefits to Total Expenditures
	Salaries and Benefits (Form 01, Objects 1000-3999)	Total Expenditures (Form 01, Objects 1000-7499)	
Third Prior Year (2016-17)	0.00		0.0%
Second Prior Year (2017-18)	0.00		0.0%
First Prior Year (2018-19)	2,097,323.46	3,244,819.88	64.6%
	Historical Average Ratio:		21.5%

	Current Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
JPA's Reserve Standard Percentage (Criterion 10B, Line 4):	5.0%	5.0%	5.0%
JPA's Salaries and Benefits Standard (historical average ratio, plus/minus the greater of 3% or the JPA's reserve standard percentage):	16.5% to 26.5%	16.5% to 26.5%	16.5% to 26.5%

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

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

Fiscal Year	Projected Year Totals		Ratio of Salaries and Benefits to Total Expenditures	Status
	Salaries and Benefits (Form 01I, Objects 1000-3999) (Form MYPI, Lines B1-B3)	Total Expenditures (Form 01I, Objects 1000-7499) (Form MYPI, Lines B1-B8, B10)		
Current Year (2019-20)	2,573,527.01	3,618,271.88	71.1%	Not Met
1st Subsequent Year (2020-21)	2,639,469.87	3,552,145.12	74.3%	Not Met
2nd Subsequent Year (2021-22)	2,661,255.86	3,552,145.12	74.9%	Not Met

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

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

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

Explanation:
(required if NOT met)

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 current fiscal year or two subsequent fiscal years, have not changed by more than five percent since budget adoption.

Changes that exceed five percent in any major object category must be explained.

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

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

DATA ENTRY: Budget Adoption data that exist will be extracted; otherwise, enter data into the first column. First Interim data for Current Year are extracted. If First Interim Form MYPI exists, data for the two subsequent years will be extracted; if not, enter data for the two subsequent years into the second column.

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

Object Range / Fiscal Year	Budget Adoption Budget (Form 01CS, Item 6B)	First Interim Projected Year Totals (Fund 01) (Form MYPI)	Percent Change	Change Is Outside Explanation Range
Federal Revenue (Fund 01, Objects 8100-8299) (Form MYPI, Line A2)				
Current Year (2019-20)	0.00	0.00	0.0%	No
1st Subsequent Year (2020-21)	0.00	0.00	0.0%	No
2nd Subsequent Year (2021-22)	0.00	0.00	0.0%	No

Explanation
(required if Yes)

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

Current Year (2019-20)	107,850.00	1,359,451.00	1160.5%	Yes
1st Subsequent Year (2020-21)	1,293,324.24	1,293,324.24	0.0%	No
2nd Subsequent Year (2021-22)	1,293,324.24	1,293,324.24	0.0%	No

Explanation
(required if Yes)

Increase due to CTEIG carryover funds and the Strong Workforce Grant.

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

Current Year (2019-20)	2,258,820.88	2,258,820.88	0.0%	No
1st Subsequent Year (2020-21)	2,258,820.88	2,258,820.88	0.0%	No
2nd Subsequent Year (2021-22)	2,258,820.88	2,258,820.88	0.0%	No

Explanation
(required if Yes)

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

Current Year (2019-20)	300,947.87	217,722.30	-27.7%	Yes
1st Subsequent Year (2020-21)	376,525.87	178,473.49	-52.6%	Yes
2nd Subsequent Year (2021-22)	328,012.15	156,687.50	-52.2%	Yes

Explanation
(required if Yes)

At the time of this report we do not know the CTEIG allocation for subsequent years.

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

Current Year (2019-20)	734,201.76	827,022.57	12.6%	Yes
1st Subsequent Year (2020-21)	734,201.76	734,201.76	0.0%	No
2nd Subsequent Year (2021-22)	734,201.76	734,201.76	0.0%	No

Explanation
(required if Yes)

The CTEIG allocation is not known for subsequent years.

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

DATA ENTRY: All data are extracted or calculated.

Object Range / Fiscal Year	Budget Adoption Budget	First Interim Projected Year Totals	Percent Change	Explanation Range
Total Federal, Other State, and Other Local Revenues (Section 6A)				
Current Year (2019-20)	2,366,670.88	3,618,271.88	52.9%	Not Met
1st Subsequent Year (2020-21)	3,552,145.12	3,552,145.12	0.0%	Met
2nd Subsequent Year (2021-22)	3,552,145.12	3,552,145.12	0.0%	Met
Total Books and Supplies, and Services and Other Operating Expenditures (Section 6A)				
Current Year (2019-20)	1,035,149.63	1,044,744.87	0.9%	Met
1st Subsequent Year (2020-21)	1,110,727.63	912,675.25	-17.8%	Not Met
2nd Subsequent Year (2021-22)	1,062,213.91	890,889.26	-16.1%	Not Met

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

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

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

Explanation:Federal Revenue
(linked from 6A
if NOT met)**Explanation:**Other State Revenue
(linked from 6A
if NOT met)Increase due to CTEIG carryover funds and the Strong Workforce Grant.**Explanation:**Other Local Revenue
(linked from 6A
if NOT met)

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

Explanation:Books and Supplies
(linked from 6A
if NOT met)At the time of this report we do not know the CTEIG allocation for subsequent years.**Explanation:**Services and Other Exps
(linked from 6A
if NOT met)The CTEIG allocation is not known for subsequent years.

7. CRITERION: Facilities Maintenance

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

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

This criterion is not checked for JPAs.

8. CRITERION: Deficit Spending

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

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

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

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

DATA ENTRY: All data are extracted or calculated.

	Current Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
JPA's Available Reserve Percentage (Criterion 10C, Line 9)	7.9%	8.1%	8.1%
JPA's Deficit Spending Standard Percentage Levels (one-third of available reserve percentage):	2.6%	2.7%	2.7%

8B. Calculating the JPA's Deficit Spending Percentages

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

Fiscal Year	Projected Year Totals		Deficit Spending Level (If Net Change in Fund Balance is negative, else N/A)	Status
	Net Change in Fund Balance (Form 011, Section E) (Form MYPI, Line C)	Total Expenditures and Other Financing Uses (Form 011, Objects 1000-7999) (Form MYPI, Line B11)		
Current Year (2019-20)	0.00	3,618,271.88	0.0%	Met
1st Subsequent Year (2020-21)	0.00	3,552,145.12	0.0%	Met
2nd Subsequent Year (2021-22)	0.00	3,552,145.12	0.0%	Met

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 any of the current year or two subsequent fiscal years.

Explanation:
(required if NOT met)

9. CRITERION: Fund and Cash Balances

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

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

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

Fiscal Year	Ending Fund Balance General Fund Projected Year Totals (Form 011, Line F2) (Form MYPI, Line D2)		Status
Current Year (2019-20)		307,767.84	Met
1st Subsequent Year (2020-21)		307,767.84	Met
2nd Subsequent Year (2021-22)		307,767.84	Met

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

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

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

Explanation:
(required if NOT met)

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

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

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

Fiscal Year	Ending Cash Balance General Fund (Form CASH, Line F, June Column)		Status
Current Year (2019-20)		953,537.65	Met

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

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

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

Explanation:
(required if NOT met)

10. CRITERION: Reserves

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

Percentage Level	JPA ADA
5% or \$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.

	Current Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
JPA ADA (Form MYPI, 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: All data are extracted or calculated.

	Current Year Projected Year Totals (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
1. Total Expenditures and Other Financing Uses (Criterion 8, Item 8B)	3,618,271.88	3,552,145.12	3,552,145.12
2. Plus: Special Education Pass-through (Not applicable for JPAs)	N/A	N/A	N/A
3. Net Expenditures and Other Financing Uses (Line B1 plus Line B2)	3,618,271.88	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)	180,913.59	177,607.26	177,607.26
6. Reserve Standard - by Amount (\$69,000 for JPAs with less than 1,001 ADA, else 0)	69,000.00	69,000.00	69,000.00
7. JPA's Reserve Standard (Greater of Line B5 or Line B6)	180,913.59	177,607.26	177,607.26

10C. Calculating the JPA's Available Reserve Amount

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

Reserve Amounts	Current Year Projected Year Totals (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
1. General Fund - Stabilization Arrangements (Fund 01, Object 9750) (Form MYPI, Line E1a)	0.00	0.00	0.00
2. General Fund - Reserve for Economic Uncertainties (Fund 01, Object 9789) (Form MYPI, Line E1b)	285,842.04	197,680.47	197,680.47
3. General Fund - Unassigned/Unappropriated Amount (Fund 01, Object 9790) (Form MYPI, Line E1c)	0.00	88,161.57	88,161.57
4. General Fund - Negative Ending Balances in Restricted Resources (Fund 01, Object 979Z, if negative, for each of resources 2000-9999) (Form MYPI, Line E1d)		0.00	0.00
5. Special Reserve Fund - Stabilization Arrangements (Fund 17, Object 9750) (Form MYPI, Line E2a)	0.00	0.00	0.00
6. Special Reserve Fund - Reserve for Economic Uncertainties (Fund 17, Object 9789) (Form MYPI, Line E2b)	0.00	0.00	0.00
7. Special Reserve Fund - Unassigned/Unappropriated Amount (Fund 17, Object 9790) (Form MYPI, Line E2c)	0.00	0.00	0.00
8. JPA's Available Reserve Amount (Lines C1 thru C7)	285,842.04	285,842.04	285,842.04
9. JPA's Available Reserve Percentage (Information only) (Line 8 divided by Section 10B, Line 3)	7.90%	8.05%	8.05%
JPA's Reserve Standard (Section 10B, Line 7):	180,913.59	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 - Available reserves have met the standard for the current year 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 have occurred since budget adoption 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 funded with one-time revenues that have changed since budget adoption by more than five percent?

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. Temporary Interfund Borrowings

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

No

- 1b. If Yes, identify the interfund borrowings:

S4. Contingent Revenues

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

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 current fiscal year and two subsequent fiscal years. Provide an explanation if contributions have changed by more than \$20,000 and more than five percent since budget adoption.

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

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

JPA's Contributions and Transfers Standard:

**-5.0% to +5.0%
or -\$20,000 to +\$20,000****S5A. Identification of the JPA's Projected Contributions, Transfers, and Capital Projects that may Impact the General Fund**

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

Description / Fiscal Year	Budget Adoption (Form 01CS, Item S5A)	First Interim Projected Year Totals	Percent Change	Amount of Change	Status
1a. Contributions, Unrestricted General Fund This item is not applicable for JPAs.					
1b. Transfers In, General Fund *					
Current Year (2019-20)	0.00	0.00	0.0%	0.00	Met
1st Subsequent Year (2020-21)	0.00	0.00	0.0%	0.00	Met
2nd Subsequent Year (2021-22)	0.00	0.00	0.0%	0.00	Met
1c. Transfers Out, General Fund *					
Current Year (2019-20)	0.00	0.00	0.0%	0.00	Met
1st Subsequent Year (2020-21)	0.00	0.00	0.0%	0.00	Met
2nd Subsequent Year (2021-22)	0.00	0.00	0.0%	0.00	Met

1d. Capital Project Cost Overruns

Have capital project cost overruns occurred since budget adoption 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 since budget adoption by more than the standard for the current year and two subsequent fiscal years.

Explanation:
(required if NOT met)

N/A

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

Explanation:
(required if NOT met)

N/A

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

Project Information:
(required if YES)

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

DATA ENTRY: Enter an explanation if Yes.

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

--

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

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

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

n/a

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

--

S7. Unfunded Liabilities

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

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

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

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

- b. If Yes to Item 1a, have there been changes since budget adoption in OPEB liabilities?

- c. If Yes to Item 1a, have there been changes since budget adoption in OPEB contributions?

2. OPEB Liabilities

- a. Total OPEB liability
b. OPEB plan(s) fiduciary net position (if applicable)
c. Total/Net OPEB liability (Line 2a minus Line 2b)

Budget Adoption (Form 01CS, Item S7A)	First Interim
182,024.00	228,361.00
0.00	0.00
182,024.00	228,361.00

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

Actuarial	Actuarial
Jul 18, 2018	Aug 09, 2019

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

3. OPEB Contributions

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

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

Budget Adoption (Form 01CS, Item S7A)	First Interim
40,333.00	42,350.00
40,333.00	42,350.00
40,333.00	42,350.00

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

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

2,500.00	3,900.00
2,500.00	3,900.00
2,500.00	3,900.00

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

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

1,707.00	1,707.00
2,232.00	2,232.00
2,942.00	2,942.00

- d. Number of retirees receiving OPEB benefits

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

2	2
2	2
2	2

4. Comments:

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

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

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

Yes

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

No

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

Yes

2. Self-Insurance Liabilities

- a. Accrued liability for self-insurance programs
b. Unfunded liability for self-insurance programs

Budget Adoption (Form 01CS, Item S7B)		First Interim
	0.00	0.00
	0.00	0.00

3. Self-Insurance Contributions

- a. Required contribution (funding) for self-insurance programs
Current Year (2019-20)
1st Subsequent Year (2020-21)
2nd Subsequent Year (2021-22)

Budget Adoption (Form 01CS, Item S7B)		First Interim
	0.00	0.00
	0.00	0.00
	0.00	0.00

- b. Amount contributed (funded) for self-insurance programs
Current 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

4. Comments:

S8. Status of Labor Agreements

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

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

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

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

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

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

Status of Certificated Labor Agreements as of the Previous Reporting Period

Were all certificated labor negotiations settled as of budget adoption?

n/a

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

If No, continue with section S8A.

Certificated (Non-management) Salary and Benefit Negotiations

	Prior Year (2nd Interim) (2018-19)	Current Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
Number of certificated (non-management) full-time-equivalent (FTE) positions				

Data must be entered for all years.

1a. Have any salary and benefit negotiations been settled since budget adoption?

n/a

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

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

If No, complete questions 5 and 6.

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

n/a

If Yes, complete questions 5 and 6.

Negotiations Settled Since Budget Adoption

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

3. Period covered by the agreement:

Begin Date:

End Date:

4. Salary settlement:

Current Year
(2019-20)

1st Subsequent Year
(2020-21)

2nd Subsequent Year
(2021-22)

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

One Year Agreement

Total cost of salary settlement

% change in salary schedule from prior year
or

Multiyear Agreement

Total cost of salary settlement

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

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

Negotiations Not Settled

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

6. Amount included for any tentative salary schedule increases

Current Year
(2019-20)

1st Subsequent Year
(2020-21)

2nd Subsequent Year
(2021-22)

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

Current Year
(2019-20)

1st Subsequent Year
(2020-21)

2nd Subsequent Year
(2021-22)

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

Certificated (Non-management) Prior Year Settlements Negotiated Since Budget Adoption

Are any new costs negotiated since budget adoption for prior year settlements included in the interim?

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

If Yes, explain the nature of the new costs:

--

Certificated (Non-management) Step and Column Adjustments

Current Year
(2019-20)

1st Subsequent Year
(2020-21)

2nd Subsequent Year
(2021-22)

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

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

Current Year
(2019-20)

1st Subsequent Year
(2020-21)

2nd Subsequent Year
(2021-22)

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

Certificated (Non-management) - Other

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

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

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

Status of Classified Labor Agreements as of the Previous Reporting Period

Were all classified labor negotiations settled as of budget adoption?

If Yes or n/a, complete number of FTEs, then skip to section S8C.

If No, continue with section S8B.

n/a

Classified (Non-management) Salary and Benefit Negotiations

	Prior Year (2nd Interim) (2018-19)	Current 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.

- 1a. Have any salary and benefit negotiations been settled since budget adoption?

n/a

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

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

If No, complete questions 5 and 6.

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

If Yes, complete questions 5 and 6.

n/a

Negotiations Settled Since Budget Adoption

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

3. Period covered by the agreement:

Begin Date:

End Date:

4. Salary settlement:

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

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

One Year Agreement

Total cost of salary settlement

% change in salary schedule from prior year

or

Multiyear Agreement

Total cost of salary settlement

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

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

Negotiations Not Settled

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

6. Amount included for any tentative salary schedule increases

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

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

Current Year
(2019-20)

1st Subsequent Year
(2020-21)

2nd Subsequent Year
(2021-22)

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

Classified (Non-management) Prior Year Settlements Negotiated Since Budget Adoption

Are any new costs negotiated since budget adoption for prior year settlements included in the interim?

- If Yes, amount of new costs included in the interim and MYPs
If Yes, explain the nature of the new costs:

--

Classified (Non-management) Step and Column Adjustments

Current Year
(2019-20)

1st Subsequent Year
(2020-21)

2nd Subsequent Year
(2021-22)

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

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

Current Year
(2019-20)

1st Subsequent Year
(2020-21)

2nd Subsequent Year
(2021-22)

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

Classified (Non-management) - Other

List other significant contract changes that have occurred since budget adoption and the cost impact of each (i.e., hours of employment, leave of absence, bonuses, etc.):

S8C. Cost Analysis of JPA's Labor Agreements - Management/Supervisor/Confidential Employees

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

Status of Management/Supervisor/Confidential Labor Agreements as of the Previous Reporting Period

Were all managerial/confidential labor negotiations settled as of budget adoption?

n/a

If Yes or n/a, complete number of FTEs, then skip to S9.

If No, continue with section S8C.

Management/Supervisor/Confidential Salary and Benefit Negotiations

	Prior Year (2nd Interim) (2018-19)	Current 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.

1a. Have any salary and benefit negotiations been settled since budget adoption?

If Yes, complete question 2.

n/a

If No, complete questions 3 and 4.

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

If Yes, complete questions 3 and 4.

n/a

Negotiations Settled Since Budget Adoption

2. Salary settlement:

	Current Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
Is the cost of salary settlement included in the interim and multiyear projections (MYPs)?			
Total cost of salary settlement			
Change in salary schedule from prior year (may enter text, such as "Reopener")			

Negotiations Not Settled

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

	Current Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
4. Amount included for any tentative salary schedule increases			

**Management/Supervisor/Confidential
Health and Welfare (H&W) Benefits**

	Current Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
1. Are costs of H&W benefit changes included in the interim and MYPs?			
2. Total cost of H&W benefits			
3. Percent of H&W cost paid by employer			
4. Percent projected change in H&W cost over prior year			

**Management/Supervisor/Confidential
Step and Column Adjustments**

	Current Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
1. Are step & column adjustments included in the interim and MYPs?			
2. Cost of step & column adjustments			
3. Percent change in step & column over prior year			

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

	Current Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
1. Are costs of other benefits included in the interim and MYPs?			
2. Total cost of other benefits			
3. Percent change in cost of other benefits over prior year			

S9. Status of Other Funds

Analyze the status of other funds that may have negative fund balances at the end of the current fiscal year. If any other fund has a projected negative fund balance, prepare an interim report and multiyear projection for that fund. Explain plans for how and when the negative fund balance will be addressed.

S9A. Identification of Other Funds with Negative Ending Fund Balances

DATA ENTRY: Click the appropriate button in Item 1. If Yes, enter data in Item 2 and provide the reports referenced in Item 1.

1. Are any funds other than the general fund projected to have a negative fund balance at the end of the current fiscal year?

n/a

If Yes, prepare and submit to the reviewing agency a report of revenues, expenditures, and changes in fund balance (e.g., an interim fund report) and a multiyear projection report for each fund.

2. If Yes, identify each fund, by name and number, that is projected to have a negative ending fund balance for the current fiscal year. Provide reasons for the negative balance(s) and explain the plan for how and when the problem(s) will be corrected.

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 A2 through A9 except items A3 and A4, which are not applicable for JPAs; Item A1 is automatically completed based on data from Criterion 9.

A1. Do cash flow projections show that the JPA will end the current fiscal year with a negative cash balance in the general fund? (Data from Criterion 9B-1, Cash Balance, are used to determine Yes or No)

No

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

Yes

A3. Is enrollment decreasing in both the prior and current fiscal years?

n/a

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

n/a

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

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 First Interim Criteria and Standards Review

SACS2019ALL Financial Reporting Software - 2019.2.0
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30-40089-0000000

First Interim
2019-20 Projected Totals
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 - (W) - Transfers of Direct Costs - Interfund (Object 5750) must net to zero for all funds. PASSED

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

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

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

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

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

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

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

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

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

PASS-THRU-REV=EXP - (W) - Pass-through revenues from all sources (objects 8287, 8587, and 8697) should equal transfers of pass-through revenues to other agencies (objects 7211 through 7213, plus 7299 for Resource 3327), by resource.

PASSED

SE-PASS-THRU-REVENUE - (W) - Transfers of special education pass-through revenues are not reported in the general fund for the Administrative Unit of a Special Education Local Plan Area. PASSED

EXCESS-ASSIGN-REU - (F) - Amounts reported in Other Assignments (Object 9780) and/or Reserve for Economic Uncertainties (REU) (Object 9789) should not create a negative amount in Unassigned/Unappropriated (Object 9790) by fund and resource (for all funds except funds 61 through 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 01CSI) 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 01CSI) must be answered Yes or No, where applicable, for the form to be complete. PASSED

EXPORT CHECKS

INTERIM-CERT-PROVIDE - (F) - Interim Certification (Form CI) must be provided. PASSED

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

provided.

PASSED

CASHFLOW-PROVIDE - (W) - A Cashflow Worksheet (Form CASH) must be provided with your Interim reports. (Note: LEAs may use a cashflow worksheet other than Form CASH, as long as it provides a monthly cashflow projected through the end of the fiscal year.)

PASSED

MYP-PROVIDE - (W) - A Multiyear Projection Worksheet must be provided with your Interim. (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

MYPIO-PROVIDE - (W) - A multiyear projection worksheet must be provided with your interim report for any fund projecting a negative balance at the end of the current fiscal year. (Note: LEAs may use a multiyear projection worksheet other than Form MYPIO, with approval of their reviewing agency.)

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.

DISCUSSION

2019-20 Fall Data					2018-19 Comparison Data			
High School	Number of CTE Sections	CTE			Number of CTE Sections	CTE		
		CTE Enrollment/Bell	Enrollment After-Bell (22 sections)	Total FALL Enrollment		CTE Enrollment/Bell	Enrollment After-Bell (27 sections)	Total FALL Enrollment
Aliso Niguel	67	1124	93	1217	37	987	77	1064
Cal Prep	2	8	1	9	5	19	4	23
Capistrano Valley	52	719	92	811	38	859	88	947
Dana Hills	57	889	94	983	34	902	77	970
Serra	1	0	1	1	6	118	0	118
San Clemente	43	626	120	746	28	742	106	848
San Juan Hills	60	1059	59	1118	32	861	70	931
Tesoro	50	955	88	1043	27	715	56	771
Laguna Beach	15	450	41	491	17	410	109	519
HS Totals	347	5830	589	6419	224	5613	587	6200

Middle School	2018-19	
	19-20 Fall Enrollment	FALL Enrollment
Aliso Viejo	304	350
Arroyo Vista	32	24
Bernice Ayer	54	85
Don Juan Avila	229	139
Carl Hankey	45	37
Ladera Ranch	233	354
Las Flores	144	142
Marco Forster	163	154
Fred Newhart	157	174
Niguel Hills	122	120
Shorecliffs	67	89
Vista del Mar	137	166
MS Totals	1687	1834

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

1. **Parties.** This is a Memorandum of Understanding ("MOU") between the Capistrano Unified School District ("CUSD"), on the one hand, and College and Career Advantage ("CCA"), on the other hand. CUSD and CCA are referred to in this MOU collectively as the Parties."
2. **Executive Director.** The Parties understand that pursuant to Section 4-e of the Joint Powers Agreement between CUSD and Laguna Beach Unified School District, CCA's Executive Director is nominated by the CUSD Superintendent who also has the authority to remove the Executive Director, but that the performance of CCA's Executive Director is evaluated solely by the CCA Governing Board. The Parties further understand that the Executive Director is jointly employed by CUSD and CCA, working 80% of the time for CCA as Executive Director and 20% of the time for CUSD. Accordingly, CCA understands that it is to reimburse CUSD for 80% of the Executive Director's salary and benefits, including health and welfare benefits; CUSD will invoice CCA for these costs on an annual basis.
3. **Term.** This MOU is effective upon the approval of both Parties, and shall remain in effect until terminated by mutual consent of the Parties.

Date: 7-17, 2019

CAPISTRANO UNIFIED SCHOOL DISTRICT

By: _____

Gila Jones
President, Board of Trustees

Date: 9-12, 2019

COLLEGE AND CAREER ADVANTAGE

By: _____

Jim Reardon
President, Governing Board

DISCUSSION

**Agenda Item 20
December 12, 2019**

COLLEGE AND CAREER ADVANTAGE

M e m o r a n d u m

TO: CCA Governing Board

FROM: Patricia Romo, Executive Director

DATE: December 5, 2019

SUBJECT: COLLEGE AND CAREER ADVANTAGE STRONG WORKFORCE
PROGRAM (SWP) K12 PATHWAY IMPROVEMENT GRANT SERVICE
AGREEMENT #49193

BACKGROUND INFORMATION

The K12 Strong Workforce Grant Program is established as a state education, economic, and workforce development initiative with the goal of providing pupils in kindergarten and grades 1 to 12, inclusive, with the knowledge and skills necessary to transition to employment and postsecondary education. The purpose of this program is to encourage and maintain the delivery of career technical education programs during implementation of the district's Local Control Funding Formula.

CURRENT SITUATION

Service Agreement #49193 sets forth the terms, of the Agreement between Orange County Superintendent of Schools and College and Career Advantage (CCA). The term of the service agreement commences on July 1, 2019 and terminates on December 31, 2021.

RECOMMENDATION

It is respectfully requested that the Governing Board review and approve the CCA Strong Workforce Program (SWP) K12 Pathway Improvement Service Agreement #49193 between CCA and the Orange County Superintendent of Schools.

ACTION/VOTE

COLLEGE AND CAREER ADVANTAGE
STRONG WORKFORCE PROGRAM (SWP) K12 PATHWAY IMPROVEMENT GRANT
SERVICE AGREEMENT

This AGREEMENT is hereby entered into this 1st day of July, 2019, which date is enumerated for purposes of reference only, by and between the Orange County Superintendent of Schools, 200 Kalmus Drive, P.O. Box 9050, Costa Mesa, California 92628-9050, hereinafter referred to as "SUPERINTENDENT", and College and Career Advantage, 33122 Valle Road, San Juan Capistrano, California 92675, hereinafter referred to as "ROP". SUPERINTENDENT and DISTRICT shall be individually referred to as "Party" and collectively referred to as the "Parties."

WHEREAS, the Rancho Santiago Community College District (RSCCD) was selected as the Fiscal Agent for the Strong Workforce Program (SWP) K12 Pathway Improvement grant by the California Community Colleges Chancellor's Office, Division of Workforce and Economic Development to subcontract with Local Educational Agencies to implement career education, K-12 to community college pathway improvement projects that connect to in-demand, high-wage occupations in the region; and

WHEREAS, RSCCD has selected SUPERINTENDENT to serve as a subcontractor for the Strong Workforce Program (SWP) K12 Pathway Improvement grant; and

WHEREAS, SUPERINTENDENT is specially trained, experienced and competent to perform the services required by RSCCD and is agreeable to the rendering of such services according to the terms and conditions hereinafter set forth.

WHEREAS, the Strong Workforce Program (SWP) K12 Pathway Improvement grant requires SUPERINTENDENT to allocate a portion of the grant funds to LEA's throughout Los Angeles and Orange Counties; and

WHEREAS, ROP is specially trained, experienced and competent to perform the services

required by SUPERINTENDENT and RSCCD and is agreeable to the rendering of such services according to the terms and conditions hereinafter set forth.

NOW, THEREFORE, the Parties agree as follows:

1.0 TERM. The term of this AGREEMENT shall commence on July 1, 2019 and terminate on December 31, 2021, subject to earlier termination as set forth in this AGREEMENT, provided, however, ROP shall be obligated to perform such duties as would normally extend beyond this term including, but not limited to, obligations with respect to indemnification, audits, reporting, and accounting.

2.0 SCOPE OF WORK.

A. SUPERINTENDENT hereby engages ROP as an independent contractor to perform the following described work and ROP hereby agrees to perform said work upon the terms and conditions hereinafter set forth. ROP shall meet all of the contractual requirement listed herein and shall provide all labor, materials, supplies, and equipment necessary to fully perform all responsibilities required by this AGREEMENT and specifically described in Exhibit "A", Scope of Work, which is attached hereto and incorporated herein by this reference to this AGREEMENT.

3.0 TOTAL COMPENSATION.

A. The Maximum Payment Obligation of SUPERINTENDENT to ROP under this AGREEMENT for the period of July 1, 2019 through December 31, 2021 is Two hundred seventy-seven thousand two hundred twenty-four dollars (\$277,224.00). Payment shall be based on eighty percent (80%) in advance and a progress payment of twenty percent (20%). Payment shall not exceed the amount listed above.

B. ROP agrees to comply with all Strong Workforce Program (SWP) K12 Pathway Improvement grant requirements and is solely responsible for the appropriate expenditure of all Strong Workforce Program (SWP) K12 Pathway Improvement grant funds received and for any misappropriation or dis-allowment of grant funds. ROP shall establish and maintain fiscal control and

1 accounting procedures as may be necessary to assure proper accounting for all funds under this
2 AGREEMENT. Any work performed prior to approval of the SUPERINTENDENT will be rendered on a
3 voluntary basis, and shall not be compensated unless and until funding is authorized. Any work
4 performed prior to approval of the State of California will be rendered on a voluntary basis and shall
5 not be compensated unless and until funding is authorized.

6 **4.0 BUDGET ALLOCATION.**

7 A. The K12 Strong Workforce (SWP) Program K12 Pathway Improvement grant funds shall be
8 expended only for those purposes expressed in the scope of Work, Exhibit A submitted by ROP under
9 Section 2.0 of this AGREEMENT. No monies from the Strong Workforce Program (SWP) K12 Pathway
10 Improvement grant shall be used to supplant state or local general fund money of any purpose. Strong
11 Workforce Program (SWP) K12 Pathway Improvement grant funds shall be allocated for the term of
12 the AGREEMENT pursuant to Exhibit "B", "Budget Form", which is attached hereto and incorporated
13 herein by this reference to this AGREEMENT. ROP shall return the completed Budget Form and invoice
14 along with the signed AGREEMENT. Once SUPERINTENDENT has approved ROP's budget, ROP must
15 obtain prior written approval from SUPERINTENDENT for any budget revisions, where an adjustment
16 of funds in a line item are different from the originally approved budget by more than ten percent
17 (10%) and as long as the total dollar amount is not affected and the outcomes of the Agreement will
18 not be materially affected.

19 B. If the ROP wishes to make substantial changes to the Scope of Work, then a revised Scope
20 of Work that describes the requested changes and their impact to the budget and outcomes must be
21 submitted and approved by the SUPERINTENDENT in writing. Substantial changes are those that would
22 represent a significant deviation from the approved scope of work and would lead to different
23 outcomes or fall outside of the generally understood purpose of the use of the funds. Changes in
24 methods of implementation (i.e., the means by which the approved scope of work is implemented) or
25

1 movement between budget line items would not be considered substantial changes, and would not
2 require prior approval.

3 **5.0 PAYMENT AND INVOICING.**

4 A. SUPERINTENDENT, under the terms of this AGREEMENT, shall pay ROP an advance
5 payment of eighty (80%) and a progress payment of twenty percent (20%), based on the maximum
6 payment obligation identified in Paragraph 3.0 Total Compensation of this AGREEMENT for providing
7 the services and activities hereunder identified in Exhibit A; provided, however, the total of such
8 payments does not exceed ROP's maximum obligation; and provided further, ROP's costs shall be
9 reimbursable pursuant to State and Federal Regulations. ROP shall be responsible for all other
10 expenses incurred in connection with the performance of this AGREEMENT. Payment to ROP should
11 be released by SUPERINTENDENT no later than thirty (30) calendar days after receipt of signed
12 AGREEMENT, completed and approved Strong Workforce Program (SWP) K12 Pathway Improvement
13 grant Budget Form and ROP's invoice.

14 ROP shall submit invoices for payment to:

15 Nicole Stephenson
16 Email: nstephenson@ocde.us
Telephone: (714) 708-5893

17 B. For travel necessary to the performance of this AGREEMENT, ROP's travel and other
18 travel related expense reimbursement claims shall not exceed the travel policy and procedures of the
19 State of California. Travel and other related travel expenses shall be limited to those necessary for the
20 performance of this AGREEMENT. Travel outside of the State of California must be authorized in
21 writing by SUPERINTENDENT prior to travel. Travel outside of the United States is not permitted.

22 C. ROP's billings shall be submitted on ROP's Invoice in duplicate. ROP shall submit
23 SUPERINTENDENT'S Expenditure Report Form - Strong Workforce Program (SWP) K12 Pathway
24 Improvement grant, which is attached hereto as Exhibit "C" and incorporated herein by reference to
25 this AGREEMENT. Timelines for the submittal of the Expenditure Report Form will be based on

requirements set forth by RSCCD to SUPERINTENDENT.

D. All ROP's Expenditure Report Forms submitted to SUPERINTENDENT shall be supported by source documentation including, but not limited to, ledgers, invoices, receipts, receiving records, and records of services provided.

E. Any payment made by SUPERINTENDENT to ROP in excess of that of which ROP is entitled under this AGREEMENT shall be immediately due to SUPERINTENDENT and repaid by ROP. In this regard, ROP shall make repayment on any overpayment within thirty (30) days after the date SUPERINTENDENT requests the repayment in writing. Nothing in this AGREEMENT shall be construed as limiting the remedies of SUPERINTENDENT in the event that an overpayment has been made.

F. SUPERINTENDENT may withhold or delay any payment if ROP fails to comply with any provision set forth in this AGREEMENT.

G. ROP shall not claim reimbursement for services provided beyond the expiration and/or termination of this AGREEMENT, except as may otherwise be provided under this AGREEMENT.

H. The obligation of SUPERINTENDENT under this AGREEMENT is contingent upon the availability of funds furnished by RSCCD. It is mutually agreed that if the current fiscal year covered under this AGREEMENT does not appropriate sufficient funds for this program, this AGREEMENT shall be of no further force and effect and shall be terminated. In this event, SUPERINTENDENT shall have no liability to pay any funds whatsoever to ROP or to furnish any other considerations under this AGREEMENT and ROP shall not be obligated to perform any provisions of this AGREEMENT. If funding for any fiscal year is reduced, or deleted for purposes of this program, the SUPERINTENDENT shall have the option to either terminate this AGREEMENT with no liability occurring to the SUPERINTENDENT or offer an amendment to ROP to reflect the reduced amount. SUPERINTENDENT shall give ROP written notification of such termination. Notice shall be deemed served on the date of mailing.

6.0 REPORTS.

1 ROP shall submit to SUPERINTENDENT reports as requested or required by SUPERINTENDENT and/or
2 RCSSD concerning ROP's activities as they affect the services hereunder. Reports shall be submitted
3 in a timely manner. SUPERINTENDENT shall be specific to the information requested and allow ROP
4 thirty (30) calendar days to respond.

5 **7.0 RECORDS MANAGEMENT AND MAINTENANCE.**

6 A. ROP shall, throughout the term of this AGREEMENT, prepare, maintain and manage
7 records appropriate to the services provided and in accordance with this AGREEMENT and all
8 applicable requirements.

9 B. ROP shall ensure appropriate financial records related to cost reporting, expenditure,
10 revenue, billings, etc., are prepared and maintained accurately and appropriately.

11 C. ROP shall retain all financial records for a minimum of three (3) years after the
12 completion of the activities for which the funds are used and until audit findings are resolved, or due
13 to legal proceedings such as litigations and/or settlement of claims whichever is longer.

14 D. ROP shall notify SUPERINTENDENT of any Public Record Act (PRA) requests within forty-
15 eight (48) hours of receipt of said request. ROP shall provide SUPERINTENDENT with all information
16 that is requested and provided by ROP.

17
18 **8.0 INDEPENDENT CONTRACTOR.**

19 A. ROP is, and shall at all times be deemed to be, an independent contractor and shall be
20 wholly responsible for the manner in which it performs the services required of it by the terms of this
21 AGREEMENT.

22 B. ROP warrants that it has all necessary licenses required to perform the services required
23 by the terms of this AGREEMENT.

24 C. ROP is entirely responsible for compensating staff, subcontractors, and consultants
25 employed by ROP. This AGREEMENT shall not be construed as creating the relationship of employer

1 and employee, or principal and agent between SUPERINTENDENT and ROP or any of ROP's employees,
2 agents, consultants, or subcontractors. ROP understands and agrees that he/she and all his/her
3 employees shall not be considered officers, employees or agents of SUPERINTENDENT, and are not
4 entitled to benefits of any kind or nature normally provided employees of SUPERINTENDENT and/or
5 to which SUPERINTENDENT's employees are normally entitled, including, but not limited to, State
6 Unemployment Insurance or Workers' Compensation. ROP shall assume full responsibility for payment
7 of all federal, state and local taxes or contributions, including unemployment insurance, social security
8 and income taxes with respect to ROP's employees.

9 D. ROP assumes exclusively the responsibility for the acts of its employees, agents,
10 consultants, or subcontractors as they relate to the services to be provided during the course and
11 scope of their employment.

12 E. ROP, its agents, employees, consultants, or subcontractors, shall not be entitled to any
13 rights or privileges of SUPERINTENDENT's employees and shall not be considered in any manner to
14 be SUPERINTENDENT's employees.

15 **9.0 INDEMNIFICATION.**

16 A. SUPERINTENDENT hereby agrees to indemnify, defend, and hold harmless ROP, its
17 Governing Board, and their officers, agents, and employees from liability and claims of liability for
18 bodily injury, personal injury, sickness, disease, or death of any person or persons, or damage to any
19 property, real, personal, tangible or intangible, arising out of the negligent acts or omissions of
20 employees, agents or officers of SUPERINTENDENT or the Orange County Board of Education during
21 the period of this AGREEMENT.

22 B. ROP hereby agrees to indemnify, defend, and hold harmless SUPERINTENDENT, the
23 Orange County Board of Education and its officers, agents, and employees, from liability and claims of
24 liability for bodily injury, personal injury, sickness, disease, or death of any person or persons, or
25

1 damage to any property, real, personal, tangible or intangible, arising out of the negligent acts or
2 omissions of employees, agents or officers of ROP during the period of this AGREEMENT.

3 C. ROP agrees to indemnify, defend and save harmless the State of California, its officers,
4 agents and employees from any and all claims and losses accruing or resulting to any and all
5 contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing
6 or supplying work services, materials, or supplies in connection with the performance of this
7 AGREEMENT, and from any and all claims and losses accruing or resulting to any person, firm or
8 corporation who may be injured or damaged by DISTRICT in the performance of this AGREEMENT.

9 **10.0 COPYRIGHT.** SUPERINTENDENT and the State of California shall have a royalty-free,
10 nonexclusive, and irrevocable license to publish, translate, or use now and continuing all material and
11 work product (both tangible and intangible), if any, developed under this AGREEMENT including those
12 materials covered by copyright.

13 **11.0 CONFIDENTIALITY.** SUPERINTENDENT and ROP shall maintain the confidentiality of all
14 records, including any hard copies, and/or electronic or computer based data, and/or audio and/or
15 video recordings, in accordance with all applicable state and federal codes and regulations relating to
16 privacy and confidentiality as they now exist or may hereafter be amended or changed. The
17 confidentiality requirements under this paragraph shall survive the termination or expiration of this
18 AGREEMENT or any subsequent agreement intended to supersede this AGREEMENT.

19 **12.0 CONFLICT OF INTEREST.** The Parties hereto acknowledge that ROP may be affiliated with one
20 or more organizations or professional practices located in ROP's county. ROP therefore warrants that
21 he/she shall not violate any applicable law, rule or regulation of any governmental entity relating to
22 conflict of interest. ROP shall not knowingly undertake any act which unjustifiably results in any
23 relative benefit to any organization or professional practice with which he/she is affiliated as a direct
24 or indirect result, whether economic or otherwise in nature, of the performance of duties and
25

obligations required by this AGREEMENT, when compared to the result such act has on any other organization or professional practice.

13.0 EMPLOYEE ELIGIBILITY VERIFICATION. ROP warrants that it shall fully comply with all federal and state statutes and regulations regarding the employment of aliens and others and to ensure that employees, subcontractors and consultants performing work under this AGREEMENT meet the citizenship or alien status requirement set forth in federal statutes and regulations. ROP shall obtain, from all employees, subcontractors and consultants performing work hereunder, all verification and other documentation of employment eligibility status required by federal or state statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, 8 U.S.C. §1324 et seq., as they currently exist and as they may be hereafter amended. ROP shall retain all such documentation for all covered employees, subcontractors and consultants for the period prescribed by the law.

14.0 DELEGATION AND ASSIGNMENT. ROP may not delegate its obligations hereunder, either in whole or in part, without the prior written consent of SUPERINTENDENT.

15.0 INSPECTIONS AND AUDITS. SUPERINTENDENT, RSCCD, the Bureau of State Audits, the State of California or any other appropriate state or federal oversight agency, or their authorized representatives, shall have the right to review and copy any books, documents, and records, and supporting documents including but not limited to, financial statements, general ledgers, relevant accounting systems of ROP that are directly pertinent to this AGREEMENT, for the purpose of responding to a beneficiary complaint or conducting an audit, review, evaluation, or examination during the term of this AGREEMENT. Such persons may at all reasonable times inspect or otherwise evaluate the services provided pursuant to this AGREEMENT, and the premises in which they are provided.

16.0 ENTIRE AGREEMENT.

1 A. This Agreement will be implemented in accordance with the conditions defined in the
2 Strong Workforce Program (SWP) K12 Pathway Improvement grant, RFA Specifications and the Grant
3 Agreement Legal Terms and Conditions (Education Code Part 54.5 Strong Workforce Program Section
4 88827), as set forth and incorporated into this Agreement by reference. The Strong Workforce
5 Program (SWP) K12 Pathway Improvement grant is subject to any additional restrictions, limitations,
6 or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions,
7 terms, or funding of this Agreement in any manner, SUPERINTENDENT may modify this Agreement
8 through an amendment, as needed. ROP agrees to expend all funds in accordance with all applicable
9 federal, state and local laws and regulations.

10 B. ROP shall comply with all laws, rules or regulations applicable to the services provided
11 hereunder, as any may now exist or be hereafter amended or changed.

12 **17.0 NONDISCRIMINATION.** In the performance of this AGREEMENT, ROP shall not engage in, nor
13 permit any employee or agent to engage in discrimination in employment of person or provision of
14 services or assistance, nor exclude any person from participation in, nor deny any person the benefits
15 of, not subject any person to discrimination under any program or activity funded in whole or in part
16 with the Strong Workforce Program (SWP) K12 Pathway Improvement grant funds on the grounds of
17 race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status,
18 gender or sexual orientation. ROP shall comply with Title II of the Americans with Disabilities Act, (42
19 U.S.C., {12101, et seq.) as it relates to public accommodations.

20
21 **18.0 TERMINATION.**

22 A. Either party may terminate this AGREEMENT, without cause, upon thirty (30) days'
23 written notice (Notice of Termination) given the other party. Upon receipt of notice of termination
24 without cause, ROP shall immediately cease performance under this AGREEMENT.

25 B. Unless otherwise specified in this AGREEMENT, SUPERINTENDENT reserves the right

1 to terminate this AGREEMENT for cause due to the default (as defined in Paragraph 22.0) by ROP in
2 its performance obligations under this AGREEMENT. SUPERINTENDENT may in any notice of default
3 advice ROP it also intends to terminate the AGREEMENT for cause. The notice of default from
4 SUPERINTENDENT shall advise ROP if SUPERINTENDENT intends to elect to terminate the
5 AGREEMENT and in this event ROP shall immediately cease performance and provision of services as
6 of the date the notice of default is received or deemed received, whichever is earlier. In the event of
7 termination, SUPERINTENDENT, may, but is not required, to take over the work and prosecute the
8 same to completion by contract or otherwise. Also, in the event of termination for cause, ROP shall
9 be liable to the extent that the total cost for completion of the services required by this AGREEMENT
10 exceeds the compensation stipulated in this AGREEMENT (provided that SUPERINTENDENT shall use
11 reasonable efforts to mitigate damages), and SUPERINTENDENT expressly reserves the right to
12 withhold any outstanding payments to ROP for the purpose of set off or partial payment of the
13 amounts owed SUPERINTENDENT as previously set forth in this AGREEMENT.

14 **19.0 TOBACCO USE POLICY.** In the interest of public health, SUPERINTENDENT provides a tobacco-
15 free environment. Smoking or the use of any tobacco products are prohibited in buildings and vehicles,
16 and on any property owned, leased or contracted for by the SUPERINTENDENT pursuant to
17 SUPERINTENDENT'S Policy 400.15. Failure to abide with conditions of this policy could result in the
18 termination of this AGREEMENT.

19 **20.0 COMPLIANCE WITH APPLICABLE LAWS.** The services completed herein must meet the approval
20 of SUPERINTENDENT and shall be subject to SUPERINTENDENT's general right of inspection to secure
21 the satisfactory completion thereof. ROP agrees to comply with all federal, state and local laws,
22 statutes, rules, regulations and local ordinances that are now or may in the future become applicable
23 to the services performed under this AGREEMENT.

24 **21.0 NON WAIVER.** The failure of SUPERINTENDENT or ROP to seek redress for violation of, or to
25

insist upon, the strict performance of any term or condition of this AGREEMENT shall not be deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

22.0 DEFAULT. Failure by ROP to perform and/or comply with any provision, covenant, or condition of this AGREEMENT shall be a default of this AGREEMENT. In the event of default SUPERINTENDENT may avail any remedies available at law, in equity, or otherwise specified in this AGREEMENT (including immediate termination for cause as set forth in Paragraph 18.0 above), and may elect any of the following, if applicable:

A. Afford ROP a time period of fifteen (15) days from the date the notice is mailed to cure the default, or to commence to cure the breach and diligently pursue to completion the cure of the breach within thirty (30) days of date notice is mailed; and/or

B. Discontinue payment and eligibility for payment to ROP during the period in which ROP is in breach, which payment may not be entitled to later recovery; and/or

C. Offset against any funds invoiced by ROP but yet unpaid by SUPERINTENDENT those monies disallowed pursuant to the above offset authority; and/or

D. Withhold from any monies payable to ROP sufficient funds to compensate SUPERINTENDENT for any losses, costs, liabilities or damages it reasonable believes were suffered by or have been incurred by SUPERINTENDENT due to the default of ROP in the performance of the services required by this AGREEMENT.

23.0 NOTICES. All notices, claims, correspondence, reports, and/or statements authorized or required by this AGREEMENT shall be addressed as follows:

SUPERINTENDENT: Orange County Superintendent of Schools
200 Kalmus Drive
P.O. Box 9050
Costa Mesa, California 92628-9050
Attn: Patricia McCaughey

ROP: College and Career Advantage
33122 Valle Road
San Juan Capistrano, California 92675
Attn: _____

24.0 SEVERABILITY. If any term, condition or provision of this AGREEMENT or application thereof to any person or circumstances is held by a court of competent jurisdiction to be invalid, void, or unenforceable, or if any provision of this AGREEMENT contravenes any federal, state or county statute, ordinance, or regulation, the remaining provisions of this AGREEMENT or application thereof will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

25.0 ALTERATION OF TERMS. This AGREEMENT, together with any Exhibits attached hereto and incorporated herein by reference, fully expresses all understanding of SUPERINTENDENT and ROP with respect to the subject matter of this AGREEMENT, and shall constitute the total AGREEMENT between the Parties for these purposes. No addition to, or alteration of, the terms of this AGREEMENT, whether written or verbal, shall be valid unless made in writing and formally executed and approved by SUPERINTENDENT and DISTRICT.

26.0 AUTHORIZED SIGNATURES. The individuals signing this AGREEMENT warrant that they are authorized to do so, and further, that they are authorized to make the promises in this AGREEMENT on behalf of the respective Parties. The Parties understand and agree that a breach of this warranty shall constitute a breach of the AGREEMENT and shall entitle the non-breaching party to all appropriate legal and equitable remedies against the breaching party.

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1 **27.0 GOVERNING LAW.** The terms and conditions of this AGREEMENT shall be governed by the
2 laws of the State of California with venue in Orange County, California.

3 IN WITNESS WHEREOF, the Parties have executed this AGREEMENT, in the County of Orange,
4 State of California.

5 ROP: COLLEGE AND CAREER ADVANTAGE

ORANGE COUNTY SUPERINTENDENT
OF SCHOOLS

6 BY: _____

BY:  _____

7 Authorized Signature

Authorized Signature

8 PRINTED NAME: _____

PRINTED NAME: Patricia McCaughey

9 TITLE: _____

TITLE: Administrator

10 DATE: _____

DATE: October 28, 2019

11 TIN: _____

24 COLLEGE AND CAREER ADVANTAGE SWP(RSCCD-Grant(49193)20
25

2018-19 K12 SWP Measurable Outcomes

1. Advancing Career Counseling in Orange County

Elements of High-Quality CTE

- System Responds to Economic Demands
- Skilled Faculty and Professional Development
- System Alignment and Coherence
- Industry Partnerships / Certifications

Performance Measures

- Documentation showing alignment between each pathway offered in your district aligned with a regional workforce element
- Documentation showing growth in enrollment by pathway
- Documentation showing growth in the number/type of related course completions
- Documentation showing growth in % increase of pathway completers
- Documentation showing growth in any of these three areas annually:
 - Number of CTE sections offered through Master Schedule
 - Number of Integrated course sections offered through Master Schedule
 - Number of CTE dual enrollment sections offered through Master Schedule
- Evidence from CTE teachers on improvement, advancements, and enhancements to student career education learning in their classrooms and the creation of a system to share out
- Evidence from school counselors related to career education efforts (i.e. career related guidance lessons, aligning career to college major, 4-6-10 year planning to include full programs of study)
- Presentation/share out progression as it relates to Aeries Career Pathway dashboard and district understanding of it
- Survey data from stakeholders (students, parents, business partners, etc.) referencing impact
- Annual report from each LEA showing an increase in students earning industry certification by industry sector and aligned with regional economic/workforce demand
- Annual Task force report on all industry certifications organized by sector and an indication of them being offered through high school or community college programs

2. Building CTE Dual Enrollment in Orange County

Elements of High-Quality CTE

- High-Quality Curriculum and Instruction
- Effective Organizational Design
- System Alignment and Coherence

Performance Measures

- Increase the number of CTE dual enrollment sections offered through Master Schedule annually (online, hybrid and/or face-to-face)
- Increase the number of K12 teachers getting hired as adjunct faculty and teaching CTE dual enrollment sections at a secondary school
- Survey data from stakeholders (students, parents, business partners, etc.) referencing impact
- Annual Task force report on best practice strategies to increase CTE dual enrollment sections

3. *Creating Industry Certification Opportunities for OC Students*

Elements of High-Quality CTE

- Industry Partnerships
- High-Quality Curriculum and Instruction

Performance Measures

- Annual report from each LEA showing an increase in students earning industry certification by industry sector and aligned with regional economic/workforce demand
- Survey data from stakeholders (students, parents, business partners, etc.) referencing impact
- Annual Task force report on all industry certifications organized by sector and an indication of them being offered through high school or community college programs

4. *Designing Career-Based Student Leadership in Orange County*

Elements of High-Quality CTE

- Student Support and Student Leadership Development
- Leadership at all Levels

Performance Measures

- An annual report/presentation showing progression of student leadership development by school site, organized by sector, etc.
- An increase in the number and types of CTSO participation delineated by chapter registration and competition involvement
- Documentation showing progression and alignment of middle school student leadership into secondary student leadership
- Survey data from stakeholders (students, parents, business partners, etc.) referencing impact
- Annual Task force report on development of an annual Student Leadership conference/event coordinated in conjunction with Vital Link

5. Enhancing Career Education Pedagogies

Elements of High-Quality CTE

- High-Quality Curriculum and Instruction

Performance Measures

- Evidence from teachers about improvements, advancements, enhancements to student career education learning in their classrooms and the creation of a system to share that out
- Survey data from stakeholders (students, parents, business partners, etc.) referencing impact
- Annual Task force report on best practice approaches that are being developed in various classrooms around OC to improve student learning around career education

6. Forming Orange County Integrated Pathway Teams

Elements of High-Quality CTE

- System responsiveness to changing economic demands
- Skilled faculty and professional development
- System alignment and coherence
- High-Quality Curriculum & Instruction

Performance Measures

- Documentation showing alignment between each pathway offered in your district aligned with a regional workforce element and alignment between any Community College programs in our region
- Documentation showing growth in enrollment by pathway
- Documentation showing growth in the number/type of related course completions
- Documentation showing growth in % increase of pathway completers
- Documentation showing growth in any of these three areas annually:
 - Number of CTE sections offered through Master Schedule
 - Number of Integrated course sections offered through Master Schedule
 - Number of CTE dual enrollment sections offered through Master Schedule
 - Number of UCCI courses (or other integrated courses) offered through the Master Schedule
- Evidence from CTE teachers on improvement, advancements, and enhancements to student career education learning in their classrooms and the creation of a system to share out
- Survey data from stakeholders (students, parents, business partners, etc.) referencing impact
- Presentation/share out progression as it relates to Aeries Career Pathway dashboard and district understanding of it

- Task force report on progression of # of teachers offering integrated courses and work-based learning experiences (such as NEPRIS) in their classrooms.

7. Gold-Standard CTE Model for Special Populations

Elements of High-Quality CTE

- High-Quality Curriculum & Instruction

Performance Measures

- Evidence from special education teachers about improvements, advancements, enhancements to student career education learning in their classrooms and the creation of a system to share that out
- Survey data from stakeholders (students, parents, business partners, etc.) referencing impact
- Annual Task force report on best practice approaches that are being developed in various special education classrooms around OC to improve student learning around career education

8. Heightening Work-Based Learning in Orange County

Elements of High-Quality CTE

- System responsiveness to changing economic demands
- Skilled faculty and professional development
- System alignment and coherence

Performance Measures

- Annual report from each LEA on the # of teachers who have incorporated industry professionals interfacing with students (Ex: NEPRIS)
- Survey data from stakeholders (students, parents, business partners, etc.) referencing impact
- Annual report from each LEA on the # of summer school CTE sections offered each year and in which pathways with rationale as to why specific sections are chosen (Ex: summer internship, etc.)
- Annual report from each LEA showing an increase in students earning industry certification by industry sector and aligned with regional economic/workforce demand
- Annual Task force report on all industry certifications organized by sector and an indication of them being offered through high school or community college programs

EXHIBIT A

Recommended Steps-to-Hire and Important Info District Hiring Process for K12 SWP Career Counseling Coordinator

1. Print out/save the Career Counseling Coordinator job description
2. Use the job description for Edjoin and post
3. Salary should match current Coordinator level in your district
4. Up to \$150,000 per year will be transferred to your district in accordance with the fiscal roll-out timeline
5. Conduct a first and second interview
 - a. Please include Kim Goodwin, OC Pathways Coordinator (OCDE) on first interview panel - contact Michelle Han mhan@ocde.us for scheduling
 - b. Please include Kathy Boyd, Director of Career Education (OCDE) on second interview panel - contact Nicole Stephenson nstephenson@ocde.us for scheduling
6. Please provide the name and role of district supervisor upon hiring of the coordinator position

** Bi-weekly meetings with all Counseling Coordinators will begin first Tuesday of August -- 8/6/2019 (see 2019-2020 meeting schedule below)

** 50% accountability will be to OCDE (Kathy Boyd, Career Education unit) and 50% to your district representative

K12 SWP Career Counseling Coordinator Bi-Weekly Meeting Schedule (Every other Tuesday, 8:30-10:30am @ OCDE, subject to change) CTEp Conference Room - 2910 Red Hill Ave.		
August 6, 2019	December 10, 2019	April 14, 2020
August 20, 2019	December 24, 2019 - NONE (Christmas Eve)	April 28, 2020
September 3, 2019	January 7, 2020	May 12, 2020
September 17, 2019	January 21, 2020	May 26, 2020
October 1, 2019	February 4, 2020	June 9, 2019
October 15, 2019	February 18, 2020	June 23, 2019
October 29, 2019	March 3, 2020	End of 2018-2019 FY
November 12, 2019	March 17, 2020	
November 26, 2019	March 31, 2020	

Scope and Sequences of Career Counseling Coordinators

System responsiveness to changing economic demands

Job function/ task

Stage 1

Coordinator identifies, collects and organizes data from local / regional WIB's, OCBC, etc. (at least twice a year)

Stage 2

Coordinator creates a system for presenting and brainstorming regional workforce economic data with secondary school site administrators that interface with the master schedule (at least twice a year)

Stage 3

Coordinator works with each HS site to ensure that there is some kind of evidence available connecting annual CTE course and pathway development to regional workforce/economic needs

Skilled faculty and professional development

Job function/ task (skilled faculty)

Stage 1

Coordinator works with Human Resources to generate a report on all teachers in the district who are teaching CTE courses to ensure that they are all properly credentialed with a CTE Designated Subjects Credential.

Stage 2

Coordinator works to identify Single Subject or Multiple Subject teachers who might be interested in teaching integrated courses such as UCCI.

Stage 3

Coordinator works with Human Resources to generate a report on all teachers who have a Master Degree in a related subject area and could potentially teach dual enrollment CTE courses.

Job function/ task (professional development)

Stage 1

Coordinator organizes a needs assessment (to be utilized annually) to discover what resources tools and information gaps exist among CTE teachers. Coordinator develops or connects CTE teachers to at least one professional development event.

Stage 2

Coordinator ensures the needs assessment is updated and they create a pre/post process to show PD growth in their district. Coordinator develops or connects CTE teachers to at least two professional development events

Stage 3

Coordinator organizes collects and creates PD needs assessment data and creates a presentation to show PD development and growth in their district. Coordinator develops or connects CTE teachers to at least two professional development events.

System alignment and coherence

Job function/ task

Stage 1

Coordinator develops knowledge base in the Aeries Pathway Dashboard to the level that they can update and maintain Career Pathway Dashboard and the data specifics involved to include: industry certifications, internships, etc.

Stage 2

Coordinator connects with the district CalPads person to ensure there is a clear process of identify pathway completers by pathway code and that data moving from Aeries to CalPads reporting is clean.

Stage 3

Coordinator and district CalPads person organize and present helpful guides and resources to in-service secondary school site administrators/counselors and inform them of their progress in growing access and opportunity for CTE at each school site.

Measurable Outcomes

- Documentation showing alignment between each pathway offered in your district aligned with a regional workforce area of need
- Documentation showing growth in any of these three areas annually
 - Number of CTE sections offered through Master Schedule
 - Number of Integrated course sections offered through Master Schedule
 - Number of CTE dual enrollment sections offered through Master Schedule
- Evidence from CTE teachers about improvements, advancements, enhancements to student career education learning in their classrooms and the creation of a system to share that out
- Presentation/share out of progression as it relates to Aeries Career Pathway dashboard and district understanding of it

Career Counseling Coordinator

DEFINITION

Under direction of Orange County Department of Education and a district director, the Career Counseling Coordinator will assist with the alignment of Career Technical Education curriculum, activities, and counseling efforts with post-secondary institutions. The Career Counseling Coordinator will embed career elements and education systemically and organize school counseling efforts with post-secondary counselors to include early college credit attainment, industry certifications, work-based learning, etc. They will build the imperative for school counselors to help students explore, plan, and pursue careers that reflect their passions, skills, and life goals.

The Career Counseling Coordinator will provide expertise in all aspects of career counseling and instruction related to Career Technical Education. This position will serve as a resource to their school district in the development of career counseling components such as: regional career exploration, public perception of CTE, high school to college to workforce transitions, counseling competencies in accessing, interpreting, and applying relevant data, and counseling support.

The Career Counseling Coordinator will additionally conduct accountability studies that will serve to develop Career Pathways and the articulation with post-secondary institutions and assess the career education needs of their district.

The Career Counseling Coordinator will build stronger pathway experiences for students through building early college credit attainment opportunities and providing career exploration by coordinating with post-secondary counselors on a consistent basis. They will create and sustain purposeful Professional Development with regional business/industry partners in the efforts of successful implementation of career counseling and exploration up to and through post-secondary institutions.

DISTINGUISHING CHARACTERISTICS

This position classification requires expertise in career counseling. Directly related counseling, instructional support, and curriculum experience is required to perform problem analysis using prescribed principles, methods and concepts.

The functional role of this position classification requires the application and interpretation of data, facts, procedures and policies. The incumbent meets frequently with school administrators, other teachers, internal staff and members of the community to communicate information, data and alternative problem solutions.

This position classification performs light work, but does require walking and standing for extended periods and may occasionally require moving or lifting of up to fifty (50) pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with materials and objects and providing oral information. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

ESSENTIAL FUNCTIONS

- Communicate regularly with secondary and post-secondary counseling personnel with aim to address and reduce rhetorical dissonance and create consistent counseling practices regionally
- Create and maintain same-practice counseling efforts by sharing and evaluating relevant student and economic data
- Leverage other Career Pathway Initiatives and resources and implement use of common tools in career and transition planning
- Provide resources to shape and support the expanded role of school counselors in the career domain
- Attend regular meetings with other Career Counseling Coordinators, K12 Strong Workforce Technical Assistance Providers and pathway coordinators
- Assist administration with the placement of CTE courses in the master schedule
- Align core and CTE courses to enhance pathways
- Assist with the integration of career opportunities in the core content areas
- Responsible for identifying opportunities counselors, teachers, and students to participate in 21st century college and career opportunities
- Highlights ways counselors can seize opportunities to integrate 21st century skills and help them identify what activities they can re-place
- Supports the continuous evaluation of students' 21st century skill development
- Create marketing tools to advertise the 21st century programs and pathways to the greater community

Knowledge of:

- Current CTE trends, National and State Common Core State Standards and academic standards, Frameworks and Model Curriculum, effective staff development practices, techniques, and delivery systems
- Instructional strategies including project-based learning principles
- Orange County graduation requirements and options for college and career readiness

- 21st century skills
- Career and Technical Education
- Techniques and practices that will facilitate collaboration with staff
- Modern principles and practices of program development and implementation
- Socio-economic and cultural background differences of Orange County students

Ability to:

- Build and maintain strong relationships and communicate effectively across the region and post-secondary institutions
- Plan, organize, and develop programs that prepare students for college and career
- Implement research, collect and analyze data and report preparation; collect and evaluate student data
- Establish and maintain effective work relationships with those contacted in the performance of duties
- Identify and connect schools with innovative and creative opportunities to prepare students for college and career readiness
- Work independently
- Make decisions in the best interest of students
- Organize tasks, set priorities and meet deadlines, manage multiple tasks
- Communicate effectively in writing and verbally

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying.

Experience: Successful secondary-school counseling experience, preferably in a comprehensive high school setting.

Education: Possession of a Baccalaureate or higher degree from an accredited college or university with emphasis in elementary secondary education, special education, instructional technology, a subject matter field commonly taught in the secondary grades, or closely related field. Possession of a PPS credential or equivalent and/or commitment to obtain administrative credential within two years of employment.

OTHER REQUIREMENTS

License Requirement: Possession of a valid California driver's license.

Condition of Employment: Insurability by the District's liability insurance carrier.

EXHIBIT B

SWP K12 Strong Workforce



PROPOSED BUDGET

Grant Term: July 1, 2019-June 30, 2021

Agency Name	Budget Date

	Year 1	Year 2	TOTAL
CATEGORY	Proposed Budget	Proposed Budget	
1000 Certificated Salaries	-	-	0.00
2000 Classified Salaries	-	-	0.00
3000 Benefits	-	-	0.00
4000 Books & Supplies	-	-	0.00
5000 Services and Other Operating Expenditures(other than travel expenditures.)	-	-	0.00
7000 Indirect Costs	-	-	0.00
Total Budget	-	-	0.00

Coordinator Name and Title	Email	Phone Number	Coordinator Signature
			X

Fiscal Services Name and Title	Email	Phone Number	Fiscal Services Signature
			X

EXHIBIT C
EXPENDITURE REPORT FORM
STRONG WORKFORCE PROGRAM (SWP) K12 PATHWAY IMPROVEMENT GRANT

PLACE HOLDER

COLLEGE AND CAREER ADVANTAGE

M e m o r a n d u m

TO: CCA Governing Board

FROM: Patricia Romo, Executive Director

DATE: December 5, 2019

SUBJECT: CALIFORNIA CAREER TECHNICAL EDUCATION INCENTIVE GRANT PROGRAM MOU BETWEEN CAPISTRANO UNIFIED SCHOOL DISTRICT AND COLLEGE AND CAREER ADVANTAGE

BACKGROUND INFORMATION

The CTE Incentive Grant was established as a state education, economic and workforce development initiative with the goal of providing pupils in K-12 with the knowledge and skills necessary to transition to employment and postsecondary education.

CURRENT SITUATION

This MOU will set forth the terms of the agreement between Capistrano Unified School District and College and Career Advantage with regards to participation in the CTE Incentive Grant Program.

RECOMMENDATION

It is respectfully requested that the Governing Board review and approve the CTE Incentive Grant MOU between Capistrano Unified School District and College and Career Advantage.

ACTION/VOTE

**California Career Technical Education Incentive Grant Program
Memorandum of Understanding (MOU) Between Capistrano Unified School
District and College and Career Advantage**

This memorandum of understanding sets forth the terms of agreement between the Capistrano Unified School District (hereafter CUSD) and College and Career Advantage (hereafter CCA), with regards to participation in the California Career Technical Education Incentive Grant Program.

I. Background

The California Career Technical Education Incentive Grant Program is established as a state education, economic, and workforce development initiative with the goal of providing pupils in kindergarten and grades 1 to 12, inclusive, with the knowledge and skills necessary to transition to employment and postsecondary education. The purpose of this program is to encourage and maintain the delivery of career technical education programs during implementation of the District's Local Control Funding Formula.

II. Purpose of the Agreement

It is the purpose of this agreement to establish a cooperative and mutually beneficial relationship between the parties and to set forth the responsibilities of the parties as related to the implementation of the Career Technical Education Incentive Grant Program.

III. Duration of the Agreement

The term of this agreement shall be from July 1, 2019 through and including June 30, 2021 unless modified or terminated in writing. Termination can be exercised by either party 30 days following written notice.

IV. Responsibilities

In consideration of the shared goals associated with this agreement, and in recognition of the benefit to be derived from the effective implementation of the program, the parties agree that their responsibilities under this agreement shall be as follows:

CUSD shall:

Provide a proportional dollar-for-dollar match for any funding received from the California Career Technical Education Incentive Grant Program, as follows:

- A. For the term beginning July 1, 2019, two dollars (\$2) for every one dollar (\$1) received from this program. For the 2020-21 application, matching funds may be based on local match expenditures starting June 1, 2019, to June 30, 2021.

The Executive Director of Career Technical Education for Capistrano Unified School District will prepare and submit all required documentation related to this grant.

CCA shall:

Meet all of the eligibility standards, as follows:

- A. Offer high quality curriculum and instruction aligned with the California Career Technical Education Model Curriculum Standards, including, but not limited to, providing a coherent sequence of career technical education programs that lead to a career pathway or attain employment upon graduation.
- B. Provide pupils with quality career exploration and guidance.
- C. Provide pupils support services, including counseling and leadership development.
- D. Provide for system alignment, coherence, and articulation, including ongoing and structural regional or local partnerships with postsecondary educational institutions, documented through formal written agreements.
- E. Form ongoing and structural industry and labor partnerships, documented through formal written agreements and through participation on advisory committees.
- F. Provide opportunities for pupils to participate in after school, extended day, and out-of-school internships, competitions, and other work-based learning opportunities.
- G. Reflect regional or local labor market-demands and focus on current and emerging high-skill, high-wage, or high-demand occupations.
- H. Provide programs that lead to an industry-recognized credential or certificate, or appropriate postsecondary training or employment.
- I. Provide skilled teachers with appropriated credentials, as well as skilled administrators and support staff who provide professional development opportunities.
- J. Report data as a program participation requirement to allow for evaluation of the program. Data elements shall include, but not be limited to, metrics aligned with the core metrics required by the federal Workforce Innovation and Opportunity Act and the quality indicators described in the California State Plan for Career Technical Education required by the federal Carl D. Perkins Career and Technical Improvement Act of 2006, and the following metrics:
 - i. The number of pupils completing high school.
 - ii. The number of pupils completing career technical education coursework.
 - iii. The number of pupils obtaining an industry-recognized credential, certificate, license, or other measure of technical skill attainment.
 - iv. The number of former pupils employed and the types of businesses in which they are employed.
 - v. The number of former pupils enrolled in a postsecondary educational institution, a state apprenticeship program or another form of job training.

V. Additional Provisions

1. As the administrative agency for the JPA, Capistrano Unified School District will receive and administer the JPA's allocated funds, and submit the necessary plans, applications, and all fiscal claims to the California Department of Education (CDE). Each of the LEAs participating in the JPA will cooperate in the development of these documents and will provide timely responses to the JPA fiscal agent's request for information and data.
2. Each member of the JPA will release the Average Daily Attendance (ADA) of their students in their district that will participate in the JPA's CTE programs to determine funding for this specific CTEIG funding structure. The JPA will report only those students' ADA that the member has released for the purpose of determining the grant allocation award. Each member and fiscal agent will submit data on CTE students according to what they are claiming or releasing of ADA for the grant funding structure of ADA, as outlined in Education Code (EC) Section 53071, (B), i-v. Each member of the MOU and fiscal lead agency will sign all grant assurances and comply with all requirements as a grant recipient for the CTEIG funding, as outlined in EC Section 53071. In accordance with the CTEIG program, EC Section 53070, (b) of the amounts appropriated in paragraphs (1) through (3), inclusive, of subdivision (a), 4 percent is designated for applicants with average daily attendance of less than or equal to 140, 8 percent is designated for applicants with average daily attendance of more than 140 and less than or equal to 550, and 88 percent is designated for applicants with average daily attendance of more than 550. For purposes of this section, average daily attendance shall be those figures that are reported at the time of the second principal apportionment for the previous fiscal year for pupils in grades 7 to 12, inclusive. For any applicant consisting of more than one school district, county office of education, charter school, or regional occupational center or program operated by a joint powers authority, or of any combination of these entities, the sum of the average daily attendance for each of the constituent entities shall be used for purposes of this subdivision.
3. This agreement is entered into by the duly authorized officials of each respective party.
4. It is understood by both parties that each will fulfill its responsibility under the MOU in accordance with the provisions of law and regulations that govern their activities.
5. Nothing in this agreement is intended to negate or otherwise render ineffective any previous agreements.
6. If at any time either party is unable to complete their responsibilities under this agreement, the affected party shall immediately provide written notice to the other party to establish a date for mutual termination of the agreement.
7. This MOU constitutes the entire agreement hereto with respect to the subject matter.

8. No amendment, modification or alteration in the terms of the MOU shall be binding on either party unless submitted in writing.
9. This MOU may be amended by the mutual written consent of the parties.

Approved By:

Capistrano Unified School District

Signature: _____

Name/Title:

Date:

College and Career Advantage

Signature: _____

Name/Title:

Date:

COLLEGE AND CAREER ADVANTAGE

Memorandum

TO: CCA Governing Board

FROM: Patricia Romo, Executive Director

DATE: December 5, 2019

SUBJECT: CALIFORNIA CAREER TECHNICAL EDUCATION INCENTIVE GRANT
PROGRAM MOU BETWEEN LAGUNA BEACH UNIFIED SCHOOL
DISTRICT AND COLLEGE AND CAREER ADVANTAGE

BACKGROUND INFORMATION

The CTE Incentive Grant was established as a state education, economic and workforce development initiative with the goal of providing pupils in K-12 with the knowledge and skills necessary to transition to employment and postsecondary education.

CURRENT SITUATION

This MOU will set forth the terms of the agreement between Laguna Beach Unified School District and College and Career Advantage with regards to participation in the CTE Incentive Grant Program.

RECOMMENDATION

It is respectfully requested that the Governing Board review and approve the CTE Incentive Grant MOU between Laguna Beach Unified School District and College and Career Advantage.

ACTION/VOTE

**California Career Technical Education Incentive Grant Program
Memorandum of Understanding (MOU) Between Laguna Beach Unified School
District and College and Career Advantage**

This memorandum of understanding sets forth the terms of agreement between the Laguna Beach Unified School District (hereafter LBUSD) and College and Career Advantage (hereafter CCA), with regards to participation in the California Career Technical Education Incentive Grant Program.

I. Background

The California Career Technical Education Incentive Grant Program is established as a state education, economic, and workforce development initiative with the goal of providing pupils in kindergarten and grades 1 to 12, inclusive, with the knowledge and skills necessary to transition to employment and postsecondary education. The purpose of this program is to encourage and maintain the delivery of career technical education programs during implementation of the District's Local Control Funding Formula.

II. Purpose of the Agreement

It is the purpose of this agreement to establish a cooperative and mutually beneficial relationship between the parties and to set forth the responsibilities of the parties as related to the implementation of the Career Technical Education Incentive Grant Program.

III. Duration of the Agreement

The term of this agreement shall be from June 1, 2019 through and including June 30, 2021 unless modified or terminated in writing. Termination can be exercised by either party 30 days following written notice.

IV. Responsibilities

In consideration of the shared goals associated with this agreement, and in recognition of the benefit to be derived from the effective implementation of the program, the parties agree that their responsibilities under this agreement shall be as follows:

LBUSD shall:

Provide a proportional dollar-for-dollar match for any funding received from the California Career Technical Education Incentive Grant Program, as follows:

- A. For the term beginning July 1, 2019, two dollars (\$2) for every one dollar (\$1) received from this program. For the 2020-21 application, matching funds may be based on local match expenditures starting June 1, 2019, to June 30, 2021.

The Executive Director of Career Technical Education for College and Career Advantage will prepare and submit all required documentation related to this grant.

CCA shall:

Meet all of the eligibility standards, as follows:

- A. Offer high quality curriculum and instruction aligned with the California Career Technical Education Model Curriculum Standards, including, but not limited to, providing a coherent sequence of career technical education programs that lead to a career pathway or attain employment upon graduation.
- B. Provide pupils with quality career exploration and guidance.
- C. Provide pupils support services, including counseling and leadership development.
- D. Provide for system alignment, coherence, and articulation, including ongoing and structural regional or local partnerships with postsecondary educational institutions, documented through formal written agreements.
- E. Form ongoing and structural industry and labor partnerships, documented through formal written agreements and through participation on advisory committees.
- F. Provide opportunities for pupils to participate in after school, extended day, and out-of-school internships, competitions, and other work-based learning opportunities.
- G. Reflect regional or local labor market-demands and focus on current and emerging high-skill, high-wage, or high-demand occupations.
- H. Provide programs that lead to an industry-recognized credential or certificate, or appropriate postsecondary training or employment.
- I. Provide skilled teachers with appropriated credentials, as well as skilled administrators and support staff who provide professional development opportunities.
- J. Report data as a program participation requirement to allow for evaluation of the program. Data elements shall include, but not be limited to, metrics aligned with the core metrics required by the federal Workforce Innovation and Opportunity Act and the quality indicators described in the California State Plan for Career Technical Education required by the federal Carl D. Perkins Career and Technical Improvement Act of 2006, and the following metrics:
 - i. The number of pupils completing high school.
 - ii. The number of pupils completing career technical education coursework.
 - iii. The number of pupils obtaining an industry-recognized credential, certificate, license, or other measure of technical skill attainment.
 - iv. The number of former pupils employed and the types of businesses in which they are employed.
 - v. The number of former pupils enrolled in a postsecondary educational institution, a state apprenticeship program or another form of job training.

V. Additional Provisions

1. As the administrative agency for the JPA, Laguna Beach Unified School District will receive and administer the JPA's allocated funds, and submit the necessary plans, applications, and all fiscal claims to the California Department of Education (CDE). Each of the LEAs participating in the JPA will cooperate in the development of these documents and will provide timely responses to the JPA fiscal agent's request for information and data.
2. Each member of the JPA will release the Average Daily Attendance (ADA) of their students in their district that will participate in the JPA's CTE programs to determine funding for this specific CTEIG funding structure. The JPA will report only those students' ADA that the member has released for the purpose of determining the grant allocation award. Each member and fiscal agent will submit data on CTE students according to what they are claiming or releasing of ADA for the grant funding structure of ADA, as outlined in Education Code (EC) Section 53071, (B), i-v. Each member of the MOU and fiscal lead agency will sign all grant assurances and comply with all requirements as a grant recipient for the CTEIG funding, as outlined in EC Section 53071. In accordance with the CTEIG program, EC Section 53070, (b) of the amounts appropriated in paragraphs (1) through (3), inclusive, of subdivision (a), 4 percent is designated for applicants with average daily attendance of less than or equal to 140, 8 percent is designated for applicants with average daily attendance of more than 140 and less than or equal to 550, and 88 percent is designated for applicants with average daily attendance of more than 550. For purposes of this section, average daily attendance shall be those figures that are reported at the time of the second principal apportionment for the previous fiscal year for pupils in grades 7 to 12, inclusive. For any applicant consisting of more than one school district, county office of education, charter school, or regional occupational center or program operated by a joint powers authority, or of any combination of these entities, the sum of the average daily attendance for each of the constituent entities shall be used for purposes of this subdivision.
3. This agreement is entered into by the duly authorized officials of each respective party.
4. It is understood by both parties that each will fulfill its responsibility under the MOU in accordance with the provisions of law and regulations that govern their activities.
5. Nothing in this agreement is intended to negate or otherwise render ineffective any previous agreements.
6. If at any time either party is unable to complete their responsibilities under this agreement, the affected party shall immediately provide written notice to the other party to establish a date for mutual termination of the agreement.
7. This MOU constitutes the entire agreement hereto with respect to the subject matter.

8. No amendment, modification or alteration in the terms of the MOU shall be binding on either party unless submitted in writing.
9. This MOU may be amended by the mutual written consent of the parties.

Approved By:

Laguna Beach Unified School District

Signature: _____

Name/Title:

Date:

College and Career Advantage

Signature: _____

Name/Title:

Date:

COLLEGE AND CAREER ADVANTAGE

M e m o r a n d u m

TO: CCA Governing Board

FROM: Patricia Romo, Executive Director

DATE: December 5, 2019

SUBJECT: SETTING OF REGULAR MEETING DATES – RESOLUTION #01-19/20

CURRENT SITUATION

As a part of the Annual Organizational Meeting, it is the Board's responsibility to determine the dates the Governing Board will hold its regular meetings.

RECOMMENDATION

It is my recommendation that the College and Career Advantage (CCA) Governing Board continue to meet on the third Thursday of each month listed below with some variations due to scheduled events or reporting timelines. CCA Governing Board meetings typically last 1 ½ hours. The CCA Governing Board currently meets at 8:30 a.m. It is recommended that the Board discuss and decide the meeting time and dates for future CCA Governing Board meetings.

I believe we can hold Board meetings five times per year with no loss of function or undue restrictions. Under extenuating circumstances, special Board meetings could be called.

Therefore, the specific dates for 2020 would be:

Thursday, March 12
Thursday, June 18
Thursday, August 20
Thursday, September 10
Thursday, December 10

It is respectfully recommended that the Governing Board consider approval and adoption of Resolution #01-19/20 to set the meeting time and dates of the Governing Board for 2020.

ACTION/ROLL CALL

COLLEGE AND CAREER ADVANTAGE

RESOLUTION #01-19/20

SETTING OF REGULAR MEETING DATES

I, _____, Vice President/Clerk of the Governing Board of College and Career Advantage, hereby certify that the said Board, at a regular meeting thereof, held on the 12th day of December 2019, adopted by a majority vote of said Board the following Resolution.

NOW, THEREFORE, BE IT RESOLVED that the next regular meeting of the Governing Board of College and Career Advantage be held on _____ and every _____ Thursday of the months of June, August, September, December and March thereafter (with certain exceptions) at _____ at the following location:

College and Career Advantage
33122 Valle Road, San Juan Capistrano, CA

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

IN WITNESS OF THE ABOVE STATED ACTION, I have hereunto set my hand this 12th day of December, 2019

Vice President/Clerk

COLLEGE AND CAREER ADVANTAGE

Memorandum

TO: CCA Governing Board

FROM: Patricia Romo, Executive Director

DATE: December 5, 2019

SUBJECT: AUTHORIZATION OF SIGNATURES – RESOLUTION #02-19/20

CURRENT SITUATION

With the 2020 election of President and Vice President, signature authorities need to be approved for College and Career Advantage documents.

The attached Resolution gives signature authority to the Governing Board President and Vice President as well as the Executive Director.

The CCA's two bank accounts -- revolving cash and clearing accounts -- are not included in this authority. The Executive Director is the authorized signer for those accounts.

RECOMMENDATION

It is respectfully recommended that the Governing Board consider approval and adoption of Resolution #02-19/20.

ACTION/ROLL CALL

COLLEGE AND CAREER ADVANTAGE

RESOLUTION #02-19/20

AUTHORIZATION OF SIGNATURES

I, _____, Vice President/Clerk of the Governing Board of College and Career Advantage, hereby certify that the said Board, at a regular meeting thereof, held on the 12th day of December 2019, adopted by a majority vote of said Board the following Resolution.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of College and Career Advantage approves the following named persons be authorized to sign necessary documents related to Payroll, Vendor Orders for Payment, Purchase Orders, Contracts, and Travel Reimbursement Requisitions, as indicated, and that all previous authorizations of signature are rescinded. This Resolution further states that the authorization is subject to the following provisions:

	SPECIMEN SIGNATURE	AUTHORIZED TO SIGN				
		Payroll Documents	Vendor Payment Orders	Purchase Orders	Contracts	Travel Reimbursements
Patricia Romo		X	X	X	X	X
		X	X	X	X	X
		X	X	X	X	X

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

AYES () ABSENT ()

NOES () ABSTAIN ()

IN WITNESS OF THE ABOVE STATED ACTION, I have hereunto set my hand this 12th day of December, 2019.

Vice President/Clerk

COLLEGE AND CAREER ADVANTAGE

Memorandum

TO: CCA Governing Board

FROM: Patricia Romo, Executive Director

DATE: December 5, 2019

SUBJECT: RESOLUTION #03-19/20 – AUTHORIZATION OF SIGNATURES FOR
SCHOOLSFIRST FEDERAL CREDIT UNION AND FARMERS &
MERCHANTS BANK

CURRENT SITUATION

Signature authorities need to be updated for College and Career Advantage accounts at SchoolsFirst Federal Credit Union and Farmers & Merchants Bank.

The attached Resolution gives signature authority to the Executive Director and Accountant as indicated on the attached Resolution.

FISCAL IMPACT

None.

RECOMMENDATION

It is respectfully recommended that the Governing Board consider approval and adoption of Resolution #03-19/20.

ACTION/ROLL CALL

COLLEGE AND CAREER ADVANTAGE

RESOLUTION #03-19/20

AUTHORIZATION OF SIGNATURES FOR SCHOOLSFIRST FEDERAL CREDIT UNION AND FARMERS & MERCHANTS BANK

I, _____, Vice President/Clerk of the Governing Board of College and Career Advantage, hereby certify that the said Board, at a regular meeting thereof, held on the 12th day of December 2019, adopted by a majority vote of said Board this Resolution that the following named persons are hereby authorized to act in all matters related to the following accounts. This Resolution further states that the authorization is subject to the following provisions:

NAME TYPED	SPECIMEN SIGNATURE	AUTHORIZED TO SIGN	
		SchoolsFirst Federal Credit Union	Farmers & Merchants Bank (clearing account and revolving cash account)
Patricia Romo		X	X
Cindy Fox		x	

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

AYES () ABSENT ()

NOES () ABSTAIN ()

IN WITNESS WHEREOF, I have hereunto set my hand this 12th day of December 2019.

Vice President/Clerk

COLLEGE AND CAREER ADVANTAGE

M e m o r a n d u m

TO: CCA Governing Board

FROM: Patricia Romo, Executive Director

DATE: December 5, 2019

SUBJECT: RESOLUTION #04-19/20 – AUTHORIZATION TO APPROVE VENDOR
PAYMENTS ON THE BI-TECH SYSTEM

CURRENT SITUATION

The attached Resolution would continue to give authority to Patricia Romo, Executive Director, and Cindy Fox, Accountant, to approve vendor payments on the Bi-Tech system. Both of these employees work on the Bi-Tech System to prepare purchase requisitions/orders, vendor checks, accounts receivable/payable, and all other financial/budgetary responsibilities.

RECOMMENDATION

It is respectfully requested that the Governing Board adopt Resolution #04-19/20 and designate Patricia Romo and Cindy Fox the authority to authorize and approve vendor payments electronically.

ACTION/ROLL CALL

COLLEGE AND CAREER ADVANTAGE

RESOLUTION #04-19/20

AUTHORIZATION TO APPROVE VENDOR PAYMENTS ON THE BI-TECH SYSTEM

I, _____, Vice President/Clerk of the Governing Board of College and Career Advantage, hereby certify that the said Board, at a regular meeting thereof, held on the 12th day of December 2019, adopted by a majority vote of said Board, the following Resolution.

NOW, BE IT RESOLVED that the Governing Board adopts this authorization of signatures for the following named persons to approve vendor payments on the Bi-Tech System, and that all previous authorizations for approval are rescinded. This Resolution further states that the authorization is subject to the following provisions:

We declare under penalty of perjury that when orders and claims are approved they have been ordered paid and have been processed pursuant to the provisions of Education Code Sections 42630-34.

NAME TYPED

SPECIMEN SIGNATURE

Patricia Romo

Cindy Fox

AYES () ABSENT ()

NOES () ABSTAIN ()

IN WITNESS WHEREOF, I have hereunto set my hand this 12th day of December 2019.

Vice President/Clerk

COLLEGE AND CAREER ADVANTAGE

Memorandum

TO: CCA Governing Board

FROM: Patricia Romo, Executive Director

DATE: December 5, 2019

SUBJECT: RESOLUTION #05-19/20 – AUTHORIZATION TO APPROVE VENDOR
PAYMENTS ELECTRONICALLY

CURRENT SITUATION

The attached Resolution would continue to give authority to Patricia Romo, Executive Director, and Cindy Fox, Accountant, to approve vendor payments electronically.

RECOMMENDATION

It is respectfully requested that the Governing Board adopt Resolution #05-19/20 and designate Patricia Romo and Cindy Fox the authority to authorize and approve vendor payments electronically.

ACTION/ROLL CALL

COLLEGE AND CAREER ADVANTAGE

RESOLUTION #05-19/20

AUTHORIZATION TO APPROVE VENDOR PAYMENTS ELECTRONICALLY

I, _____ Vice President, Clerk of the Governing Board of College and Career Advantage, hereby certify that the said Board, at a regular meeting thereof, held on the 12th day of December, 2019, adopted by a majority vote of said Board, this Resolution stating that the following named persons be authorized to approve vendor payments electronically effective December 12, 2019; and that all previous authorizations for approval are rescinded. This Board Resolution further states that when this authorization is exercised, the claims and orders have been processed pursuant to the provisions of Education Code sections 42630-34/85230-34.

TYPED NAME

SIGNATURE

Patricia Romo

Cindy Fox

AYES () ABSENT ()

NOES () ABSTAIN ()

IN WITNESS WHEREOF, I have hereunto set my hand this 12th day of December 2019.

Vice President/Clerk