

COLLEGE AND CAREER ADVANTAGE

GOVERNING BOARD MEETING

AGENDA

REVISED

Thursday, September 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. EXECUTIVE DIRECTOR EVALUATION DISCUSSION/TIMELINE~~

OPEN SESSION AT ~~9:00 A.M.~~ 8:30 A.M.

CALL TO ORDER—ROLL CALL

Trustee Reardon, President
Trustee Vickers, Vice President/Clerk
Trustee Holloway
Trustee Jones
Trustee Wolff

Present

Absent

4. PLEDGE OF ALLEGIANCE

5. APPROVAL OF AGENDA

Motion _____ Second _____ Vote _____ **ACTION/VOTE**

~~6. REPORT ON CLOSED SESSION ACTION~~

7. SPECIAL RECOGNITIONS

8. ~~BOARD AND EXECUTIVE DIRECTOR COMMENTS~~

ORAL COMMUNICATIONS

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

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

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

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

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

9. COMMENTS FROM THE PUBLIC

DISCUSSION

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

CONSENT CALENDAR

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

- | | |
|---|---------------------------|
| 10. MINUTES
Approval of the minutes of the Board meeting on June 17, 2019, (supporting information). | <u>Pages 1-5</u> |
| 11. MINUTES
Approval of the minutes of the Special Board meeting on June 17, 2019, (supporting information). | <u>Pages 6-7</u> |
| 12. MINUTES
Approval of the minutes of the Board meeting on August 14, 2019, (supporting information). | <u>Pages 8-9</u> |
| 13. PURCHASE ORDERS
Board to ratify/approve purchase orders as presented (supporting information). | <u>Pages 10-14</u> |
| 14. CHECKS
Board to ratify/approve checks as presented (supporting information). | <u>Pages 15-17</u> |
| 15. PERSONNEL ASSIGNMENT ORDER
Board to ratify/approve personnel assignment order as presented (supporting information). | <u>Pages 18-20</u> |
| 16. TRAINING AGREEMENT – SEA VIEW PHARMACY
Board to approve the Community Classroom Training Agreement between College and Career Advantage and Sea View Pharmacy (supporting information). | <u>Page 21</u> |
| 17. MEMORANDUM OF UNDERSTANDING (MOU) WITH ORANGE COUNTY DEPARTMENT OF EDUCATION
Board to ratify/approve MOU for credentialing services with Orange County Department of Education effective July 1, 2019 through June 30, 2020. There is no cost to the organization (supporting information). | <u>Pages 22-28</u> |
| 18. LBSD MEMORANDUM OF UNDERSTANDING
Board to approve LBSD MOU for the following high school elective classes: Dance III and Dance Company, Multimedia Production, Multimedia Design and Multimedia 3D Design. Additionally, CCA will offer the following after-bell elective courses at Laguna Beach High School: Medical Core Honors and Emergency Medical Responder. | <u>Pages 29</u> |

The after-bell elective courses will be open to students at LBHS as well as students from surrounding school districts (supporting information).

Motion_____ Second_____

**ACTION/
ROLL CALL**

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

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

DISCUSSION/ACTION ITEMS

19. UNAUDITED ACTUALS

Board to review and consider approval for certification of the 2018-2019 unaudited actuals (supporting information).

Contact: *Cindy Fox, Accountant*

Motion_____ Second_____ Vote_____

**Pages 30-65
ACTION/VOTE**

20. BUDGET ADJUSTMENTS AND TRANSFERS AFTER SECOND INTERIM

Board to review Budget Adjustments and Transfers after second interim for fiscal year 18-19 (supporting information).

Contact: *Cindy Fox, Accountant*

Motion_____ Second_____ Vote_____

**Page 66
ACTION/VOTE**

21. ACTUARIAL STUDY OF RETIREE HEALTH LIABILITIES

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

Contact: *Cindy Fox, Accountant*

Motion_____ Second_____

**Page 67
ACTION/ROLL
CALL**

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

22. **COLLEGE AND CAREER ADVANTAGE (CCA) REGIONAL OCCUPATIONAL PROGRAM FOURTH AMENDED JOINT POWERS AGREEMENT** **Pages 68-75**
ACTION/VOTE
Board to approve the Fourth Amended Joint Powers Agreement.
Contact: Patricia Romo, Executive Director
Motion _____ Second _____ Vote _____
23. **MEMORANDUM OF UNDERSTANDING (MOU) WITH CAPISTRANO UNIFIED SCHOOL DISTRICT (CUSD) REGARDING THE EXECUTIVE DIRECTOR OF COLLEGE AND CAREER ADVANTAGE (CCA)** **Pages 76-77**
ACTION/VOTE
Board to review and approve the MOU between CUSD and CCA regarding the Executive Director of CCA (supporting information).
Contact: Patricia Romo, Executive Director
Motion _____ Second _____ Vote _____
24. **SECOND READING – BOARD POLICY 4116, AT-WILL STATUS** **Pages 78-79**
ACTION/VOTE
Board to review and consider approval of Board Policy 4116, At-Will Status (supporting information).
Contact: Patricia Romo, Executive Director
Motion _____ Second _____ Vote _____
25. **COLLEGE AND CAREER ADVANTAGE REVISED EMPLOYEE MANUAL** **Page 80**
ACTION/VOTE
Board to review and consider approval of the College and Career Advantage Employee Manual revised June 2019 (supporting information).
Contact: Patricia Romo, Executive Director
Motion _____ Second _____ Vote _____
26. **ADULT EDUCATION CONSORTIUM PROGRAM APPOINTMENT OF REPRESENTATIVES** **Page 81**
ACTION/VOTE
Board to review and consider approval of 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 (supporting information).
Contact: Patricia Romo, Executive Director
Motion _____ Second _____ Vote _____
27. **ORGANIZATIONAL GOALS** **Pages 82-83**
DISCUSSION
Board to review and discuss the proposed 2019-20 Organizational Goals
Contact: Patricia Romo, Executive Director

28. COURSE INVENTORY

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

Contact: Patricia Romo, Executive Director

Motion_____ Second_____ Vote_____

Page 84

ACTION/VOTE

29. ADJOURNMENT _____ a.m.

ACTION/VOTE

Motion_____ Second_____ Vote_____

COLLEGE AND CAREER ADVANTAGE

BOARD MEETING: June 17, 2019 MINUTES

President Reardon called the meeting to order at 8:30 a.m.

**Call to
Order/Adjourn to
Closed Session**

The Board recessed to closed session to discuss: Public Employee Discipline/Dismissal/Release and Executive Director Evaluation Discussion/Timeline.

The regular meeting of the Board of Trustees reconvened to Open Session and was called to order by President Reardon at 9:00 a.m.

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

PUBLIC HEARING FOR 2019-20 PROPOSED FINAL BUDGET

Trustee Reardon declared the Public Hearing open at 9:01 a.m. As there were no comments or input, the Public Hearing was declared closed at 9:02 a.m.

Public Hearing

Trustee Reardon led the Pledge of Allegiance.

APPROVAL OF AGENDA

Staff requested that Item #31, Update on Career Technical Education (CTE) Grants, be moved ahead of the Consent Calendar.

**Approval of
Agenda**

On a motion from Trustee Vickers, seconded by Trustee Jones, it carried unanimously to approve the agenda as modified.

REPORT ON CLOSED SESSION ACTION

No reportable action.

**Closed
Session**

CONSENT CALENDAR

**Agenda Item 10
September 12, 2019**

SPECIAL RECOGNITION

Trustee Jones was presented with a plaque for her dedicated service as CCA Board President from 2015-2018.

**Special
Recognition**

COMMENTS FROM THE PUBLIC

There were no comments from the public.

**Public
Comments**

UPDATE ON CAREER TECHNICAL EDUCATION (CTE) GRANTS

Mr. Josh Hill, Assistant Superintendent, Curriculum and Instruction for Secondary, joined the Board Meeting to participate in discussions regarding AB1303, the Career Technical Education Incentive Grant (CTEIG) and the K12 Strong Workforce Grant (SWP). Mrs. Romo provided a status update of AB1303, the CTEIG and the K12 SWP. Future funding for career technical education was discussed.

**Update on CTE
Grants**

CONSENT CALENDAR

Staff requested that Item 17 on the Consent Calendar be pulled for further discussion.

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

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

Minutes

Minutes of the Special Board meeting on April 11, 2019, with corrections.

Minutes

Purchase Orders as presented.

Purchase Orders

Checks as presented.

Checks

Personnel Assignment Order as presented.

**Personnel
Assignment
Order**

Distinguished Student Recognition Fund as presented.

DSR Fund

Distinguished Student Recognition Awards as presented.

DSR Awards

Business-Plus System Support and Software Support Service Agreement

Business-Plus

#42929, Amendment #3, as presented.

Agreement

Human Resources Application and Software Support Service Agreement
#46314, Amendment #1, as presented

HR Software
Agreement

Donation as presented.

Donation

Donation as presented.

Donation

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

LAW OFFICES OF MARGARET A. CHIDESTER & ASSOCIATES

Staff discussed the retainer agreement for legal representation. On a motion from Trustee Jones, seconded by Trustee Holloway, it carried unanimously to approve the retainer agreement for legal representation.

Retainer
Agreement

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

Staff discussed the fourth amendment to the College and Career Advantage Joint Powers Agreement (JPA). Staff recommended that the JPA include verbiage regarding Conflict of Interest and filing of Form 700.

JPA Agreement

FIRST READING – BOARD POLICY 4116, AT-WILL STATUS

Staff reviewed Board Policy 4116, At-Will Status. Corrections were noted. The Board Policy will be brought to the August Board meeting for further review and possible Board approval.

Board Policy
4116

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

Staff reviewed the proposed draft of the Offer of Employment Letter which is given to certificated instructors in August. On a motion from Trustee Jones, seconded by Trustee Holloway, it carried unanimously to approve the proposed draft of the Offer of Employment Letter given to certificated instructors.

Proposed Draft of
Offer of
Employment
Letter

COLLEGE AND CAREER ADVANTAGE REVISED EMPLOYEE MANUAL

Staff reviewed the revised Employee Manual and requested it be brought back to the August meeting for review and possible Board approval. Staff requested that the previous Employee Manual be submitted highlighting any changes.

**CCA Revised
Employee Manual**

CCA CALENDAR FOR THE 2019-20 SCHOOL YEAR

On a motion from Trustee Holloway, seconded by Trustee Wolff, it carried by a vote of 4-0-1 to approve the CCA Calendar for the 2019-20 school year.

CCA Calendar

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

COST OF LIVING ADJUSTMENT

Staff discussed a cost of living adjustment to the 19-20 salary schedules. It was noted that any salary schedule adjustments will be considered a general salary adjustment and not a cost of living adjustment.

**General Salary
Adjustment**

On a motion from Trustee Wolff, seconded by Trustee Jones, it carried by a vote of 3-0-2 to approve a 5% general salary adjustment beginning in the 2019-20 fiscal year.

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

SALARY SCHEDULES FOR 2019-20

On a motion from Trustee Wolff, seconded by Trustee Jones, it carried by a vote of 3-0-2 to approve Resolution #08-18/19, Salary Schedules for 2019-20, amended to reflect a 5% general salary adjustment.

**Resolution #08-
18/19**

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

YEAR-END INTERNAL TRANSFERS

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

Resolution #09-

a vote of 3-0-2 to approve Resolution #09-18/19, Year-End Internal Transfers

18/19

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

2019-20 PROPOSED FINAL BUDGET

On a motion from Trustee Wolff, seconded by Trustee Jones, it carried by a vote of 3-0-2 to approve the 2019-20 Proposed Final Budget as presented.

2019-20 Budget

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

COURSE INVENTORY

On a motion from Trustee Jones, seconded by Trustee Wolff, it carried by a vote of 3-0-2 to approve College and Career Advantage course offerings as of Fall 2019.

Course Inventory

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

ADJOURNMENT

On a motion from Trustee Jones, seconded by Trustee Wolff, it carried by a 3-0-2 vote to adjourn the meeting at 10:45 a.m. until the next regularly scheduled meeting.

Adjournment

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

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

CONSENT CALENDAR

**Agenda Item 11
September 12, 2019**

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 AND CAREER ADVANTAGE

BOARD MEETING: August 14, 2019 MINUTES

President Reardon called the meeting to order at 3:46 p.m.

Call to Order

Staff pulled one case: Public Employee Discipline/Dismissal/Release.

The Board recessed to Closed Session to discuss one case: Public Employee Discipline/Dismissal/Release.

The Board recessed from Closed Session. The Meeting of the Board was called to order by President Reardon at 4:00 p.m.

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

Trustee Reardon led the Pledge of Allegiance.

APPROVAL OF AGENDA

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

Approval of Agenda

VOTE: Ayes: Trustees Jones, McNicholas, Reardon, Wolff
Nos:
Absent: Trustee Vickers

COMMENTS FROM THE PUBLIC

There were no comments from the public.

Public Comments

President Reardon read the report out of Closed Session.

Agenda Item 3A, one case, Public Employee Discipline/Dismissal/Release

President's Report from Closed Session Meeting

Trustees voted unanimously to approve staff recommendation.

ADJOURNMENT

On a motion from Trustee McNicholas, seconded by Trustee Wolff, it carried by a 4-0-1 vote to adjourn the meeting at 4:05 p.m. **Adjournment**

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

President

Secretary

COLLEGE & CAREER ADV
PURCHASE ORDER DETAIL REPORT BY FUND
BOARD OF TRUSTEES MEETING 09/12/2019

FROM 06/11/2019 TO 09/04/2019

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
M97R0434	AMAZON.COM	1,004.96	1,004.96	01125901 4310	Surgical Technician-Adult / Instructional Supplies
M97R0435	STAPLES	529.66	529.66	01125901 4400	Surgical Technician-Adult / NONCAPITALIZATION
M97R0436	DENTIST'S CHOICE INC.,THE	219.90	219.90	01163901 5600	Dental Assistant-Adult / RENTALS,LEASES & REPAIRS
M97R0437	HENRY SCHEIN INC.	8,852.66	4,935.97	01163901 4310	Dental Assistant-Adult / Instructional Supplies
			3,916.69	01163901 4400	Dental Assistant-Adult / NONCAPITALIZATION EQUIPMEN
M97R0438	BERKMAN, CLIVE	68.84	68.84	0120300505 4310	Culinary Arts-SCHS / Instructional Supplies
M97R0439	SOLORZANO, PETRA	78.00	78.00	0161800305 4310	Engineering & Mfg Tech-CVHS / Instructional Supplies
M97R0440	AMERICAN EXPRESS	35.10	35.10	0110110215 5900	Administration/General / COMMUNICATIONS
M97R0441	A-1 AWARDS & ENGRAVING	565.36	565.36	0111510015 4310	Student Recognition / Instructional Supplies
M97R0442	HENRY SCHEIN INC.	2,758.78	1,145.79	01163901 4310	Dental Assistant-Adult / Instructional Supplies
			1,612.99	01163901 4400	Dental Assistant-Adult / NONCAPITALIZATION EQUIPMEN
M97R0443	CDW GOVERNMENT	1,567.31	1,567.31	01190901 4400	Pharmacy Technician-Adult / NONCAPITALIZATION
M97R0444	REID, MARK	990.00	990.00	0110010015 5810	Instruction / Professional Services
M97R0446	MARGARET A. CHIDESTER & ASSOCI	1,464.00	1,464.00	0110110215 5810	Administration/General / Professional Services
M97R0447	AMERICAN EXPRESS	198.86	198.86	0110110215 4300	Administration/General / MATERIALS & SUPPLIES
M97R0448	AMERICAN EXPRESS	60.55	60.55	0110010015 4300	Instruction / MATERIALS & SUPPLIES
M97R0449	AMERICAN EXPRESS	63.10	63.10	0110110215 4300	Administration/General / MATERIALS & SUPPLIES
M97R0450	AMERICAN EXPRESS	88.82	88.82	0110110215 4300	Administration/General / MATERIALS & SUPPLIES
M97R0451	AMERICAN EXPRESS	1.99	1.99	0110110215 5800	Administration/General / PROF/CONS SERV & OPER
M97R0452	AMERICAN EXPRESS	3,963.23	3,963.23	0110010015 4310	Instruction / Instructional Supplies
M97R0453	AMERICAN EXPRESS	766.92	575.19	0110010015 5220	Instruction / Conferences
			191.73	011610515 5220	Student Services Manager / Conferences
M97R0454	AMERICAN EXPRESS	59.50	59.50	0110010015 4310	Instruction / Instructional Supplies
M97R0456	CAPISTRANO UNIFIED SCHOOL DIST	1,759.57	1,759.57	0110010015 5810	Instruction / Professional Services
M97R0457	SJHHS ASB	810.00	810.00	0126101405 5220	Virtual Enterprise-SJHHS / Conferences
M97R0458	CAPISTRANO UNIFIED SCHOOL DIST	165.00	165.00	0110010015 5810	Instruction / Professional Services
M97R0459	REID, MARK	1,458.00	1,458.00	0110010015 5810	Instruction / Professional Services
M97R0460	HENRY SCHEIN INC.	2,629.48	1,145.79	01163901 4310	Dental Assistant-Adult / Instructional Supplies
			1,483.69	01163901 4400	Dental Assistant-Adult / NONCAPITALIZATION EQUIPMEN
M97R0461	SAFETY-KLEEN SYSTEMS INC.	653.40	653.40	0116800305 5810	Auto Repair-CVHS / Professional Services
M97R0462	MISSION EQUIPMENT AND LIFTS IN	480.00	220.00	0116800505 5810	Automotive Repair-SCHS / Professional Services
			260.00	0116818125 5810	Auto Repair-ANHS / Professional Services

User ID: CAFOX

Report ID: PO010_Fund <v. 030305>

Page No.: 1

Current Date: 09/05/2019
Current Time: 10:44:56

COLLEGE & CAREER ADV

PURCHASE ORDER DETAIL REPORT BY FUND BOARD OF TRUSTEES MEETING 09/12/2019

FROM 06/11/2019 TO 09/04/2019

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
N97R0001	A-1 AWARDS & ENGRAVING	18.86	18.86	0110010015 4310	Instruction / Instructional Supplies
N97R0002	B&H PHOTO & VIDEO	1,037.69	1,037.69	0117500405 4310	Digital Video Prod-DHHS / Instructional Supplies
N97R0003	STAPLES	86.12	86.12	0110110215 4310	Administration/General / Instructional Supplies
N97R0004	PATON GROUP	3,373.63	3,373.63	0161800305 5600	Engineering & Mfg Tech-CVHS / RENTALS,LEASES &
N97R0005	CASAS	2,500.00	2,500.00	0111610515 4325	Student Services Manager / Office-Software
N97R0006	ORANGE COUNTY DEPT OF EDUCATIO	5,000.00	5,000.00	0110110215 5810	Administration/General / Professional Services
N97R0007	SOUTHWEST SCHOOL & OFFICE SUPP	412.34	412.34	0110010015 4311	Instruction / Copier Paper-Instructional Use
N97R0008	A-1 AWARDS & ENGRAVING	37.71	37.71	0110010015 4310	Instruction / Instructional Supplies
N97R0009	ACCREDITING COMMISSION FOR SCH	1,070.00	1,070.00	0110110415 5300	Superintendent / DUES & MEMBERSHIPS
N97R0010	MARGARET A. CHIDESTER & ASSOCI	4,945.00	4,945.00	0199990015 9510	Restricted-ROP Apportionment / ACCOUNTS PAYABLE
N97R0011	STAPLES	38.23	38.23	0110010015 4310	Instruction / Instructional Supplies
N97R0012	STAPLES	34.86	34.86	0111610515 4320	Student Services Manager / Office Supplies
N97R0013	AMERICAN EXPRESS	226.78	170.11	0110010015 4310	Instruction / Instructional Supplies
N97R0014	VELLANOWETH, DOMINIC	64.33	64.33	0117550305 4300	Administration/General / Office Supplies
N97R0015	REID, MARK	1,595.00	1,595.00	0110010015 5810	Intro to Film Studies-CVHS / MATERIALS & SUPPLIES
N97R0016	AMERICAN EXPRESS	117.57	117.57	0110010015 4300	Instruction / Professional Services
N97R0017	AMERICAN EXPRESS	180.04	180.04	0110010015 4300	Instruction / MATERIALS & SUPPLIES
N97R0018	AMERICAN EXPRESS	4.05	4.05	0110110215 5900	Instruction / MATERIALS & SUPPLIES
N97R0019	AMERICAN EXPRESS	117.45	117.45	0110010015 4300	Administration/General / COMMUNICATIONS
N97R0020	NORTHERN ORANGE COUNTY LIABILI	49,106.00	49,106.00	0155509915 5420	Insurance-Liability/Property / LIABILITY INSURANCE
N97R0021	CHAMBERS, TIM	190.00	190.00	0116800305 4310	Auto Repair-CVHS / Instructional Supplies
N97R0022	CHRISTINA'S UNIFORMS CO.	643.25	643.25	01163901 4310	Dental Assistant-Adult / Instructional Supplies
N97R0023	CDW GOVERNMENT	581.84	187.94	0110010015 4400	Instruction / NONCAPITALIZATION EQUIPMENT
N97R0024	CDW GOVERNMENT	5,294.83	6.00	0110010015 5891	Instruction / Taxes-Fees-Permits
			375.90	0110110215 4400	Administration/General / NONCAPITALIZATION
			12.00	0110110215 5891	Administration/General / Taxes-Fees-Permits
			6.00	0110010015 4300	Instruction / MATERIALS & SUPPLIES
			876.47	0110010015 4400	Instruction / NONCAPITALIZATION EQUIPMENT
			882.46	0111610515 4400	Student Services Manager / NONCAPITALIZATION
			882.47	0112500105 4400	Surgical Tech, Intro ROP / NONCAPITALIZATION
			882.49	0112700105 4400	Veterinary Technician I-CCC / NONCAPITALIZATION
			882.47	0115400105 4400	Dental Asst II-Chairside/ROP / NONCAPITALIZATION

User ID: CAFOX

Report ID: PO010_Fund

<v. 030305>

Page No.: 2

Current Date: 09/05/2019

Current Time: 10:44:56

COLLEGE & CAREER ADV

PURCHASE ORDER DETAIL REPORT BY FUND

BOARD OF TRUSTEES MEETING 09/12/2019

FROM 06/11/2019 TO 09/04/2019

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
N97R0024	*** CONTINUED ***				
N97R0025	CHRISTINA'S UNIFORMS CO.	587.61	882.47	0117800105 4400	Fire Science-CCC / NONCAPITALIZATION EQUIPMENT
N97R0026	CHRISTINA'S UNIFORMS CO.	662.49	587.61	01125901 4310	Surgical Technician-Adult / Instructional Supplies
N97R0027	AMERICAN EXPRESS	50.08	662.49	01190901 4310	Pharmacy Technician-Adult / Instructional Supplies
N97R0028	CHAMBERS, TIM	190.00	50.08	0110010015 4310	Instruction / Instructional Supplies
N97R0029	HOME DEPOT CREDIT SERVICES	487.02	190.00	0116800305 4310	Auto Repair-CVHS / Instructional Supplies
			186.40	0116800305 4310	Auto Repair-CVHS / Instructional Supplies
			300.62	0116800305 4400	Auto Repair-CVHS / NONCAPITALIZATION EQUIPMENT
N97R0030	AMERICAN EXPRESS	22.27	22.27	0110010015 4310	Instruction / Instructional Supplies
N97R0031	AMERICAN EXPRESS	203.05	203.05	0110010015 4300	Instruction / MATERIALS & SUPPLIES
N97R0032	AMERICAN EXPRESS	1,497.67	1,497.67	0110010015 4300	Instruction / MATERIALS & SUPPLIES
N97R0033	AMERICAN EXPRESS	35.99	35.99	0110010015 4300	Instruction / MATERIALS & SUPPLIES
N97R0034	AMERICAN EXPRESS	6.80	6.80	0110110215 5900	Administration/General / COMMUNICATIONS
N97R0035	MOORE, ANNE	397.96	397.96	0111610515 5220	Student Services Manager / Conferences
N97R0036	AMERICAN EXPRESS	35.49	35.49	0110010015 4310	Instruction / Instructional Supplies
N97R0037	AMERICAN EXPRESS	38.97	38.97	0110010015 4310	Instruction / Instructional Supplies
N97R0038	CDW GOVERNMENT	1,654.41	45.38	0110110215 4320	Administration/General / Office Supplies
			1,598.03	0110110215 4400	Administration/General / NONCAPITALIZATION
N97R0039	AMAZON.COM	2,737.64	11.00	0110110215 5891	Administration/General / Taxes-Fees-Permits
			82.47	0115200305 4210	Sports Medicine-CVHS / Other Books-Instructional
			1,286.34	0115200305 4400	Sports Medicine-CVHS / NONCAPITALIZATION
			82.47	0115500305 4210	Emergency Medical Tech-CVHS / Other Books-Instructional
			1,286.36	0115500305 4400	Emergency Medical Tech-CVHS / NONCAPITALIZATION
N97R0040	AMAZON.COM	77.91	27.94	0110010015 4310	Instruction / Instructional Supplies
			49.97	0110110215 4320	Administration/General / Office Supplies
N97R0041	HENRY SCHEIN INC.	7,482.85	4,572.59	0115200305 4310	Sports Medicine-CVHS / Instructional Supplies
			2,910.26	0115200305 4400	Sports Medicine-CVHS / NONCAPITALIZATION
N97R0042	HENRY SCHEIN INC.	7,722.70	3,861.35	0115400105 4310	Dental Asst II-Chairside/ROP / Instructional Supplies
			3,861.35	01163901 4310	Dental Assistant-Adult / Instructional Supplies
N97R0043	CARNEGIE LEARNING INC.	5,808.91	5,808.91	0118900205 4100	Biotechnology ANHS / TEXTBOOKS
N97R0044	STAPLES	274.00	274.00	0110010015 4310	Instruction / Instructional Supplies
N97R0045	SHIRHAN, MARIE	16,031.37	16,031.37	0110113315 5800	Director-Instruction-ROP / PROF/CONS SERV & OPER
N97R0046	DEAN, JILLIAN	56.73	56.73	0110010015 4310	Instruction / Instructional Supplies

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PURCHASE ORDER DETAIL REPORT BY FUND BOARD OF TRUSTEES MEETING 09/12/2019

FROM 06/11/2019 TO 09/04/2019

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
N97R0047	AMAZON.COM	102.25	102.25	0110010015 4310	Instruction / Instructional Supplies
N97R0048	AMAZON.COM	2,607.55	2,607.55	0110010015 4310	Instruction / Instructional Supplies
N97R0050	AMERICAN EXPRESS	202.44	202.44	0129530505 4310	Robotics FTC-SCHS / Instructional Supplies
N97R0051	AMERICAN EXPRESS	28.30	28.30	0110110215 5900	Administration/General / COMMUNICATIONS
N97R0052	O'REILLY AUTO PARTS	11,239.81	81.79	0116800305 4310	Auto Repair-CVHS / Instructional Supplies
			11,158.02	0116800305 4400	Auto Repair-CVHS / NONCAPITALIZATION EQUIPMENT
N97R0053	STAPLES	605.67	302.84	0110010015 4310	Instruction / Instructional Supplies
			302.83	0110110215 4320	Administration/General / Office Supplies
N97R0054	CDW GOVERNMENT	3,812.49	3,788.49	0162200305 4400	Engineering Design and Develop / NONCAPITALIZATION
			24.00	0162200305 5891	Engineering Design and Develop / Taxes-Fees-Permits
N97R0055	CAROC	1,000.00	1,000.00	0110010015 5300	Instruction / DUES & MEMBERSHIPS
N97R0056	CHEFS TOYS LLC	1,021.27	463.15	0120300505 4310	Culinary Arts-SCHS / Instructional Supplies
			558.12	0120300505 4400	Culinary Arts-SCHS / NONCAPITALIZATION EQUIPMENT
N97R0057	AMAZON.COM	1,284.64	256.70	0120300505 4310	Culinary Arts-SCHS / Instructional Supplies
			1,027.94	0120300505 4400	Culinary Arts-SCHS / NONCAPITALIZATION EQUIPMENT
N97R0058	THOMAS, KIMBERLEY	269.00	269.00	0110010015 4300	Instruction / MATERIALS & SUPPLIES
N97R0059	AMAZON.COM	299.54	299.54	0110010015 4316	Instruction / Instruct Supplies-Videos
N97R0060	AMAZON.COM	155.54	155.54	0131500505 4310	Art of Animation-SCHS / Instructional Supplies
N97R0061	STAPLES	38.77	38.77	0123200305 4310	Dance Performance I/CVHS / Instructional Supplies
N97R0062	CDW GOVERNMENT	8,454.50	8,404.50	0110010015 4400	Instruction / NONCAPITALIZATION EQUIPMENT
			50.00	0110010015 5891	Instruction / Taxes-Fees-Permits
N97R0063	AMERICAN EXPRESS	1,616.42	1,616.42	0129530305 4310	Robotics FTC-CVHS / Instructional Supplies
N97R0064	AMAZON.COM	198.17	198.17	0117500505 4310	Digital Video Prod-SCHS / Instructional Supplies
N97R0065	AMAZON.COM	1,880.24	1,880.24	0110010015 4310	Instruction / Instructional Supplies
N97R0066	NATIONAL RESTAURANT ASSOCIATIO	1,143.08	1,143.08	0120300505 4310	Culinary Arts-SCHS / Instructional Supplies
N97R0067	PITSCO INC.	712.98	407.30	0129530305 4310	Robotics FTC-CVHS / Instructional Supplies
			305.68	0129530305 5220	Robotics FTC-CVHS / Conferences
N97R0068	US CUTTER	62.20	62.20	0148101405 4310	Graphic Design Tech-SJHHS / Instructional Supplies
N97R0070	THE MATHWORKS INC.	537.67	537.67	0162100505 4315	Engineering Design-SCHS / Instr Supplies-Software
N97X0001	CLUTTEY, TANIA	3,000.00	3,000.00	0110110515 5810	Per/Payroll Tech/Bolton / Professional Services
N97X0002	VAVRINEK TRINE DAY & CO LLP	7,500.00	7,500.00	0110810915 5810	Board-Audit Activities / Professional Services
N97X0003	AMERICAN EXPRESS	28.00	28.00	0110110215 5810	Administration/General / Professional Services
N97X0004	NORTHERN ORANGE COUNTY WORKERS	27,263.00	20,447.25	0110010015 3601	Instruction / WORKERS'COMP-CERTIFICATED

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PURCHASE ORDER DETAIL REPORT BY FUND

BOARD OF TRUSTEES MEETING 09/12/2019

FROM 06/11/2019 TO 09/04/2019

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
N97X0004	*** CONTINUED ***				
N97X0005	AMERICAN EXPRESS	538.75	6,815.75	0140040015 3602	Support Staff / WORKERS'COMP-CLASSIFIED
N97X0006	LIFESAVER EDUCATION	2,600.00	538.75	0110110215 4300	Administration/General / MATERIALS & SUPPLIES
N97X0007	CAPISTRANO UNIFIED SCHOOL DIST	3,500.00	2,600.00	0118600105 4310	CPR CERTIFICATION-HS / Instructional Supplies
		235,732.77	3,500.00	0110110215 5870	Administration/General / Outside Printing
	Fund 01 Total:		235,732.77		

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Check	Payee ID	Payee Name	Reference	Subs Check Date	Cancel Date	Type	Status	Check Amount
97 00014923	VOID CONTIVoid - Continued Stub		CONTINUE	OH 06/14/2019		VM	VD	0.00
97 00014924	V9701672	AMERICAN EXPRESS	92165 MAY19	OH 06/14/2019		MW	IS	11,496.55
97 00014925	V9701949	CALIFORNIA NEWSPAPER PARTNERSH	0011251941	OH 06/14/2019		MW	IS	260.24
97 00014926	V9700002	CAPISTRANO UNIFIED SCHOOL DIST	68M11563	OH 06/14/2019		MW	IS	9.00
97 00014927	V9701929	DENTIST'S CHOICE INC., THE	99858	OH 06/14/2019		MW	IS	219.90
97 00014928	V9701014	FOX, CINDY	MILEGE MAY19	OH 06/14/2019		MW	IS	53.82
97 00014929	V9700066	HOME DEPOT CREDIT SERVICES	9420118	OH 06/14/2019		MW	IS	71.82
97 00014930	V9701947	KILGORE INTERNATIONAL INC.	K419970	OH 06/14/2019		MW	IS	1,488.65
97 00014931	V9701203	MCKESSON MEDICAL SURGICAL INC	55615139	OH 06/14/2019		MW	IS	5,994.39
97 00014932	V9701738	MCKESSON MEDICAL SURGICAL	53893465	OH 06/14/2019		MW	IS	319.51
97 00014933	V9700162	STAPLES	2293723931	OH 06/14/2019		MW	IS	332.34
97 00014934	V9701948	VANTAGE ID APPLICATION	40606	OH 06/14/2019		MW	IS	812.44
97 00014935	V9701684	CSEBA	LIFE JUNE19	OH 06/19/2019		MW	RV	1,588.75
97 00014936	V9701818	COLLEGE AND CAREER ADVANTAGE	1440	OH 06/20/2019		MW	IS	1,940.45
97 00014937	V9701684	CSEBA	DD MES JUN19	OH 07/02/2019		MW	IS	1,430.25
97 00014938	V9701846	METLIFE SMALL MARKET	LIFE JUN19	OH 07/02/2019		MW	IS	158.50
97 00014939	V9701684	CSEBA	DD MES JUL19	OH 07/12/2019		MW	IS	1,367.67
97 00014940	V9701846	METLIFE SMALL MARKET	LIFE JUL19	OH 07/12/2019		MW	IS	158.50
97 00014941	V9701217	CDW GOVERNMENT	STG1597	OH 07/16/2019		MW	IS	1,567.31
97 00014942	V9701818	COLLEGE AND CAREER ADVANTAGE	1452	OH 07/16/2019		MW	IS	2,905.74
97 00014943	V9701014	FOX, CINDY	MILEAGE JUN19	OH 07/16/2019		MW	IS	46.75
97 00014944	V9700109	Gutierrez, Alfonso	MILEAGE APR	OH 07/16/2019		MW	IS	57.77
97 00014945	V9700948	HENRY SCHEIN INC.	66598488	OH 07/16/2019		MW	IS	18,762.54
97 00014946	V9700433	HERITAGE SIGNS & GRAPHICS	24852	OH 07/16/2019		MW	IS	581.85
97 00014947	V9701738	MCKESSON MEDICAL SURGICAL	57072736	OH 07/16/2019		MW	IS	2,872.87
97 00014948	V9701804	MOCK MEDICAL LLC	CCA53119	OH 07/16/2019		MW	IS	2,486.45
97 00014949	V9700419	MOORE, ANNE	MILEAGE JUN19	OH 07/16/2019		MW	IS	42.34
97 00014950	V9701946	PRACTICON INC.	P05066870101	OH 07/16/2019		MW	IS	9,789.72
97 00014951	V9701672	AMERICAN EXPRESS	92165 JUN19	OH 07/19/2019		MW	IS	17,155.74
97 00014952	V9701693	A-1 AWARDS & ENGRAVING	AA2119298	OH 07/24/2019		MW	IS	18.86
97 00014953	V9701739	CLUTTEY, TANIA	WEBSITE JUL19	OH 07/24/2019		MW	IS	250.00
97 00014954	V9701950	MARGARET A. CHIDESTER & ASSOCI	8948	OH 07/24/2019		MW	IS	1,464.00
97 00014955	V9701669	VELLANOWETH, DOMINIC	MILEAGE OCT18	OH 07/24/2019		MW	IS	420.68
97 00014956	V9701693	A-1 AWARDS & ENGRAVING	AA 2110308	OH 07/29/2019		MW	IS	37.71
97 00014957	V9700003	Laguna Beach Unified School Di	19 1036	OH 07/29/2019		MW	IS	139,886.46

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Check	Payee ID	Payee Name	Reference	Subs Check Date	Cancel Date	Type	Status	Check Amount
97 00014958	V9700134	Orange County Dept of Education	94N10172	OH 07/29/2019		MW	IS	5,000.00
97 00014959	V9701662	TOTAL COMPENSATION SYSTEMS INC	7566	OH 07/29/2019		MW	IS	945.00
97 00014960	V9701877	ANDRE, JAQUES	TES ANDRE19	OH 07/30/2019		MW	IS	383.13
97 00014961	V9700002	CAPISTRANO UNIFIED SCHOOL DIST	68M11743	OH 07/30/2019		MW	IS	697.43
97 00014962	V9701887	CLEEK, KATHRYN	TES CLEEK 19	OH 07/30/2019		MW	IS	68.22
97 00014963	V9701626	HIGGS, SEAN	TES HIGGS19	OH 07/30/2019		MW	IS	116.90
97 00014964	V9700066	HOME DEPOT CREDIT SERVICES	9255011	OH 07/30/2019		MW	IS	170.01
97 00014965	V9701736	PATON GROUP	11297	OH 07/30/2019		MW	IS	5,619.52
97 00014966	V9701945	SMATHERS, ROXANNE	TES SMATHERS19	OH 07/30/2019		MW	IS	346.14
97 00014967	V9701944	SOLORZANO, PETRA	TES	OH 07/30/2019		MW	IS	287.68
97 00014968	V9701669	VELLANOWETH, DOMINIC	TES	OH 07/30/2019		MW	IS	107.88
97 00014969	V9701116	YBARRA, YVONNE	1010	OH 07/30/2019		MW	IS	850.00
97 00014970	VOID.CONTIVoid - Continued Stub		CONTINUE	OH 08/01/2019		VM	VD	0.00
97 00014971	V9799999	CDTFA	K419970	OH 08/01/2019		MW	IS	2,926.16
97 00014972	V9700002	CAPISTRANO UNIFIED SCHOOL DIST	68M12219	OH 08/02/2019		MW	IS	1,966.31
97 00014973	V9701887	CLEEK, KATHRYN	TES HOSA FL19	OH 08/02/2019		MW	IS	47.27
97 00014974	V9701904	GENSCHAW, KAY	TES	OH 08/02/2019		MW	IS	411.39
97 00014975	V9701943	HARVEY, LORA	TES HARVEY19	OH 08/02/2019		MW	IS	368.72
97 00014976	V9700948	HENRY SCHEIN INC.	66171898	OH 08/02/2019		MW	IS	2,632.22
97 00014977	V9701046	LIEB, VERNETTA	STRS REFUND19	OH 08/02/2019		MW	IS	24.00
97 00014978	V9701931	MISSION EQUIPMENT AND LIFTS IN	495245	OH 08/02/2019		MW	IS	480.00
97 00014979	V9701736	PATON GROUP	11291	OH 08/02/2019		MW	IS	600.00
97 00014980	V9700471	REID, MARK	CTE190716JUN	OH 08/02/2019		MW	IS	1,457.50
97 00014981	V9701871	SAFETY-KLEEN SYSTEMS INC.	79935292	OH 08/02/2019		MW	IS	653.40
97 00014982	V9701952	SJHHS ASB	SJHHS ASB19	OH 08/02/2019		MW	IS	810.00
97 00014983	V9700162	STAPLES	44677	OH 08/02/2019		MW	IS	605.60
97 00014984	V9701858	WOOTEN, JEREMEY	TES WOOTEN	OH 08/02/2019		MW	IS	832.34
97 00014985	V9701739	CLUTTEY, TANIA	WEBSITE AUG19	OH 08/07/2019		MW	IS	250.00
97 00014986	V9701950	MARGARET A. CHIDESTER & ASSOCI	8979	OH 08/07/2019		MW	IS	4,945.00
97 00014987	V9701102	NORTHERN ORANGE COUNTY WORKERS	229729	OH 08/07/2019		MW	IS	9,269.00
97 00014988	V9701684	CSEBA	DD MES AUG19	OH 08/08/2019		MW	IS	1,468.97
97 00014989	V9701846	METLIFE SMALL MARKET	LIFE AUG19	OH 08/08/2019		MW	IS	165.80
97 00014990	V9700005	ACCREDITING COMMISSION FOR SCH	1200637	OH 08/15/2019		MW	IS	1,070.00
97 00014991	V9700060	EMPLOYMENT DEVELOPMENT DEPT	94253051 LEC2 19	OH 08/15/2019		MW	IS	1,477.73
97 00014992	V9700734	GUTIERREZ, JUAN	MILEAGE JUL19	OH 08/15/2019		MW	IS	8.12

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97 00014993	V9700419	MOORE, ANNE	MILEAGE JUL19	OH	08/15/2019		MW	IS	47.56
97 00014994	V9700471	REID, MARK	CTE190723	OH	08/15/2019		MW	IS	1,595.00
97 00014995	V9701253	SOUTHWEST SCHOOL & OFFICE SUPP	PINVO594025	OH	08/15/2019		MW	IS	412.34
97 00014996	V9701458	VAVRINEK TRINE DAY & CO LLP	VT24911	OH	08/15/2019		MW	IS	2,500.00
97 00014997	V9701672	AMERICAN EXPRESS	92165 JUL19	OH	08/20/2019		MW	IS	1,149.31
97 00014998	V9701172	B&H PHOTO & VIDEO	160663911	OH	08/21/2019		MW	IS	1,037.69
97 00014999	V9701951	CASAS	01111797	OH	08/21/2019		MW	IS	2,500.00
97 00015000	V9701818	COLLEGE AND CAREER ADVANTAGE	1454	OH	08/21/2019		MW	IS	14.24
97 00015001	V9700671	NORTHERN ORANGE COUNTY LIABILI	229778	OH	08/21/2019		MW	IS	49,106.00
97 00015002	V9701719	SHIRHAN, MARIE	SHIRHAN 081919	OH	08/21/2019		MW	IS	16,031.37
97 00015003	V9700162	STAPLES	70195	OH	08/21/2019		MW	IS	347.08

Issued: 346,262.85
 Reversed: 1,588.75
 97 Bank Total: 347,851.60

Grand Total: 347,851.60

PERSONNEL ASSIGNMENT ORDER

CERTIFICATED

Kha Bao Ratify/approve part-time employment as Intro to Law Enforcement/Crime Scenes and Investigations Instructor effective August 20, 2019. Step 5.

Mr. Bao has been a police officer with the Costa Mesa Police Department for approximately 14 years. In addition, he has been entrusted with developing and implementing the training for Police Explorers as well as the Police Traffic Aides. Mr. Bao earned an Associate's Degree from Golden West College.

Justin Barnes Ratify/approve part-time employment as Stagecraft Instructor effective August 20, 2019. Step 3.

Mr. Barnes has been a stage technician for approximately five years working simultaneously for both a private company and Capistrano Unified School District at San Juan Hills High School. Mr. Barnes has an Associate's Degree in Film Production from Saddleback College.

Nicole Berkman Approve reassignment as Student Support Manager K-12 effective October 1, 2019. Classified Management Salary Schedule. Range 15, Step B.

Mark Bowie Ratify/approve full-time employment as Engineering Instructor effective August 20, 2019. Step 13.

Mr. Bowie has over five years of teaching engineering and robotics and over twenty years of industry experience. Mr. Bowie worked at McDonnell Douglas Astronautics for approximately twelve years and at Boeing for approximately eleven years. Mr. Bowie has a Bachelor's Degree in Engineering from the University of Wisconsin, Madison.

Rhonda Brown Ratify/approve part-time re-employment as Medical Instructor effective August 20, 2019. Step 8.

Ms. Brown was a Medical Instructor for CCA for approximately five years; she has continued teaching medical classes at other districts. Ms. Brown's industry experience includes eleven years of experience working as a medical assistant performing front and back office administrative and clinical duties.

Greg Carlson Ratify/approve resignation of Graphic Design, Graphic Production Instructor effective June 6, 2019.

Jillian Dean Ratify/approve reassignment as Instructional Coach effective July 15, 2019. Step 1.

Rocco DiFrancesco Ratify/approve reassignment as Instructional Coach effective August 5, 2019. Step 1. This is a 10 month assignment.

Rachel Friedman-de Leon Ratify/approve part-time re-employment as Medical Instructor effective August 26, 2019. Step 13.

Ms. Friedman-de Leon was a Medical Instructor for CCA for approximately fourteen years; she has continued teaching medical classes for another district. Mrs. Friedman-de Leon is a licensed vocational nurse.

David Hall Ratify/approve resignation of Theater Instructor effective June 6, 2019.

Scott Jones Ratify/approve full-time re-employment as Surgical Technologist Instructor effective August 20, 2019. Step 5.

Mr. Jones was a Surgical Technologist Instructor for CCA from September 2014 through March 2018. Mr. Jones has over ten years of experience as a surgical technologist and has been a surgical technologist instructor for approximately five years. Mr. Jones received his Surgical Technologist Certificate from Newbridge College and has been a certified surgical technologist since 2006 through the Association of Surgical Technologists.

Katelyn Maggi Ratify/approve part-time employment as Dance Instructor effective August 20, 2019. Step 4.

Ms. Maggi has over nine years of experience teaching and choreographing dance classes and dance performances. Ms. Maggi earned a Bachelor's Degree in Music from San Diego Christian School and a Master's Degree in Performance Studies from New York University.

Laurie Mason Ratify/approve resignation of Theater Instructor effective June 6, 2019.

Kirsti McCleary Ratify/approve part-time employment as Theater Instructor effective August 20, 2019. Step 3.

Ms. McCleary has approximately ten years of experience as a producer directing and marketing productions. She has also been a volunteer at San Clemente High School in the theater classes. Ms. McCleary has Bachelor's Degree in Psychology from Occidental College and a Master's Degree and Credential in School Psychology from California State University, Northridge.

Shawn O'Brien Ratify/approve part-time employment as Robotics Instructor effective August 20, 2019. Step 7.

Mr. O'Brien has been self-employed as a small business network/technology consultant for approximately 19 years and has been the Technology Director for Community Roots Academy since August 2014. Mr. O'Brien has been a parent volunteer in the Robotics Club for the past two years.

Carol Parr-Garcia Ratify/approve resignation of Medical Careers Instructor effective August 16, 2019.

Kathy Paulson Ratify/approve part-time employment as Medical Hospital Careers Instructor effective September 9, 2019. Step 5

Ms. Paulson has been a substitute instructor for CCA since August 2018. She obtained her Medical Assistant Certificate from Bryman School and has approximately nine years of industry experience as a medical assistant. Ms. Paulson also taught medical assisting at Career Network Institute for approximately two years.

Jane Siemonsma Ratify/approve part-time employment as 3D Media Design Instructor effective August 20, 2019. Step 5.

Ms. Siemonsma has simultaneously taught career technical education classes to high school and college students while helping businesses with their graphic design needs for approximately 15 years. Ms. Siemonsma has a Bachelor's Degree in Studio Art from San Jose State University.

Petra Solorzano Ratify/approve part-time employment as Engineering Instructor effective August 20, 2019. Step 9.

Ms. Solorzano has been a substitute engineering instructor for CCA since December 2018, and she has approximately five years of industry experience in the field of engineering. Ms. Solorzano earned her Bachelor's Degree and Master's Degree in Engineering from California State University, Fullerton.

Marla South Ratify/approve part-time re-employment as Fashion Design Instructor effective August 20, 2019. Step L25.

Ms. South taught fashion and retail classes for CCA beginning in 1988 and retired in 2017. She is enjoying her retirement and is returning to teach one class in fashion design.

Josh Taylor Ratify/approve full-time employment as Graphic Design, Graphic Production and 3D Media Design Instructor effective August 20, 2019. Step 8.

Mr. Taylor has approximately five years of teaching film and digital media, broadcast news and the art of television and film, and approximately six years of industry experience. Mr. Taylor worked at Walt Disney Studios for approximately four years and at Saddleback Church for approximately two years. Mr. Taylor has an Associate's Degree from California State University, Fullerton.

TRAINING AGREEMENT: COMMUNITY CLASSROOM

The following terms are understood and agreed by and between College and Career Advantage and Sea View Pharmacy (Company).

THE CCA shall:

- Be considered the Employer of the student, unless the student is being paid a cash wage or salary by a private employer, or unless the Company elects to provide Workers' Compensation.
- Provide a related classroom instruction program and require the classroom instructor to visit the internship at least once per three weeks.
- Assist students with career planning and identifying employment and educational objectives.
- Locate and/or select training sites and plan on-the-job training experiences.
- Prepare individualized training plans.
- Monitor student's progress in partnership with the internship site supervisor.
- Develop and maintain a training plan including specific performance objectives and expected duration of training for each objective.
- Reassign a student at any given time.

THE INTERNSHIP SITE (Company)

- The site supervisor will have a clear understanding of the program objectives and a willingness to participate.
- The site supervisor will consult with the instructor regarding the student's progress and provide evaluations.
- The site supervisor will have the right to discharge the trainee. However, the instructor requires consultation with the Site Supervisor before any student is discharged.
- The site supervisor will release the student for related instruction attendance.

No student enrolled in career preparation instruction and internship shall replace an employee of the Training Site or cause the employee hours to be reduced, nor shall the student's training activities preclude the hiring of additional employees. Trainees involved in a community classroom activity shall not receive monetary compensation by either company or College and Career Advantage during the student's participation. Neither the CCA nor the Company shall discriminate against any student on the basis of race, color, religion or national origin.

Name of Company Representative/Title :(Please Print)	<u>Eugene Medley Pharm D, MS / PIC.</u>
Signature of Company Representative:	<u>[Signature]</u>
Company:	<u>EMJ Pharmacy Corporation DBA SeaView Pharmacy</u> Phone <u>(949) 496-0123</u>
Address	<u>665 Camino de los Maris, Suite 101 San Clemente, CA 92673</u> Date <u>6/22/19</u>

CCA Instructor _____

Course Title _____

Executive Director Pati Romo 7/8/19 Board Approval Date _____

* White: CCA • * Yellow: Instructor • * Pink: Internship Site

COLLEGE AND CAREER ADVANTAGE

Memorandum

TO: CCA Governing Board

FROM: Patricia Romo, Executive Director

DATE: September 5, 2019

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

BACKGROUND INFORMATION

The CCA would like to renew the Memorandum of Understanding with Orange County Department of Education. OCDE is approved by the California Commission on Teacher Credentialing to provide credentialing services and required course work services to new instructors as they begin the credentialing process. The Memorandum of Understanding for Orange County Department of Education is for a one year period effective July 1, 2019, through June 30, 2020.

FISCAL IMPLICATIONS

None.

RECOMMENDATION

Ratify/approve the Memorandum of Understanding with Orange County Department of Education effective July 1, 2019, through June 30, 2020.

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

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

1. PROGRAM SPONSOR: BASIC RESPONSIBILITIES

The Program Sponsor agrees to:

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

2. SCHOOL: BASIC RESPONSIBILITIES

The School agrees to:

- A. Identify one (1) School contact person.
 - This individual will serve as the School representative to work collaboratively with the ILD Coordinator to support their candidate(s) enrollment in the Program Sponsor CTE Teacher Credentialing Program.
 - This individual will participate in a program orientation to secure a current understanding of program requirements timelines and available resources.
 - This individual will sit on the ILD advisory council representing his/her School interest.
- B. Ensure candidates enroll in the next available CTE cohort following recommendation of preliminary credential.
- C. Accreditation from the CTC recommends that all Schools employing CTE preliminary credential holders continue to support candidates by providing a mentor. The School agrees to provide a mentor to all enrolled CTE program candidates. These mentors will work with the Program Sponsor's Program Manager to give ongoing support to these candidates. CTE mentor roles and responsibilities are outlined in Exhibit "A", "CTE Mentor Selection Guidelines, Roles and Responsibilities", which is attached hereto and incorporated by reference herein. CTE mentors must meet the following selection criteria:
 - Minimum of three (3) years of successful teaching experience.
 - Hold a clear Designated Subjects CTE credential.
 - Submit an application to the Program Sponsor's Program Manager.

3. TERM AND TERMINATION

This agreement shall be effective from July 1, 2019 until June 30, 2020 and is renewable annually, by mutual written agreement. The MOU may be amended by mutual written consent of the parties and may be terminated by Program Sponsor upon thirty (30) days advance written notification.

4. PAYMENT

The parties both agree that there will be no payment involved for services rendered. Program tuition and all other costs will be the responsibility of the enrolled candidate.

5. INDEMNIFICATION

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

6. INSURANCE

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

7. EMPLOYEE FINGERPRINTING

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

8. GOVERNING LAW/FORUM SELECTION

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

9. INCORPORATION BY REFERENCE

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

10. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

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

11. NO THIRD PARTY OBLIGATIONS

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

12. TOBACCO-FREE WORKPLACE

When at Program Sponsored-owned or Program Sponsored-leased buildings, both parties hereby agree to comply with the Orange County Board of Education's Policy 3515.1 which states: "It is the intention of the office (OCDE) to provide a smoke-free workplace within all buildings owned or leased by the office (OCDE) commencing June 30, 1995."

13. ALCOHOL AND DRUG-FREE WORKPLACE

Both parties hereby certify under penalty or perjury under the laws of the State of California that they will comply with the requirements of the Drug-Free Workplace Act of 1988 (Government Code Section 8350 et. seq.), and the Orange County Board of Education's Alcohol and Drug-Free Workplace Policy 4034.

14. RECORD RETENTION AND INSPECTION

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

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

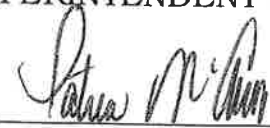
By executing this MOU, School certifies to the best of its knowledge and belief that it and its principals:

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

ORANGE COUNTY
SUPERINTENDENT OF SCHOOLS

COLLEGE AND CAREER
ADVANTAGE

By



Patricia McCaughey
Administrator

By

Date July 22, 2019

Date

Exhibit "A"

CTE Mentor Selection Guidelines, Roles and Responsibilities

Accreditation from the CTC recommends that all Schools employing CTE preliminary credential holders continue to support candidates by providing a mentor. This mentor will work with the OCDE Program Manager to give ongoing support to all enrolled CTE program candidates.

Selection Criteria

- ☐ Certificated, have at least three years of successful teaching experience and verification of recent work experience in an education setting
- ☐ Hold a clear Designated Subjects CTE Credential
- ☐ Trained pedagogical coaches (CTE On-Line Certificated) and support providers to CTE program candidates
- ☐ Curriculum developers and/or leaders
- ☐ Competent in providing complete, accurate, and timely feedback to candidates' questions, concerns or clarification needs.
- ☐ Supportive of program candidates by serving as a lifeline during the preliminary teaching year/s.

School/Employer Responsibilities

- ☐ Select Mentors per selection criteria
- ☐ Complete the candidate's recommendation form and submit the application and recommendation form to OCDE
- ☐ Supervision of Mentors and Candidates
- ☐ Support participation in professional development opportunities
- ☐ Attend Credential Advisory meetings
- ☐ Ensure Early Orientation completion

Mentor Responsibilities

- ☐ Complete application for School recommendation/LEA approval
- ☐ To be qualified, mentors must obtain:
 - Valid, clear DS CTE teaching credential
 - Minimum of 3 years teaching experience
 - Verification of recent work experience in an educational setting
 - Recommendation of School employer
- ☐ Complete CTE Program Mentor Orientation
- ☐ Conduct classroom observations (1 during preliminary credential process)
- ☐ Provide ongoing feedback to candidates
- ☐ Provide required documentation to OCDE Program Staff
- ☐ Attend Advisory, Curriculum Review, and State-wide mentor collaboration Meetings as necessary

**Memorandum of Understanding
Between
College and Career Advantage and
Laguna Beach Unified School District
2019-2020 School Year**

DRAFT

College and Career Advantage (CCA) will employ two Laguna Beach Unified School District (LBUSD) teachers for the 2019-2020 school year to offer the following high school elective classes:

- Dance III/IV and Dance Company
- Multimedia Production, Multimedia Design, Multimedia 3D Design

CCA will employ Scott Wittkop, a LBUSD teacher, on a 60% contract basis for the 2019-2020 school year to provide Multimedia Production, Multimedia Design and Multimedia 3D Design classes. CCA agrees to pay LBUSD for the salary cost of Mr. Wittkop's 60% contract and statutory payroll benefits costs. CCA will employ Estee Fratzke, a LBUSD teacher, on a 40% contract basis for the 2019-2020 school year to provide Dance III and Dance Company classes. CCA agrees to pay LBUSD for the salary cost of Mrs. Fratzke's 40% contract and statutory payroll benefits costs. CCA payment will not include health and welfare costs. LBUSD will invoice CCA for the estimated amount of \$140,000.00 for this expense at the end of the 2019-2020 school year.

In addition, CCA will offer the following CTE elective courses on the Laguna Beach High School campus during the 2019-2020 school year:

- Medical Core Honors
- Medical/Hospital Careers
- Introduction to Emergency Medicine (EMR)
- Programming and Coding

LBUSD Board Approval Date: _____

CCA Board Approval Date: _____

**Pati Romo, Executive Director
College and Career Advantage**

**Jason Vilorio, Ed.D., Superintendent
Laguna Beach Unified School District**

College and Career Advantage

Memorandum

TO: ROP Governing Board
FROM: Cindy Fox, Accountant
DATE: September 5, 2019
SUBJECT: 2018-2019 UNAUDITED ACTUALS

BACKGROUND INFORMATION

Education Code 41023 and 41200 requires the JPA Governing Board to file the 2018-2019 Unaudited Actuals financial reports with the County Superintendents of Schools.

CURRENT SITUATION

The Unaudited Actuals financial reports reflect assets of \$2,046,975 and liabilities of \$838,278 resulting in an Ending Fund Balance of \$1,208,697. The Unaudited Actuals resulted in a fund balance decrease of \$989,091.

This increase in the Ending Fund Balance of \$898,091 was due to additional FY 18/19 CIEIG revenue that will be used in FY 19/20.

The components of CCA's fund balance of \$219,606 for fiscal year ending June 30, 2019, reflect the following:

\$ 10,000	Revolving Cash Fund
\$ 7,241	Prepaid Expenditures
\$ 11,926	Restricted (Handicap Pupils)
\$1,179,530	Reserve for Economic Uncertainties

RECOMMENDATION

It is respectfully requested that the Governing Board approve the certification of the 2018-2019 Unaudited Actuals.

UNAUDITED ACTUAL FINANCIAL REPORT:

To the County Superintendent of Schools:

2018-19 UNAUDITED ACTUAL FINANCIAL REPORT. This report was prepared in accordance with Education Code Section 41010 and is hereby approved and filed by the governing board of the JPA pursuant to Education Code sections 41023 and 42100.

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

Date of Meeting: _____

To the Superintendent of Public Instruction:

2018-19 UNAUDITED ACTUAL FINANCIAL REPORT. This report has been verified for accuracy by the County Superintendent of Schools pursuant to Education Code sections 41023 and 42100.

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

Date: _____

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

For County Office of Education:

Dean West
Name
Assistant Superintendent
Title
(714) 966-4299
Telephone

E-mail Address

For JPA:

Patricia Romo
Name
Executive Director, CTE
Title
(949) 234-9464
Telephone
pjromo@capousd.org
E-mail Address

REQUEST FOR AN APPROVED INDIRECT COST RATE:

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

(N) Do you want an approved indirect cost rate for use with 2020-21 programs? (Yes/No)

Unaudited Actuals
FINANCIAL REPORTS
2018-19 Unaudited Actuals
Summary of Unaudited Actual Data Submission

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

Form	Description	Value
ICR	Preliminary Proposed Indirect Cost Rate Fixed-with-carry-forward indirect cost rate for use in 2020-21, subject to CDE approval (applicable only if an approved indirect cost rate has been requested).	8.83%

Fund: 01 General Fund Resource: 0000 Unrestricted		
Description	Object	2018-19 Unaudited Actuals
Ending Fund Balance	979Z	1,196,771.12
Components of Ending Fund Balance		
Nonspendable		
Revolving Cash	9711	10,000.00
Stores	9712	0.00
Prepaid Expenditures	9713	7,241.14
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	1,179,529.98
Unassigned/Unappropriated	9790	0.00

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

Fund: 01 General Fund Resource: 0000 Unrestricted		
Description	Object	2019-20 Budget
Ending Fund Balance	979Z	134,232.55
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	1,260,219.04
Unassigned/Unappropriated	9790	(1,135,986.49)

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

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	1,940,283.24	107,850.00	-94.4%
4) Other Local Revenue		8600-8799	2,293,627.29	2,258,820.88	-1.5%
5) TOTAL, REVENUES			4,233,910.53	2,366,670.88	-44.1%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	1,129,758.44	1,314,663.80	16.4%
2) Classified Salaries		2000-2999	376,435.53	383,941.00	2.0%
3) Employee Benefits		3000-3999	591,129.49	695,455.02	17.6%
4) Books and Supplies		4000-4999	265,621.22	300,947.87	13.3%
5) Services and Other Operating Expenditures		5000-5999	846,650.35	734,201.76	-13.3%
6) Capital Outlay		6000-6999	35,224.85	0.00	-100.0%
Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			3,244,819.88	3,429,209.45	5.7%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			989,090.65	(1,062,538.57)	-207.4%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			989,090.65	(1,062,538.57)	-207.4%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	219,606.27	1,208,696.92	450.4%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			219,606.27	1,208,696.92	450.4%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			219,606.27	1,208,696.92	450.4%
2) Ending Balance, June 30 (E + F1e)			1,208,696.92	146,158.35	-87.9%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	10,000.00	10,000.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	7,241.14	0.00	-100.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	11,925.80	11,925.80	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	1,179,529.98	1,260,219.04	6.8%
Unassigned/Unappropriated Amount		9790	0.00	(1,135,986.49)	New

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	590,426.85		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	10,000.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	221,056.03		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	1,218,250.74		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	7,241.14		
8) Other Current Assets		9340	0.00		
TOTAL ASSETS			2,046,974.76		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	838,277.84		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			838,277.84		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 + H2) - (I6 + J2)			1,208,696.92		

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

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	20,353.24	18,000.00	-11.6%
Net Increase (Decrease) in the Fair Value of Investments		8662	48.95	0.00	-100.0%
Fees and Contracts					
Adult Education Fees		8671	0.00	0.00	0.0%
In-District Premiums/ Contributions		8674	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.0%
Other Local Revenue					
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.0%
All Other Local Revenue		8699	507,404.22	375,000.00	-26.1%
Tuition		8710	0.00	0.00	0.0%
Other Transfers In		8781-8783	1,765,820.88	1,865,820.88	5.7%
Transfers of Apportionments					
Special Education SELPA Transfers					
From Districts or Charter Schools	6500	8791	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.0%
ROC/P Transfers					
From Districts or Charter Schools	6360	8791	0.00	0.00	0.0%
From County Offices	6360	8792	0.00	0.00	0.0%
From JPAs	6360	8793	0.00	0.00	0.0%
Other Transfers of Apportionments					
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			2,293,627.29	2,258,820.88	-1.5%
TOTAL, REVENUES			4,233,910.53	2,366,670.88	-44.1%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
CERTIFICATED SALARIES					
Certificated Teachers' Salaries		1100	936,296.36	1,114,598.80	19.0%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	193,462.08	200,065.00	3.4%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			1,129,758.44	1,314,663.80	16.4%
CLASSIFIED SALARIES					
Classified Instructional Salaries		2100	285.11	0.00	-100.0%
Classified Support Salaries		2200	14,443.42	20,000.00	38.5%
Classified Supervisors' and Administrators' Salaries		2300	81,694.44	82,414.00	0.9%
Clerical, Technical and Office Salaries		2400	280,012.56	281,527.00	0.5%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			376,435.53	383,941.00	2.0%
EMPLOYEE BENEFITS					
STRS		3101-3102	262,121.16	335,023.90	27.8%
PERS		3201-3202	68,553.28	69,301.35	1.1%
OASDI/Medicare/Alternative		3301-3302	23,565.28	26,629.77	13.0%
Health and Welfare Benefits		3401-3402	209,935.07	220,000.00	4.8%
Unemployment Insurance		3501-3502	2,179.64	2,000.00	-8.2%
Workers' Compensation		3601-3602	23,519.73	40,000.00	70.1%
OPEB, Allocated		3701-3702	1,255.33	2,500.00	99.2%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			591,129.49	695,455.02	17.6%
BOOKS AND SUPPLIES					
Approved Textbooks and Core Curricula Materials		4100	28,397.47	20,000.00	-29.6%
Books and Other Reference Materials		4200	200.42	0.00	-100.0%
Materials and Supplies		4300	138,736.51	160,903.61	16.0%
Noncapitalized Equipment		4400	98,286.82	120,044.26	22.1%
Other		4700	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			265,621.22	300,947.87	13.3%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	54,041.99	5,000.00	-90.7%
Dues and Memberships		5300	13,046.25	11,478.00	-12.0%
Insurance		5400-5450	40,853.00	48,000.00	17.5%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	2,484.63	2,800.00	12.7%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	735,728.95	666,423.76	-9.4%
Communications		5900	495.53	500.00	0.9%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			846,650.35	734,201.76	-13.3%
CAPITAL OUTLAY					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Equipment		6400	35,224.85	0.00	-100.0%
Equipment Replacement		6500	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			35,224.85	0.00	-100.0%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Tuition					
Tuition, Excess Costs, and/or Deficit Payments					
Payments to Districts or Charter Schools		7141	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.0%
Other Transfers Out					
Transfers of Pass-Through Revenues					
To Districts or Charter Schools		7211	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments					
To Districts or Charter Schools	6500	7221	0.00	0.00	0.0%
To County Offices	6500	7222	0.00	0.00	0.0%
To JPAs	6500	7223	0.00	0.00	0.0%
OC/P Transfers of Apportionments					
To Districts or Charter Schools	6360	7221	0.00	0.00	0.0%
To County Offices	6360	7222	0.00	0.00	0.0%
To JPAs	6360	7223	0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS					
Transfers of Indirect Costs		7310	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.0%
TOTAL, EXPENDITURES			3,244,819.88	3,429,209.45	5.7%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
From: Special Reserve Fund		8912	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
To: Special Reserve Fund		7612	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Long-Term Debt Proceeds Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8810-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	1,940,283.24	107,850.00	-94.4%
4) Other Local Revenue		8600-8799	2,293,627.29	2,258,820.88	-1.5%
5) TOTAL, REVENUES			4,233,910.53	2,366,670.88	-44.1%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		2,334,956.67	2,498,978.15	7.0%
2) Instruction - Related Services	2000-2999		456,858.13	361,301.74	-20.9%
3) Pupil Services	3000-3999		116,508.52	116,178.94	-0.3%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		318,763.85	426,838.30	33.9%
8) Plant Services	8000-8999		17,732.71	25,912.32	46.1%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			3,244,819.88	3,429,209.45	5.7%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			989,090.65	(1,062,538.57)	-207.4%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			989,090.65	(1,062,538.57)	-207.4%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	219,606.27	1,208,696.92	450.4%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			219,606.27	1,208,696.92	450.4%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			219,606.27	1,208,696.92	450.4%
2) Ending Balance, June 30 (E + F1e)			1,208,696.92	146,158.35	-87.9%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	10,000.00	10,000.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	7,241.14	0.00	-100.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	11,925.80	11,925.80	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	1,179,529.98	1,260,219.04	6.8%
Unassigned/Unappropriated Amount		9790	0.00	(1,135,986.49)	New

Resource	Description	2018-19	2019-20
		Unaudited Actuals	Budget
6360	Pupils with Disabilities Attending ROC/P	11,925.80	11,925.80
Total, Restricted Balance		11,925.80	11,925.80

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) 173,700.55
2. Contracted general administrative positions not paid through payroll
 - a. Enter the costs, if any, of general administrative positions performing services ON SITE but paid through a contract, rather than through payroll, in functions 7200-7700, goals 0000 and 9000, Object 5800.
 - b. If an amount is entered on Line A2a, provide the title, duties, and approximate FTE of each general administrative position paid through a contract. Retain supporting documentation in case of audit.

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B. Salaries and Benefits - All Other Activities

1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)
(Functions 1000-6999, 7100-7180, & 8100-8400; Functions 7200-7700, all goals except 0000 & 9000) 1,922,367.58

C. Percentage of Plant Services Costs Attributable to General Administration

(Line A1 plus Line A2a, divided by Line B1; zero if negative) (See Part III, Lines A5 and A6) 9.04%

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. 0.00
Retain supporting documentation.

B. Abnormal or Mass Separation Costs (required)

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

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

Indirect Costs

1. Other General Administration, less portion charged to restricted resources or specific goals (Functions 7200-7600, objects 1000-5999, minus Line B9)	244,306.16
2. Centralized Data Processing, less portion charged to restricted resources or specific goals (Function 7700, objects 1000-5999, minus Line B10)	14,442.00
3. External Financial Audit - Single Audit (Function 7190, resources 0000-1999, goals 0000 and 9000, objects 5000-5999)	0.00
4. Staff Relations and Negotiations (Function 7120, resources 0000-1999, goals 0000 and 9000, objects 1000-5999)	0.00
5. Plant Maintenance and Operations (portion relating to general administrative offices only) (Functions 8100-8400, objects 1000-5999 except 5100, times Part I, Line C)	1,603.04
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)	260,351.20
9. Carry-Forward Adjustment (Part IV, Line F)	0.00
10. Total Adjusted Indirect Costs (Line A8 plus Line A9)	260,351.20

B. Base Costs

1. Instruction (Functions 1000-1999, objects 1000-5999 except 5100)	2,299,731.82
2. Instruction-Related Services (Functions 2000-2999, objects 1000-5999 except 5100)	456,858.13
3. Pupil Services (Functions 3000-3999, objects 1000-5999 except 5100)	116,508.52
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)	60,015.69
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)	16,129.67
12. Facilities Rents and Leases (all except portion relating to general administrative offices) (Function 8700, objects 1000-5999 except 5100, minus Part III, Line A6)	0.00
13. Adjustment for Employment Separation Costs	
a. Less: Normal Separation Costs (Part II, Line A)	0.00
b. Plus: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
14. Adult Education (Fund 11, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
15. Child Development (Fund 12, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
16. Cafeteria (Funds 13 and 61, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
17. Foundation (Funds 19 and 57, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
18. Total Base Costs (Lines B1 through B12 and Lines B13b through B17, minus Line B13a)	2,949,243.83

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) 8.83%

Preliminary Proposed Indirect Cost Rate

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

(Line A10 divided by Line B18) 8.83%

Part IV - Carry-forward Adjustment

A 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)	260,351.20
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
Preliminary carry-forward adjustment (Line C1 or C2)	0.00
E. Optional allocation of negative carry-forward adjustment over more than one year	
Where a negative carry-forward adjustment causes the proposed approved rate to fall below zero or would reduce the rate at which the LEA could recover indirect costs to such an extent that it would cause the LEA significant fiscal harm, the LEA may request that the carry-forward adjustment be allocated over more than one year. Where allocation of a negative carry-forward adjustment over more than one year does not resolve a negative rate, the CDE will work with the LEA on a case-by-case basis to establish an approved rate.	
Option 1. Preliminary proposed approved rate (Part III, Line D) if entire negative carry-forward adjustment is applied to the current year calculation:	not applicable
Option 2. Preliminary proposed approved rate (Part III, Line D) if one-half of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	not applicable
Option 3. Preliminary proposed approved rate (Part III, Line D) if one-third of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	not applicable
LEA request for Option 1, Option 2, or Option 3	1
F. Carry-forward adjustment used in Part III, Line A9 (Line D minus amount deferred if Option 2 or Option 3 is selected)	0.00

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

Fund	Resource	Eligible Expenditures	Indirect Costs Charged	Rate
		(Objects 1000-5999 except Object 5100)	(Objects 7310 and 7350)	Used

Goal	Program/Activity	Direct Costs			Central Admin Costs (col. 3 x Sch. CAC line E) Column 4	Other Costs (Schedule OC) Column 5	Total Costs by Program (col. 3 + 4 + 5) Column 6
		Direct Charged (Schedule DCC) Column 1	Allocated (Schedule AC) Column 2	Subtotal (col. 1 + 2) Column 3			
Instructional Goals	0001 Pre-Kindergarten	0.00	0.00	0.00	0.00		0.00
	1110 Regular Education, K-12	0.00	0.00	0.00	0.00		0.00
	3800 Career Technical Education	0.00	0.00	0.00	0.00		0.00
	4110 Regular Education, Adult	0.00	0.00	0.00	0.00		0.00
	4630 Adult Career Technical Education	0.00	0.00	0.00	0.00		0.00
	5000-5999 Special Education	0.00	0.00	0.00	0.00		0.00
	6000 Regional Occupational Ctr/Prg (ROC/P)	2,925,473.51	582.52	2,926,056.03	318,763.85		3,244,819.88
Other Goals	7110 Nonagency - Educational	0.00	0.00	0.00	0.00		0.00
	7150 Nonagency - Other	0.00	0.00	0.00	0.00		0.00
	8500 Child Care and Development Services	0.00	0.00	0.00	0.00		0.00
Other Costs	Food Services					0.00	0.00
	Enterprise					0.00	0.00
	Facilities Acquisition & Construction					0.00	0.00
	Other Outgo					0.00	0.00
Other Funds	Adult Education, Child Development, Cafeteria, Foundation ([Column 3 + CAC, line C5] times CAC, line E)		0.00	0.00	0.00		0.00
	Indirect Cost Transfers to Other Funds (Net of Funds 01, 09, 62, Function 7210, Object 7350)				0.00		0.00
Total General Fund and Charter Schools Funds Expenditures		2,925,473.51	582.52	2,926,056.03	318,763.85	0.00	3,244,819.88

General Fund and Charter Schools Funds
Program Cost Report
Schedule of Direct Charged Costs (DCC)

Goal	Type of Program	Instructional	Instructional Supervision and Administration	Library, Media, Technology and Other Instructional Resources	School Administration	Pupil Support Services	Pupil Transportation	Ancillary Services	Community Services	General Administration	Plant Maintenance and Operations	Facilities Rents and Leases	Total
		(Functions 1000-1999)	(Functions 2100-2200)	(Functions 2420-2495)	(Function 2700)	(Functions 3110-3160 and 3900)	(Function 3600)	(Functions 4000-4999)	(Functions 5000-5999)	(Functions 7000-7999, except 7210)	(Functions 8100-8400)	(Function 8700)	
Instructional Goals													
0001	Pre-Kindergarten	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
1110	Regular Education, K-12	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3800	Career Technical Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4110	Regular Education, Adult	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4630	Adult Career Technical Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
5000-5999	Special Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
6000	ROC/P	2,334,956.67	380,639.00	5,875.00	69,761.61	116,508.52	0.00	0.00			17,732.71	0.00	2,925,473.51
Other Goals													
7110	Nonagency - Educational	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
7150	Nonagency - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
8500	Child Care and Development Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
Total Direct Charged Costs		2,334,956.67	380,639.00	5,875.00	69,761.61	116,508.52	0.00	0.00	0.00	0.00	17,732.71	0.00	2,925,473.51

* Functions 7100-7199 for goals 8100 and 8500

Goal	Type of Program	Allocated Support Costs (Based on factors input on Form PCRAF)			Total
		Full-Time Equivalents	Classroom Units	Pupils Transported	
Instructional Goals					
0001	Pre-Kindergarten	0.00	0.00	0.00	0.00
1110	Regular Education, K-12	0.00	0.00	0.00	0.00
3800	Career Technical Education	0.00	0.00	0.00	0.00
4110	Regular Education, Adult	0.00	0.00	0.00	0.00
4630	Adult Career Technical Education	0.00	0.00	0.00	0.00
5000-5999	Special Education (allocated to 5001)	0.00	0.00	0.00	0.00
6000	ROC/P	582.52	0.00	0.00	582.52
Other Goals					
7110	Nonagency - Educational	0.00	0.00	0.00	0.00
7150	Nonagency - Other	0.00	0.00	0.00	0.00
8500	Child Care and Development Svcs.	0.00	0.00	0.00	0.00
Other Funds					
--	Adult Education (Fund 11)		0.00		0.00
--	Child Development (Fund 12)	0.00	0.00	0.00	0.00
--	Cafeteria (Funds 13 and 61)		0.00		0.00
Total Allocated Support Costs		582.52	0.00	0.00	582.52

A. Central Administration Costs in General Fund and Charter Schools Funds		
1	Board and Superintendent (Funds 01, 09, and 62, Functions 7100-7180, Goals 0000-6999 and 9000, Objects 1000-7999)	60,015.69
2	External Financial Audits (Funds 01, 09, and 62, Functions 7190-7191, Goals 0000-6999 and 9000, Objects 1000-7999)	0.00
3	Other General Administration (Funds 01, 09, and 62, Functions 7200-7600 except 7210, Goal 0000, Objects 1000-7999)	244,306.16
4	Centralized Data Processing (Funds 01, 09, and 62, Function 7700, Goal 0000, Objects 1000-7999)	14,442.00
5	Total Central Administration Costs in General Fund and Charter Schools Funds	318,763.85
B. Direct Charged and Allocated Costs in General Fund and Charter Schools Funds		
1	Total Direct Charged Costs (from Form PCR, Column 1, Total)	2,925,473.51
2	Total Allocated Costs (from Form PCR, Column 2, Total)	582.52
3	Total Direct Charged and Allocated Costs in General Fund and Charter Schools Funds	2,926,056.03
C. Direct Charged Costs in Other Funds		
1	Adult Education (Fund 11, Objects 1000-5999, except 5100)	0.00
2	Child Development (Fund 12, Objects 1000-5999, except 5100)	0.00
3	Cafeteria (Funds 13 & 61, Objects 1000-5999, except 5100)	0.00
4	Foundation (Funds 19 & 57, Objects 1000-5999, except 5100) (Not applicable to JPAs)	0.00
5	Total Direct Charged Costs in Other Funds	0.00
D. Total Direct Charged and Allocated Costs (B3 + C5)		2,926,056.03
E. Ratio of Central Administration Costs to Direct Charged and Allocated Costs (A5/D)		10.89%

Unaudited Actuals
2018-19
General Fund and Charter Schools Funds
Program Cost Report
Schedule of Other Costs (OC)

Type of Activity	Food Services (Function 3700)	Enterprise (Function 6000)	Facilities Acquisition & Construction (Function 8500)	Other Outgo (Functions 9000-9999)	Total
Food Services (Objects 1000-5999, 6400, and 6500)	0.00				0.00
Enterprise (Objects 1000-5999, 6400, and 6500)		0.00			0.00
Facilities Acquisition & Construction (Objects 1000-6500)			0.00		0.00
Other Outgo (Objects 1000-7999)					
Total Other Costs	0.00	0.00	0.00	0.00	0.00

		Teacher Full-Time Equivalents			Classroom Units			Pupils Transported	
		Instructional Supervision and Administration (Functions 2100-2200)	Library, Media, Technology and Other Instructional Resources (Functions 2420-2495)	School Administration (Function 2700)	Pupil Support Services (Functions 3100-3199 & 3900)	Plant Maintenance and Operations (Functions 8100-8400)	Facilities Rents and Leases (Function 8700)	Pupil Transportation (Function 3600)	
		FTE Factor(s)	FTE Factor(s)	FTE Factor(s)	FTE Factor(s)	CU Factor(s)	CU Factor(s)	PT Factor(s)	
A. Amount of Undistributed Expenditures, Funds 01, 09, and 62, Goals 0000 and 9000 (will be allocated based on factors input)		582.52	0.00	0.00	0.00	0.00	0.00	0.00	
B. Enter Allocation Factor(s) by Goal:									
(Note: Allocation factors are only needed for a column if there are undistributed expenditures in line A.)									
Instructional Goals	Description								
0001	Pre-Kindergarten								
1110	Regular Education, K-12								
3800	Career Technical Education								
4110	Regular Education, Adult								
4630	Adult Career Technical Education								
5000-5999	Special Education (allocated to 5001)								
6000	ROC/P	582.52							
Other Goals	Description								
7110	Nonagency - Educational								
7150	Nonagency - Other								
8500	Child Care and Development Services								
Other Funds	Description								
--	Adult Education (Fund 11)								
--	Child Development (Fund 12)								
--	Cafeteria (Funds 13 & 61)								
C. Total Allocation Factors		582.52	0.00	0.00	0.00	0.00	0.00	0.00	

	Unaudited Balance July 1	Audit Adjustments/ Restatements	Audited Balance July 1	Increases	Decreases	Ending Balance June 30
Governmental Activities:						
Capital assets not being depreciated:						
Land			0.00			0.00
Work in Progress			0.00			0.00
Total capital assets not being depreciated						0.00
Capital assets being depreciated:						
Land Improvements	18,175.00		18,175.00			18,175.00
Buildings	1,176,759.41		1,176,759.41			1,176,759.41
Equipment	101,819.92		101,819.92	35,224.85		137,044.77
Total capital assets being depreciated	1,296,754.33	0.00	1,296,754.33	35,224.85	0.00	1,331,979.18
Accumulated Depreciation for:						
Land Improvements	(9,375.42)		(9,375.42)	(908.75)		(10,284.17)
Buildings	(930,461.84)		(930,461.84)	(32,446.56)		(962,908.40)
Equipment	(67,351.78)		(67,351.78)	(10,115.98)		(77,467.76)
Total accumulated depreciation	(1,007,189.04)	0.00	(1,007,189.04)	(43,471.29)	0.00	(1,050,660.33)
Total capital assets being depreciated, net	289,565.29	0.00	289,565.29	(8,246.44)	0.00	281,318.85
Governmental activity capital assets, net	289,565.29	0.00	289,565.29	(8,246.44)	0.00	281,318.85
Business-Type Activities:						
Capital assets not being depreciated:						
Land			0.00			0.00
Work in Progress			0.00			0.00
Total capital assets not being depreciated						0.00
Capital assets being depreciated:	0.00	0.00	0.00	0.00	0.00	0.00
Land Improvements						0.00
Buildings						0.00
Equipment						0.00
Total capital assets being depreciated	0.00	0.00	0.00	0.00	0.00	0.00
Accumulated Depreciation for:						
Land Improvements			0.00			0.00
Buildings			0.00			0.00
Equipment			0.00			0.00
Total accumulated depreciation	0.00	0.00	0.00	0.00	0.00	0.00
Total capital assets being depreciated, net	0.00	0.00	0.00	0.00	0.00	0.00
Business-type activity capital assets, net	0.00	0.00	0.00	0.00	0.00	0.00

	Unaudited Balance July 1	Audit Adjustments/ Restatements	Audited Balance July 1	Increases	Decreases	Ending Balance June 30	Amounts Due Within One Year
Governmental Activities:							
General Obligation Bonds Payable			0.00			0.00	
State School Building Loans Payable			0.00			0.00	
Certificates of Participation Payable			0.00			0.00	
Capital Leases Payable			0.00			0.00	
Lease Revenue Bonds Payable			0.00			0.00	
Other General Long-Term Debt			0.00			0.00	
Net Pension Liability			0.00			0.00	
Total/Net OPEB Liability	34,058.81		34,058.81	5,834.99		39,893.80	
Compensated Absences Payable	34,058.81	0.00	34,058.81	5,834.99	0.00	39,893.80	0.00
Governmental activities long-term liabilities							
Business-Type Activities:							
General Obligation Bonds Payable			0.00			0.00	
State School Building Loans Payable			0.00			0.00	
Certificates of Participation Payable			0.00			0.00	
Capital Leases Payable			0.00			0.00	
Lease Revenue Bonds Payable			0.00			0.00	
Other General Long-Term Debt			0.00			0.00	
Net Pension Liability			0.00			0.00	
Total/Net OPEB Liability			0.00			0.00	
Compensated Absences Payable			0.00			0.00	
Business-type activities long-term liabilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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Unaudited Actuals
2018-19 Unaudited Actuals
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

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

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

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

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

GENERAL LEDGER CHECKS

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

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

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

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

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

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

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

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

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

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

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

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

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

CEFB=FD-EQUITY - (F) - Components of Ending Fund Balance/Net Position (objects 9710-9790, 9796, and 9797) must agree with Fund Equity (Assets [objects 9100-9489] plus Deferred Outflows of Resources [objects 9490-9499] minus Liabilities [objects 9500-9689] minus Deferred Inflows of Resources [objects 9690-9699]). PASSED

EXCESS-ASSIGN-REV - (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

AR-AP-POSITIVE - (F) - Accounts Receivable (Object 9200), Due from Other Funds (Object 9310), Accounts Payable (Object 9500), and Due to Other Funds (Object 9610) should have a positive balance by resource, by fund.

PASSED

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

PASSED

NET-INV-CAP-ASSETS - (W) - If capital asset amounts are imported/keyed, objects 9400-9489, (Capital Assets) in funds 61-73, then an amount should be recorded for Object 9796 (Net Investment in Capital Assets) within the same fund. PASSED

SUPPLEMENTAL CHECKS

ICRATE-REQST-PRVDED - (F) - JPAs must indicate in the Unaudited Actual Certification (Form CA) whether or not they are requesting a state approved indirect cost rate.

PASSED

ASSET-IMPORT - (F) - If capital asset amounts are imported/keyed (Function 8500, Facilities Acquisition and Construction, or objects 6XXX, Capital Outlay; or objects 9400-9489, Capital Assets, in funds 61-67), then capital asset supplemental data (Form ASSET) must be provided.

PASSED

DEBT-IMPORT - (F) - If long-term debt amounts are imported/keyed, the long-term debt supplemental data (Form DEBT) must be provided.

PASSED

IC-ADMIN-PLANT-SVCS - (O) - Percentage of plant services costs attributable to general administration should not be zero or exceed 25%.

PASSED

IC-PCT - (O) - The straight indirect cost percentage before the carry-forward adjustment (Form ICR, Part III, Line C) is between 2% and 9%.

PASSED

IC-POSITIVE - (O) - The indirect cost rate after the carry-forward adjustment (Form ICR, Part III, Line D) should be positive.

PASSED

IC-ADMIN-NOT-ZERO - (O) - Other General Administration costs (Part III, Line A1) in Form ICR should not be zero.

PASSED

IC-BD-SUPT-NOT-ZERO - (O) - Board and Superintendent costs (Part III, Line B7) in Form ICR should not be zero.

PASSED

IC-BD-SUPT-VS-ADMIN - (O) - In Form ICR, the ratio of Board and Superintendent costs (Part III, Line B7) to Other General Administration costs (Part III, Line A1) should not be less than 5%.

PASSED

IC-EXCEEDS-LEA-RATE - (O) - The indirect cost rate used in one or more programs (Form ICR, Exhibit A - Rate Used) should not exceed the LEA's approved indirect cost rate.

PASSED

PCRAF-UNDISTRIBUTED - (F) - Allocation factors must be entered in Form PCRAF for support functions with costs in undistributed goals (goals 0000 and 9000).

PASSED

PCR-ALLOC-NO-DIRECT - (W) - In forms PCR/PCRAF, costs should normally only be allocated to goals that have direct costs.

PASSED

PCR-GF-EXPENDITURES - (F) - Total Costs by Program in Form PCR, Column 6 should agree with total expenditures (objects 1000-7999) in funds 01, 09, and 62.

PASSED

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

PASSED

ASSET-PY-BAL - (F) - If capital asset ending balances were included in the prior year unaudited actuals, the Schedule of Capital Assets (Form ASSET) must be provided.

PASSED

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

PASSED

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

PASSED

DEBT-PY-BAL - (F) - If long-term liability ending balances were included in the prior year unaudited actuals data, the Schedule of Long-Term Liabilities (Form DEBT) must be provided.

PASSED

EXPORT CHECKS

FORM01-PROVIDE - (W) - Form 01 (Form 01I) must be opened and saved.

PASSED

UNAUDIT-CERT-PROVIDE - (F) - Unaudited Actual Certification (Form CA) must be provided.

PASSED

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

PASSED

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

PASSED

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

PASSED

Checks Completed.

**College and Career Advantage
Budget Adjustments and Transfers After SI
FY 18/19**

Description	Major Object Code	Adjustments Budget Increase/(Decrease)	Transfers Budget Increase/(Decrease)
<u>REVENUES</u>			
	8000's	\$ 1,192,799.16	
Total Revenues		\$ 1,192,799.16	\$ -
<u>EXPENSES</u>			
Certificated Salaries	1000's	\$ 19,538.97	\$ 4,263.55
Classified Salaries	2000's		\$ (4,263.55)
Employee Benefits	3000's	\$ 70,996.30	
Books and Supplies	4000's	\$ 39,725.32	\$ 2,240.53
Services and Other Operating Expenditures	5000's		\$ 56,477.61
Capital Outlay	6000's		\$ (58,718.14)
Other Outgo	7000's		
Total Expenditures		\$ 130,260.59	\$ -
<u>FUND BALANCE, RESERVES</u>			
Beginning Fund Balance	9000's		
Ending Balance	9000's	\$ 1,062,538.57	

COLLEGE AND CAREER ADVANTAGE

Memorandum

TO: CCA Governing Board

FROM: Cindy Fox, Accountant

DATE: September 5, 2019

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

BACKGROUND INFORMATION

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

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

CURRENT SITUATION

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

The CCA entered into an agreement with Total Compensation Systems, Inc. to perform the "roll-forward" actuarial study valuation as of June 30, 2019. This study was completed August 9, 2019. A copy has been provided to the auditing firm of Vavrinek, Trine, Day & Co., LLP.

RECOMMENDATION

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

ACTION/ROLL CALL

COLLEGE AND CAREER ADVANTAGE

Memorandum

TO: CCA Governing Board

FROM: Patricia Romo, Executive Director

DATE: September 5, 2019

SUBJECT: FOURTH AMENDED JOINT POWERS AGREEMENT WITH CAPISTRANO
UNIFIED SCHOOL DISTRICT AND LAGUNA BEACH UNIFIED SCHOOL
DISTRICT

BACKGROUND INFORMATION

College and Career Advantage (CCA) an ROP, and the Joint Powers Agreement (JPA) between Capistrano Unified School District (CUSD) and Laguna Beach Unified School District (LBUSD) has been in place since 1970. Over the years, the JPA has been amended with minor changes.

CURRENT SITUATION

Approval of the Fourth Amended JPA with CCA, CUSD and LBUSD will clarify the roles and responsibilities between the three entities. The JPA outlines the relationship between CCA, CUSD and LBUSD.

RECOMMENDATION

It is respectfully requested that the Governing Board approve the Fourth Amended Joint Powers Agreement.

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

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

RECITALS

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

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

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

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

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

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

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

NOW, THEREFORE, the Parties mutually agree as follows:

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

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

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

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

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

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

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

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

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

e. Officers and Employees.

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

The ROP Governing Board and staff shall comply with all applicable provisions of the California Political Reform Act, administered by the Fair Political Practices Commission, including but not limited to provisions pertaining to conflicts of interest.

Pursuant to Government Code Section 6505.1, the CUSD Superintendent is designated as the person who has custodial charge of all property of the ROP, and in this capacity, the CUSD Superintendent shall file an official bond in an amount satisfactory to the ROP Governing Board, or alternatively, based on expediency, the ROP Governing Board may accept evidence of insurance coverage in lieu of such bond. The ROP Governing Board shall designate the ROP Executive Director who has responsibility for access to and handling of funds and records of the ROP.

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

nominated by the CUSD Superintendent. Also, the CUSD Superintendent shall have the authority to have the Executive Director removed. The CUSD Superintendent is otherwise not involved in ROP operations.

All ROP employees are employed "at-will," meaning that their employment may be terminated at any time, with or without notice and with or without cause, by the ROP Governing Board or by the employee. All employment decisions involving ROP employees -- including hiring, supervising, evaluating, and disciplining -- are the sole responsibility of the ROP Executive Director and the ROP Governing Board.

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

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

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

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

funds of the ROP. The ROP Governing Board shall authorize all expenditures of funds.

5. FUNDING. LBUSD has contributed \$138,908 to the ROP in fiscal year 2015-2016. CUSD has contributed \$1,250,000 to the ROP in fiscal year 2015-2016. Funding for future fiscal years will be established as set forth in Section 4-g of this Agreement. The Parties acknowledged a 2014-2015 ROP surplus consisting of reserves that was redistributed to the Parties after the close of the 2014-2015 fiscal year in the proportions initially contributed: 97% to CUSD, and 3% to LBUSD.

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

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

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

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

10. INSURANCE. The ROP Governing Board shall provide necessary insurance to provide coverage in accordance with state law in regards to property and liability,

including liability of its own members. Notwithstanding the provisions of Education Code Section 51769, it shall be the responsibility of the ROP, rather than the Parties, to provide workers' compensation insurance coverage to students who are receiving community classroom and internship training through the ROP.

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

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

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

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


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

CAPISTRANO UNIFIED SCHOOL DISTRICT

Gila Jones, President of the Board of Trustees

Date

LAGUNA BEACH UNIFIED SCHOOL DISTRICT



Jan Vickers, President of the Board of Trustees

7/16/19

Date

COLLEGE AND CAREER ADVANTAGE

Memorandum

TO: CCA Governing Board

FROM: Patricia Romo, Executive Director

DATE: September 5, 2019

SUBJECT: MEMORANDUM OF UNDERSTANDING WITH CAPISTRANO UNIFIED SCHOOL DISTRICT REGARDING THE EXECUTIVE DIRECTOR FOR COLLEGE AND CAREER ADVANTAGE

BACKGROUND INFORMATION

College and Career Advantage (CCA) operates as a separate entity serving both Capistrano Unified School District (CUSD) and Laguna Beach Unified School District (LBUSD). In partnership with LBUSD, CUSD has agreed to employ the Executive Director of CCA as a District Employee for 20 percent of their position.

CURRENT CONSIDERATIONS

The Memorandum of Understanding (MOU) will explain the responsibilities of CUSD regarding the appointment of the Executive Director of CCA, define the percentage of work that the Executive Director of CCA must perform for CUSD and CCA, and express the financial agreement CUSD has with CCA in supporting the position.

RECOMMENDATION

It is respectfully requested that the Governing Board approve the MOU between CUSD and CCA.

ACTION/VOTE

**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: _____, 2019

COLLEGE AND CAREER ADVANTAGE

By: _____

Jim Reardon
President, Governing Board

COLLEGE AND CAREER ADVANTAGE

Memorandum

TO: CCA Governing Board

FROM: Patricia Romo, Executive Director

DATE: September 5, 2019

SUBJECT: SECOND READING – BOARD POLICY 4116, AT-WILL STATUS

BACKGROUND INFORMATION

Board Policy 4116, At-Will Status, was presented to the Board for discussion, review and suggested revisions at the August 15, 2019 Board Meeting. One correction was noted and the Board Policy was revised to include the correction.

RECOMMENDATION

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

All Personnel

"AT-WILL" STATUS

BP 4116
4216

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

Instructors

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

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

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

Legal Reference:

EDUCATION CODE

44911-44913 Service not computed in eligibility for permanent status

44917-44921 Status of substitute or temporary employee

44929.28 Employment by another district

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

44948.2 Election to use provisions of Section 44948.3

Board Approved:

COLLEGE AND CAREER ADVANTAGE
San Juan Capistrano, California

COLLEGE AND CAREER ADVANTAGE

Memorandum

TO: CCA Governing Board

FROM: Patricia Romo, Executive Director

DATE: September 5, 2019

SUBJECT: COLLEGE AND CAREER ADVANTAGE REVISED EMPLOYEE MANUAL –
UNDER SEPARATE COVER

CURRENT SITUATION

A draft of the revised CCA Employee Manual was presented to the Board at the June 17, 2019, Board Meeting.

In reviewing the Employee Manual, corrections were noted and the Employee Manual was revised to incorporate the corrections.

RECOMMENDATION

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

COLLEGE AND CAREER ADVANTAGE

MEETING OF THE GOVERNING BOARD SEPTEMBER 12, 2019

Assembly Bill 86 (AB 86) outlined expectations for consortium development as well as planning and implementation requirements to establish the California Adult Education Program (CAEP). The intent of AB 86 is to expand and improve the provision of adult education, via these consortia, with incremental investments starting with the 2015-16 fiscal year.

One of the requirements of CAEP is to designate a Board appointed CCA representative to the South Orange County Regional Consortium. This representative will bring information back to CCA and make recommendations to the Board for action.

Recommended Motion: Appoint Patricia Romo, Executive Director, as CCA representative to the South Orange County Regional Consortium.

Appoint Anne Moore, Student Services Manager, as at-large representative effectively immediately.

This is to verify that this item was approved by the Governing Board of College and Career Advantage on September 12, 2019.

Jim Reardon, CCA Governing Board President

COLLEGE AND CAREER ADVANTAGE

Memorandum

TO: CCA Governing Board

FROM: Patricia Romo, Executive Director

DATE: September 5, 2019

SUBJECT: ORGANIZATION GOALS – 2019-20

CURRENT SITUATION

The Leadership Team has developed the following draft of the Organizational Goals for 2019-20.

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

RECOMMENDATION

It is respectfully requested that the Governing Board review and discuss the 2019-20 Organizational Goals.

DISCUSSION

**Agenda Item 27
September 12, 2019**



COLLEGE AND CAREER ADVANTAGE

Organizational Goals

2019-2020

DRAFT

- A. Provide High-Quality Career Technical Education to Students
- B. Create College and Career Opportunities for Student Success
- C. Provide Relevant, Up-To-Date Career Pathways

COLLEGE AND CAREER ADVANTAGE

Course Listing

Auto Academy Advanced Diagnostics

Auto Academy Advanced Technology

Auto Academy Consumer Automotives

BITA II

Fashion Design 1A

Robotics Technology

Virtual Enterprise II