



## COLLEGE AND CAREER ADVANTAGE

33122 Valle Road in San Juan Capistrano

### GOVERNING BOARD MEETING TRAINING ROOM 2

December 7, 2022

*Members of the public may attend the meeting in person. As a Public School District, we must follow the guidelines established by the California Department of Health specifically for schools. These guidelines act as our standard of care. Per CDPH and Cal/OSHA guidelines, the use of masks is strongly recommended, but not required, when indoors at the District office. If participants choose not to attend the Board meeting in person, the District has provided the following option for the public to address the Board. Please submit a request by using [this form](#). Register only if you are not attending in person. Those who have registered to comment will receive an email prior to the meeting with information on how to join and comment via a Zoom link. If you are attending in person, a speaker card will need to be submitted within 30 minutes at the start of Open Session. Members of the public shall have an opportunity to address the Board regarding items on the agenda to be considered during Closed Session prior to the Board adjourning the meeting to Closed Session. Individual presentations are limited to a maximum of three (3) minutes; however, the time assigned for individual presentations could be fewer than three minutes depending upon the total number of speakers who wish to address a specific agenda topic. Detailed guidelines and information on what to do if you wish to address the Board of Trustees is provide on the next page under Oral Communications.*

### RECORDING OF SCHOOL BOARD MEETINGS

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

### AGENDA

#### CALL TO ORDER

#### ROLL CALL:

Trustee Davis  
Trustee Jones  
Trustee McNicholas  
Trustee Perry  
Trustee Vickers

Present

Absent

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## PLEDGE OF ALLEGIANCE

## APPROVAL OF AGENDA

## ACTION/VOTE

Motion\_\_\_\_\_ Second\_\_\_\_\_ Vote\_\_\_\_\_

## SPECIAL RECOGNITION

## EXECUTIVE DIRECTOR'S REPORT

### ORAL COMMUNICATIONS

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

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

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

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

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

## COMMENTS FROM THE PUBLIC

## DISCUSSION

Non-agenda items. Individuals may be limited to 3 minutes. To submit comments, please click [here](#).

## **A. CONSENT CALENDAR**

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

- 1. MINUTES** **Pages 1-4**  
Board to approve Minutes of the Board meeting on September 14, 2022 (supporting information).
- 2. PURCHASE ORDERS** **Pages 5-13**  
Board to ratify/approve purchase orders as presented (supporting information).
- 3. CHECKS** **Pages 14-17**  
Board to ratify/approve checks as presented (supporting information).
- 4. PERSONNEL ASSIGNMENT ORDER** **Page 18**  
Board to ratify/approve personnel assignment order as presented (supporting information).
- 5. DONATION** **Page 19**  
Board to ratify/approve coffee donation from Starbucks for CCA's professional development day held November 1, 2022 (supporting information).
- 6. DONATION** **Page 20**  
Board to ratify/approve food donation from Urban Café for CCA's professional development day held November 1, 2022 (supporting information).
- 7. APPOINTMENT OF SCHOOLSFIRST PLAN ADMINISTRATOR TO PROVIDE 457(b) PLAN ADMINISTRATION AND COMPLIANCE SERVICES FOR COLLEGE AND CAREER ADVANTAGE STAFF** **Pages 21-39**  
Board to ratify/approve appointment of SchoolsFirst Plan Administrator to act on behalf of College and Career Advantage in fulfilling duties associated with the SchoolsFirst Plan Administration 457(b) Plan Document in order to provide 457(b) plan administration and compliance services for College and Career Advantage staff (supporting information).
- 8. MEMORANDUM OF UNDERSTANDING WITH LAGUNA BEACH UNIFIED SCHOOL DISTRICT** **Page 40**  
Board to approve Memorandum of Understanding with Laguna Beach Unified School District (LBUSD) in which College and Career Advantage (CCA) will employ Scott Wittkop and Estee Fratzke as specified in the MOU as well as provide additional career technical education courses

taught by CCA teachers for the 2022-23 school year (supporting information).

**9. AGREEMENT NO. #10002253 WITH THE ORANGE COUNTY SUPERINTENDENT OF SCHOOLS**

**Pages 41-66**

Board to ratify/approve Agreement No. 10002253 California Regional K-16 Education Collaborative Grant Program (K-16 Grant Program) Service Agreement with the Orange County Superintendent of Schools. The K-16 Grant Program is part of a statewide strategy for strengthening education-to-workforce pathways and ensuring the education, vocational, and workforce programs work in partnership to address the income, racial, and gender inequities in education and employment. Grant funds are awarded generally for purposes of supporting K-16 education collaboratives to create streamlined pathways from high school to postsecondary education and into the workforce. It is estimated that College and Career Advantage will receive approximately \$30,000 per year for a period of four years to support various activities in support of the K-16 Grant Program (supporting information). Activities will include in part: providing field trips, guest speakers, holding CTE dual enrollment activities, the creation of CTE pathway days at local community colleges and supporting the work of the work-based learning tech position awarded to both CCA partner school districts.

**10. FIRST READING – BOARD POLICY 1000 – CONCEPT AND ROLES**

**Pages 67-68**

Board Policy 1000, Concept and Roles is presented to the Board for review. The Board Policy has been updated to reflect the Organization's correct name and to change the administrative title of Chief Executive Officer to Executive Director. Per Board Policy 9310, the Board may waive second reading or may require an additional reading if necessary (supporting information).

**11. FIRST READING – BOARD POLICY 1100 – COMMUNICATION WITH THE PUBLIC**

**Page 69**

Board Policy 1100, Communication with the Public is presented to the Board for review. The Board Policy has been updated to reflect the Organization's correct name and to change the administrative title of Chief Executive Officer to Executive Director. Per Board Policy 9310, the Board may waive second reading or may require an additional reading if necessary (supporting information).

**12. FIRST READING – BOARD POLICY 1112 – MEDIA RELATIONS**

**Pages 70-72**

Board Policy 1112, Media Relations is presented to the Board for review. The Board Policy has been updated to reflect the Organization's correct name and to change the administrative title of Chief Executive Officer to Executive Director. Per Board Policy 9310, the Board may waive second reading or may require an additional reading if necessary (supporting information).



- 13. FIRST READING – BOARD POLICY 1113 – COLLEGE AND CAREER ADVANTAGE WEBSITE** **Pages 73-74**
- Board Policy 1113, College and Career Advantage Website is presented to the Board for review. The Board Policy has been updated to reflect the Organization's correct name and to change the administrative title of Chief Executive Officer to Executive Director. Per Board Policy 9310, the Board may waive second reading or may require an additional reading if necessary (supporting information).
- 14. FIRST READING – BOARD POLICY 1150 – COMMENDATIONS AND AWARDS** **Page 75**
- Board Policy 1150, Commendations and Awards is presented to the Board for review. The Board Policy has been updated to reflect the Organization's correct name and to change the administrative title of Chief Executive Officer to Executive Director. Per Board Policy 9310, the Board may waive second reading or may require an additional reading if necessary (supporting information).
- 15. FIRST READING – BOARD POLICY 1160 – POLITICAL PROCESSES** **Pages 76-79**
- Board Policy 1160, Political Processes is presented to the Board for review. The Board Policy has been updated to reflect the Organization's correct name and to change the administrative title of Chief Executive Officer to Executive Director. Per Board Policy 9310, the Board may waive second reading or may require an additional reading if necessary (supporting information).
- 16. FIRST READING – BOARD POLICY 1250 – VISITORS/OUTSIDERS** **Page 80**
- Board Policy 1250, Visitors/Outsiders is presented to the Board for review. The Board Policy has been updated to reflect the Organization's correct name and to change the administrative title of Chief Executive Officer to Executive Director. Per Board Policy 9310, the Board may waive second reading or may require an additional reading if necessary (supporting information).
- 17. FIRST READING – BOARD POLICY 1270 – REFRESHMENTS AT PUBLIC EVENTS** **Page 81**
- Board Policy 1270, Refreshments at Public Events is presented to the Board for review. The Board Policy has been updated to reflect the Organization's correct name and to change the administrative title of Chief Executive Officer to Executive Director. Per Board Policy 9310, the Board may waive second reading or may require an additional reading if necessary (supporting information).
- 18. FIRST READING – BOARD POLICY 1312.1 – COMPLAINTS CONCERNING COLLEGE AND CAREER ADVANTAGE EMPLOYEES** **Page 82**
- Board Policy 1312.1, Complaints Concerning College and Career Advantage Employees is presented to the Board for review. The Board Policy has been updated to reflect the Organization's correct name and to change the administrative title of Chief Executive Officer to Executive

Director. Per Board Policy 9310, the Board may waive second reading or may require an additional reading if necessary (supporting information).

**19. FIRST READING – BOARD POLICY 1312.2 – COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS** **Pages 83-84**

Board Policy 1312.2, Complaints Concerning Instructional Materials is presented to the Board for review. The Board Policy has been updated to reflect the Organization's correct name and to change the administrative title of Chief Executive Officer to Executive Director. Per Board Policy 9310, the Board may waive second reading or may require an additional reading if necessary (supporting information).

**20. FIRST READING – BOARD POLICY 1312.3 – UNIFORM COMPLAINT PROCEDURES** **Pages 85-87**

Board Policy 1312.3, Uniform Complaint Procedures is presented to the Board for review. The Board Policy has been updated to reflect the Organization's correct name and to change the administrative title of Chief Executive Officer to Executive Director. Per Board Policy 9310, the Board may waive second reading or may require an additional reading if necessary (supporting information).

**21. FIRST READING – BOARD POLICY 1325 – ADVERTISING AND PROMOTION** **Pages 88-90**

Board Policy 1325, Advertising and Promotion is presented to the Board for review. The Board Policy has been updated to reflect the Organization's correct name and to change the administrative title of Chief Executive Officer to Executive Director. Per Board Policy 9310, the Board may waive second reading or may require an additional reading if necessary (supporting information).

**22. FIRST READING – BOARD POLICY 1330 – USE OF COLLEGE AND CAREER ADVANTAGE FACILITIES** **Pages 91-92**

Board Policy 1330, Use of College and Career Advantage Facilities is presented to the Board for review. The Board Policy has been updated to reflect the Organization's correct name and to change the administrative title of Chief Executive Officer to Executive Director. Per Board Policy 9310, the Board may waive second reading or may require an additional reading if necessary (supporting information).

**23. FIRST READING – BOARD POLICY 1340 – ACCESS TO COLLEGE AND CAREER ADVANTAGE RECORDS** **Pages 93-94**

Board Policy 1340, Access to College and Career Advantage Records is presented to the Board for review. The Board Policy has been updated to reflect the Organization's correct name and to change the administrative title of Chief Executive Officer to Executive Director. Per Board Policy 9310, the Board may waive second reading or may require an additional reading if necessary (supporting information).

**24. FIRST READING – BOARD POLICY 1400 – RELATIONS BETWEEN OTHER GOVERNMENTAL AGENCIES AND THE SCHOOLS** **Pages 95-96**

Board Policy 1400, Relations Between Other Governmental Agencies and the Schools is presented to the Board for review. The Board Policy has been updated to reflect the Organization's correct name and to change the administrative title of Chief Executive Officer to Executive Director. Per Board Policy 9310, the Board may waive second reading or may require an additional reading if necessary (supporting information).

**25. FIRST READING – BOARD POLICY 4215 – EVALUATION/SUPERVISION CLASSIFIED PERSONNEL** **Page 97**

Board Policy 4215, Evaluation/Supervision Classified Personnel is presented to the Board for review. The Board Policy has been updated to reflect the Organization's correct name and to change the administrative title of Chief Executive Officer to Executive Director. Per Board Policy 9310, the Board may waive second reading or may require an additional reading if necessary (supporting information).

**26. FIRST READING – BOARD POLICY 4315 – EVALUATION/SUPERVISION ADMINISTRATIVE AND SUPERVISORY PERSONNEL** **Pages 98-99**

Board Policy 4315, Evaluation/Supervision Administrative and Supervisory Personnel is presented to the Board for review. The Board Policy has been updated to reflect the Organization's correct name and to change the administrative title of Chief Executive Officer to Executive Director. Per Board Policy 9310, the Board may waive second reading or may require an additional reading if necessary (supporting information).

Motion\_\_\_\_\_ Second\_\_\_\_\_

**ROLL CALL:** Trustee Davis \_\_\_\_\_  
Trustee Jones \_\_\_\_\_  
Trustee McNicholas \_\_\_\_\_  
Trustee Perry \_\_\_\_\_  
Trustee Vickers \_\_\_\_\_

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

**B. DISCUSSION/ACTION ITEMS**

**27. 2021-2022 AUDIT** **Page 100**  
**ACTION/VOTE**

Board to review and acknowledge receipt of the 2021-2022 Audit Report prepared by Christy White, Inc. (under separate cover).

Contact: Melanie Inskip, Accountant

Motion\_\_\_\_\_ Second\_\_\_\_\_ Vote\_\_\_\_\_

**28. SINGLE BUDGET ADOPTION**

Board to consider approval of continuing the single budget adoption process for fiscal year 2023-24 (supporting information).

*Contact: Melanie Inskeep, Accountant*

**Page 101**  
**ACTION/VOTE**

Motion\_\_\_\_\_ Second\_\_\_\_\_ Vote\_\_\_\_\_

**29. FIRST INTERIM REPORT**

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

*Contact: Melanie Inskeep, Accountant*

**Pages 102-165**  
**ACTION/VOTE**

Motion\_\_\_\_\_ Second\_\_\_\_\_ Vote\_\_\_\_\_

**30. APPROVAL OF THE 2022-2023 ORGANIZATIONAL GOALS**

Board to approve the 2022-2023 Organizational Goals reviewed and discussed at the September 14, 2022, Governing Board meeting (supporting information).

*Contact: Paul Weir, Executive Director*

**Pages 166-167**  
**ACTION/VOTE**

Motion\_\_\_\_\_ Second\_\_\_\_\_ Vote\_\_\_\_\_

**31. APPROVAL OF THE 2022-2023 WASC GOALS**

Board to review and approve the 2022-2023 WASC Goals which will be the organization's focus of attention for the WASC self-study report. (supporting information).

*Contact: Paul Weir, Executive Director*

**Pages 168-169**  
**ACTION/VOTE**

Motion\_\_\_\_\_ Second\_\_\_\_\_ Vote\_\_\_\_\_

**32. ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION (ACTE) CAREER TECH VISION 2022**

Board to ratify/approve travel to ACTE's Career Tech Vision 2022 Conference in Las Vegas, Nevada for Paul Weir, Kim Thomas, and Nicole Berkman. The conference is the largest event of the year for career and technical education professionals offering fresh insights on timely topics in career technical education. Dates of the conference are November 30, 2022, to December 3, 2022. Cost to the organization is approximately \$6,100.00 (no supporting information).

*Contact: Paul Weir, Executive Director*

**ACTION/VOTE**

Motion\_\_\_\_\_ Second\_\_\_\_\_ Vote\_\_\_\_\_

**33. BOARD COMMENTS**

**34. ADJOURNMENT**

**ACTION/VOTE**

Motion\_\_\_\_\_ Second\_\_\_\_\_ Vote\_\_\_\_\_

## COLLEGE AND CAREER ADVANTAGE

### BOARD MEETING: September 14, 2022 MINUTES

#### CALL TO ORDER

Trustee Jones called the meeting to order at 9:07 a.m.

Call to Order

Trustee Kelly, alternate Board member for Laguna Beach Unified School District, attend the Board meeting for Trustee Perry.

**ROLL CALL:** Present: Trustees Davis, Jones, Kelly, McNicholas, Vickers  
Absent: None

Trustee Jones led the Pledge of Allegiance.

#### APPROVAL OF AGENDA

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

Approval of  
Agenda

**VOTE:** Ayes: Trustees Davis, Jones, Kelly, McNicholas, Vickers  
Nos: None

#### BOARD COMMENTS

Board members commented on the auto show event, CCA's involvement in the Laguna Niguel Sea Country Festival and other activities and projects in which CCA has been involved.

Board  
Comments

#### EXECUTIVE DIRECTOR'S REPORT

Paul Weir reported on various activities at our sites.

Executive  
Director's  
Report

#### COMMENTS FROM THE PUBLIC

There were no comments from the public.

Public  
Comments

#### CONSENT CALENDAR

Staff requested that items 5 and 7 be pulled. On a motion from Trustee Vickers, seconded by Trustee McNicholas, 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 June 29, 2022.

Minutes

Purchase Orders.

Purchase Orders

Checks.

Checks

Personnel Assignment Order.

**Personnel  
Assignment  
Order**

Stipends.

**Stipends**

Board Policy 0000.

**BP 0000**

Board Policy 0100.

**BP 0100**

Board Policy 0200.

**BP 0200**

Board Policy 0410.

**BP 0410**

Board Policy 0440.

**BP 0440**

Board Policy 0450.

**BP 0450**

Board Policy 0500.

**BP 0500**

**ROLL CALL:** Ayes: Trustees Davis, Jones, Kelly, McNicholas, Vickers  
Nos: None

**GRANT SUB-AGREEMENT BETWEEN RANCHO SANTIAGO  
COMMUNITY COLLEGE DISTRICT (RSCCD) AND COLLEGE AND  
CAREER ADVANTAGE (CCA) REGIONAL OCCUPATIONAL  
PROGRAM**

**Grant Sub-  
Agreement  
RSCCD and  
CCA**

On a motion from Trustee Vickers, seconded by Trustee Kelly, it carried by a vote of 4-1 to approve the Grant Sub-Agreement between RSCCD and CCA.

**VOTE:** Ayes: Trustees Davis, Kelly, McNicholas, Vickers  
Nos: Trustee Jones

**MEMORANDUM OF UNDERSTANDING (MOU) WITH ORANGE  
COUNTY DEPARTMENT OF EDUCATION**

**MOU WITH  
OCDE**

On a motion from Trustee Vickers, seconded by Trustee McNicholas, it carried by a vote of 5-0 to approve the MOU with Orange County Department of Education.

**VOTE:** Ayes: Trustees Davis, Jones, Kelly, McNicholas, Vickers  
Nos: None

**DISCUSSION REGARDING FUTURE BOARD MEETINGS**

**Assembly Bill**

Staff discussed the requirements to implement Assembly Bill 361, Government Code section §54953(b).

**361**

## **UNAUDITED ACTUALS**

## **Unaudited Actuals**

Melanie Inskeep, Accountant, provided a summary review of the unaudited actuals. On a motion from Trustee Davis, seconded by Trustee Vickers, it carried by a vote of 5-0 to approve certification of the 2021-22 unaudited actuals.

**VOTE:** Ayes: Trustees Davis, Jones, Kelly, McNicholas, Vickers  
Nos: None

## **ACTUARIAL STUDY OF RETIREE HEALTH LIABILITIES**

## **Actuarial Study**

On a motion from Trustee Davis, seconded by Trustee Vickers, it carried by a vote of 5-0 to acknowledge receipt of the Actuarial Study of Retiree Health Liabilities.

**VOTE:** Ayes: Trustees Davis, Jones, Kelly, McNicholas, Vickers  
Nos: None

## **ORGANIZATIONAL GOALS 2022-23**

## **Organizational Goals 2022-23**

Paul Weir, Executive Director, presented CCA's Organizational Goals for 2022-23 which are aligned and embedded in our WASC goals. Staff reviewed and discussed the goals and made a recommendation which will be incorporated. The 2022-23 Organizational Goals will be brought back to the December 7, 2022, Board meeting for approval.

## **ENROLLMENT DATA – FALL 2022**

## **Enrollment Data Fall 2022**

Paul Weir, Executive Director, presented fall 2022 enrollment data for middle schools and high schools as well as comparison data from fall 2021. Enrollment numbers at some sites were discussed and it was noted that enrollment numbers for Laguna Beach High School were not available at the time the report was prepared.

## **COURSE INVENTORY**

## **Course Inventory**

Beginning with the fall 2022 semester, CCA will be offering three new courses: Cybersecurity, Esports and Lifeguarding. The new courses were discussed as well as enrollment numbers and sites offering the new courses. On a motion from Trustee Vickers, seconded by Trustee Davis, it carried by a vote of 5-0 to ratify/approve course offerings for fall 2022.

**VOTE:** Ayes: Trustees Davis, Jones, Kelly, McNicholas, Vickers  
Nos: None

## **INSTRUCTIONAL UPDATE ON INTERNSHIPS AND INDUSTRY CERTIFICATIONS**

## **Internships and Industry Certifications**

Paul Weir, Executive Director, presented the Board with internship classes offered in 2021-22 and industry certifications earned in 2021-22 by high school and adult students. The term "certification" was

discussed and clarified, and it was noted that Cybersecurity is one class that can be listed as receiving a certification on the high school list and on the adult list.

### **ADJOURNMENT**

### **Adjournment**

On a motion from Trustee Davis, seconded by Trustee McNicholas, it carried by a vote of 5-0 to adjourn the meeting at 10:55 a.m.

**VOTE:**               Ayes: Trustees Davis, Jones, Kelly, McNicholas, Vickers  
                      Nos:     None

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**Vice President**

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**Secretary**



COLLEGE & CAREER ADV

PURCHASE ORDER DETAIL REPORT BY FUND  
BOARD OF TRUSTEES MEETING 12/07/2022

FROM 09/06/2022 TO 11/28/2022

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
S97R0062	RANAR SCREEN PRINTING EQUIPMEN	13,883.76	7,149.15	0174310014 4400	COVID-SJHHS / NONCAPITALIZATION EQUIPMENT
S97R0171	MCGRAW HILL EDUCATION HOLDINGS		6,734.61	0174310014 6400	COVID-SJHHS / EQUIPMENT
S97R0172	GOODHEART WILLCOX PUBLISHER	594.00	594.00	0138701405 5300	CTEIG-SJHHS / DUES & MEMBERSHIPS
S97R0178	CHRISTINA'S UNIFORMS CO.	1,479.20	1,479.20	0138700305 4310	CTEIG-CVHS / Instructional Supplies
S97R0179	AMERICAN EXPRESS	538.76	538.76	0174311001 4310	COVID-CCTC / Instructional Supplies
S97R0180	AMERICAN EXPRESS	43.42	43.42	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
S97R0181	AMERICAN EXPRESS	649.80	649.80	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
S97R0182	AMERICAN EXPRESS	63.86	63.86	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
S97R0183	AMERICAN EXPRESS	517.14	517.14	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
S97R0184	AMERICAN EXPRESS	255.10	255.10	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
S97R0185	AMERICAN EXPRESS	926.10	926.10	0138700A05 5220	CTEIG-Admin / Conferences
S97R0186	AMERICAN EXPRESS	3,704.40	3,704.40	0138700A05 5220	CTEIG-Admin / Conferences
S97R0187	AMERICAN EXPRESS	222.88	222.88	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
S97R0188	DIFRANCESCO, ROCCO	43.06	43.06	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
S97R0189	PEREZ, MARIA DEL CARMEN	56.88	56.88	0138710005 5200	CTEIG-Instruction / TRAVEL & CONFERENCES
S97R0190	AMAZON.COM	72.50	72.50	0138710005 5200	CTEIG-Instruction / TRAVEL & CONFERENCES
S97R0191	HOME DEPOT CREDIT SERVICES	93.88	93.88	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0192	AMAZON.COM	4,877.38	4,877.38	0138701405 4310	CTEIG-SJHHS / Instructional Supplies
S97R0193	AMAZON.COM	78.83	78.83	0138700205 4310	CTEIG-ANHS / Instructional Supplies
S97R0194	AMERICAN EXPRESS	518.43	518.43	0138700505 4310	CTEIG-SCHS / Instructional Supplies
S97R0195	AMAZON.COM	19.36	19.36	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
S97R0196	AMAZON.COM	26.79	26.79	0138700305 4310	CTEIG-CVHS / Instructional Supplies
S97R0197	AMERICAN EXPRESS	301.10	301.10	0138700305 4310	CTEIG-CVHS / Instructional Supplies
S97R0198	MCCLLENAGHAN, AUTUMN	50.45	50.45	0138700A05 4320	CTEIG-Admin / Office Supplies
S97R0199	EMPLOYMENT DEVELOPMENT DEPT	39.38	39.38	0138700A05 5200	CTEIG-Admin / TRAVEL & CONFERENCES
S97R0200	CDW GOVERNMENT	99.60	99.60	0110010015 3501	Instruction / SUJ-CERTIFICATED
S97R0201	AMERICAN EXPRESS	220.00	220.00	0174311001 5810	COVID-CCTC / Professional Services
S97R0202	AMERICAN EXPRESS	24.77	24.77	017431000A 5891	COVID-Admin / Taxes-Fees-Permits
S97R0203	AMERICAN EXPRESS	180.00	180.00	0138700305 5300	CTEIG-CVHS / DUES & MEMBERSHIPS
S97R0204	AMERICAN EXPRESS	56.57	56.57	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
		75.64	75.64	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES

Page No.: 1

Current Date: 11/29/2022  
Current Time: 11:07:36

User ID: MFINSK  
Report ID: PO010\_Fund <v. 030305>

# COLLEGE & CAREER ADV

## PURCHASE ORDER DETAIL REPORT BY FUND BOARD OF TRUSTEES MEETING 12/07/2022

FROM 09/06/2022 TO 11/28/2022

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
S97R0205	CAL-HOSA INC	620.00	520.00	0138700305 5220	CTEIG-CVHS / Conferences
			100.00	0138701305 5220	CTEIG-THS / Conferences
S97R0206	CAL-HOSA INC	30.00	30.00	0138701305 5220	CTEIG-THS / Conferences
S97R0207	AMAZON.COM	20.35	20.35	0138701305 4310	CTEIG-THS / Instructional Supplies
S97R0208	AMERICAN EXPRESS	1,652.00	1,652.00	0174310013 4310	COVID-THS / Instructional Supplies
S97R0209	AMAZON.COM	185.26	185.26	0138700305 4310	CTEIG-CVHS / Instructional Supplies
S97R0210	AMERICAN EXPRESS	3,500.83	2,611.53	0174310003 4310	COVID-CVHS / Instructional Supplies
			889.30	0174310003 5600	COVID-CVHS / RENTALS,LEASES & REPAIRS
S97R0211	VEX ROBOTICS INC	247.49	247.49	0138700305 4310	CTEIG-CVHS / Instructional Supplies
S97R0212	SUN PAC CONTAINERS INC.	9,446.00	9,446.00	0174310014 6400	COVID-SJHHS / EQUIPMENT
S97R0213	AMERICAN EXPRESS	8.95	8.95	0138700A05 4320	CTEIG-Admin / Office Supplies
S97R0214	CALIFORNIA NEWSPAPERS PARTNERS	453.12	453.12	0138700A05 4320	CTEIG-Admin / Office Supplies
S97R0215	AMAZON.COM	125.21	125.21	0138701405 4310	CTEIG-SJHHS / Instructional Supplies
S97R0216	MCKESSON MEDICAL SURGICAL	3,840.01	3,840.01	01125901 4310	Surgical Technician-Adult / Instructional Supplies
S97R0217	AMERICAN EXPRESS	25.03	25.03	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0218	GLOWFORGE INC	9,224.48	855.86	0174310002 4310	COVID-ANHS / Instructional Supplies
			1,395.36	0174310002 4400	COVID-ANHS / NONCAPITALIZATION EQUIPMENT
			6,973.26	0174310002 6400	COVID-ANHS / EQUIPMENT
S97R0219	AMAZON.COM	975.70	975.70	017431000A 4400	COVID-Admin / NONCAPITALIZATION EQUIPMENT
S97R0220	CDW GOVERNMENT	577.56	577.56	0138700A05 4320	CTEIG-Admin / Office Supplies
S97R0221	CDW GOVERNMENT	288.78	288.78	0138701305 4310	CTEIG-THS / Instructional Supplies
S97R0222	LIFESAVER EDUCATION	370.00	370.00	0138700205 5810	CTEIG-ANHS / Professional Services
S97R0223	AMERICAN EXPRESS	58.96	58.96	0138701405 4310	CTEIG-SJHHS / Instructional Supplies
S97R0224	AMERICAN EXPRESS	31.29	31.29	0138701405 4310	CTEIG-SJHHS / Instructional Supplies
S97R0225	FERGUSON, COREY J.	799.95	799.95	0116921305 5810	Aviation Careers-THS / Professional Services
S97R0226	EIDE BAILLY LLP	750.00	750.00	0110810915 5810	Board-Audit Activities / Professional Services
S97R0227	AMAZON.COM	116.33	116.33	0138701305 4310	CTEIG-THS / Instructional Supplies
S97R0228	AMERICAN EXPRESS	2,500.00	2,500.00	0174310013 4315	COVID-THS / Instr Supplies-Software
S97R0229	CCCAOE	695.00	695.00	0138700A05 5220	CTEIG-Admin / Conferences
S97R0230	HOME DEPOT CREDIT SERVICES	736.25	736.25	0174310003 4310	COVID-CVHS / Instructional Supplies
S97R0231	CAROC	1,000.00	1,000.00	0138710005 5300	CTEIG-Instruction / DUES & MEMBERSHIPS
S97R0232	AMAZON.COM	1,076.42	1,076.42	0174310004 4400	COVID-DHHS / NONCAPITALIZATION EQUIPMENT

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S97R0233	AMERICAN EXPRESS	1,648.00	1,648.00	0174310013 4310	COVID-THS / Instructional Supplies
S97R0234	AMERICAN EXPRESS	2,774.15	2,774.15	0138700A05 5220	CTEIG-Admin / Conferences
S97R0235	B&H PHOTO & VIDEO	3,536.50	3,536.50	0174310014 4400	COVID-SJHHS / NONCAPITALIZATION EQUIPMENT
S97R0237	AMERICAN EXPRESS	9.48	9.48	0138700A05 4320	CTEIG-Admin / Office Supplies
S97R0238	AMERICAN EXPRESS	35.71	35.71	0138700305 4310	CTEIG-CVHS / Instructional Supplies
S97R0239	THE PATON GROUP	37,687.75	9,888.25	0174310003 4310	COVID-CVHS / Instructional Supplies
			3,555.75	0174310003 4400	COVID-CVHS / NONCAPITALIZATION EQUIPMENT
			24,243.75	0174310003 6400	COVID-CVHS / EQUIPMENT
S97R0241	SWEETWATER SOUNDS HOLDINGS LLC	16,387.20	16,387.20	0174310014 4310	COVID-SJHHS / Instructional Supplies
S97R0242	APPLE COMPUTER INC.	14,431.15	3,015.11	0174310005 4310	COVID-SCHS / Instructional Supplies
			11,416.04	0174310005 4400	COVID-SCHS / NONCAPITALIZATION EQUIPMENT
S97R0243	AMAZON.COM	109.84	109.84	0138700305 4310	CTEIG-CVHS / Instructional Supplies
S97R0244	AMAZON.COM	43.09	43.09	0138700305 4310	CTEIG-CVHS / Instructional Supplies
S97R0245	WEVIDEO INC.	6,256.15	6,256.15	0138710005 5300	CTEIG-Instruction / DUES & MEMBERSHIPS
S97R0246	AMAZON.COM	3,249.70	1,224.00	0174311001 4310	COVID-CCTC / Instructional Supplies
			2,025.70	0174311001 4400	COVID-CCTC / NONCAPITALIZATION EQUIPMENT
S97R0247	AMAZON.COM	168.05	168.05	0138700405 4310	CTEIG-DHHS / Instructional Supplies
S97R0248	HOME DEPOT CREDIT SERVICES	792.10	792.10	0138701405 4310	CTEIG-SJHHS / Instructional Supplies
S97R0249	PROJECT LEAD THE WAY INC	17,611.74	17,611.74	0174310003 4400	COVID-CVHS / NONCAPITALIZATION EQUIPMENT
S97R0250	CCCAOE	275.00	275.00	0138700A05 5220	CTEIG-Admin / Conferences
S97R0251	AMERICAN EXPRESS	20.54	20.54	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
S97R0252	AMERICAN EXPRESS	79.50	79.50	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
S97R0253	AMERICAN EXPRESS	201.31	201.31	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0254	AMERICAN EXPRESS	32.48	32.48	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
S97R0255	AMERICAN EXPRESS	36.15	36.15	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
S97R0256	AMERICAN EXPRESS	24.25	24.25	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0257	AMERICAN EXPRESS	145.38	145.38	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0258	APPLE COMPUTER INC.	9,277.11	3,244.19	0174310004 4400	COVID-DHHS / NONCAPITALIZATION EQUIPMENT
			6,032.92	0174310004 6400	COVID-DHHS / EQUIPMENT
S97R0259	AMAZON.COM	405.10	405.10	0138700305 4310	CTEIG-CVHS / Instructional Supplies
S97R0260	OFFICE DESIGN GROUP	548.54	548.54	017431000A 4400	COVID-Admin / NONCAPITALIZATION EQUIPMENT
S97R0261	PEREZ, MARIA DEL CARMEN	94.38	94.38	0138710005 5200	CTEIG-Instruction / TRAVEL & CONFERENCES

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S97R0262	DIFRANCESCO, ROCCO	60.00	60.00	0138710005 5200	CTEIG-Instruction / TRAVEL & CONFERENCES
S97R0263	CRIME SCENE INC.	1,112.98	1,112.98	0138700605 4310	CTEIG-UHS / Instructional Supplies
S97R0264	AMAZON.COM	39.86	39.86	0138700A05 4320	CTEIG-Admin / Office Supplies
S97R0265	AMAZON.COM	530.15	530.15	0138701805 4310	CTEIG-Middle School / Instructional Supplies
S97R0266	FIRST	6,000.00	6,000.00	0138700305 5220	CTEIG-CVHS / Conferences
S97R0267	JONES, SCOTT	52.00	52.00	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0268	JONES, SCOTT	29.97	29.97	0138710005 4300	CTEIG-Instruction / MATERIALS & SUPPLIES
S97R0269	AMERICAN EXPRESS	396.52	396.52	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
S97R0270	AMERICAN EXPRESS	52.74	52.74	0138700A05 4320	CTEIG-Admin / Office Supplies
S97R0271	AMAZON.COM	64.64	64.64	0138700A05 4320	CTEIG-Admin / Office Supplies
S97R0272	AMERICAN EXPRESS	213.23	213.23	0138701805 4310	CTEIG-Middle School / Instructional Supplies
S97R0273	COUNTY OF ORANGE	923.00	923.00	0138700105 5300	CTEIG-CCC / DUES & MEMBERSHIPS
S97R0274	AMERICAN EXPRESS	170.62	170.62	0138700105 4310	CTEIG-CCC / Instructional Supplies
S97R0275	AMERICAN EXPRESS	90.85	90.85	0138700A05 4320	CTEIG-Admin / Office Supplies
S97R0276	LIFESAVER EDUCATION	208.00	208.00	0138700705 4310	CTEIG-LBHS / Instructional Supplies
S97R0277	AMAZON.COM	12.93	12.93	0138700205 4310	CTEIG-ANHS / Instructional Supplies
S97R0278	CAPISTRANO CRANE SERVICE	1,296.00	1,296.00	0138700105 5600	CTEIG-CCC / RENTALS, LEASES & REPAIRS
S97R0279	AMAZON.COM	21.53	21.53	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0280	AMERICAN EXPRESS	4,162.38	4,162.38	0138700A05 4320	CTEIG-Admin / Office Supplies
S97R0281	AMAZON.COM	12.93	12.93	0138700205 4310	CTEIG-ANHS / Instructional Supplies
S97R0282	AMERICAN EXPRESS	162.00	162.00	0138700A05 5220	CTEIG-Admin / Conferences
S97R0283	AMERICAN EXPRESS	938.72	938.72	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
S97R0284	AMERICAN EXPRESS	24.85	24.85	0138701405 4310	CTEIG-SJHHS / Instructional Supplies
S97R0285	AMAZON.COM	623.09	623.09	0138700305 4310	CTEIG-CVHS / Instructional Supplies
S97R0286	AMERICAN EXPRESS	768.00	768.00	0138710005 4300	CTEIG-Instruction / MATERIALS & SUPPLIES
S97R0287	AMERICAN EXPRESS	577.24	577.24	0174310001 4310	COVID-Instruction / Instructional Supplies
S97R0288	AMERICAN EXPRESS	117.76	117.76	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0289	AMERICAN EXPRESS	526.74	526.74	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
S97R0290	AMERICAN EXPRESS	16.16	16.16	0138700A05 5220	CTEIG-Admin / Conferences
S97R0291	AMERICAN EXPRESS	109.00	109.00	0138700A05 5300	CTEIG-Admin / DUES & MEMBERSHIPS
S97R0292	INSKEEP, MELANIE	106.25	106.25	0138700A05 5200	CTEIG-Admin / TRAVEL & CONFERENCES
S97R0293	STEINERT, STEVE	49.23	49.23	0138701805 4310	CTEIG-Middle School / Instructional Supplies

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S97R0294	BRIZENO, STEPHANIE	104.97	104.97	0138700A05 5200	CTEIG-Admin / TRAVEL & CONFERENCES
S97R0295	BRIZENO, STEPHANIE	16.16	16.16	017431000A 4300	COVID-Admin / MATERIALS & SUPPLIES
S97R0296	ANDRE, JAUQUES	3,363.20	3,363.20	0174310001 5220	COVID-Instruction / Conferences
S97R0297	MCCLLENAGHAN, AUTUMN	85.00	85.00	0138700A05 5200	CTEIG-Admin / TRAVEL & CONFERENCES
S97R0298	MCCLLENAGHAN, AUTUMN	70.65	70.65	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0299	AMERICAN EXPRESS	109.00	109.00	0138700A05 5300	CTEIG-Admin / DUES & MEMBERSHIPS
S97R0300	AMERICAN EXPRESS	1,335.00	1,335.00	0138700A05 5220	CTEIG-Admin / Conferences
S97R0301	AMERICAN EXPRESS	45.45	45.45	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
S97R0302	AMERICAN EXPRESS	105.33	105.33	0138700A05 4320	CTEIG-Admin / Office Supplies
S97R0303	AMERICAN EXPRESS	42.48	42.48	0138700A05 4320	CTEIG-Admin / Office Supplies
S97R0304	IMAGE MATTERS INC.	5,709.05	5,709.05	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
S97R0305	SELFF, SEAN	356.72	356.72	0138700505 4310	CTEIG-SCHS / Instructional Supplies
S97R0306	DELEGGE, ANGELA	15.04	15.04	0138700A05 5900	CTEIG-Admin / COMMUNICATIONS
S97R0307	MCKESSON MEDICAL SURGICAL	1,234.74	1,234.74	01190901 4310	Pharmacy Technician-Adult / Instructional Supplies
S97R0308	MCKESSON MEDICAL SURGICAL	1,804.81	1,804.81	01191901 4310	Medical Assistant-Adult / Instructional Supplies
S97R0309	AMAZON.COM	68.73	68.73	0138700305 4310	CTEIG-CVHS / Instructional Supplies
S97R0310	AMAZON.COM	297.20	297.20	0138700305 4310	CTEIG-CVHS / Instructional Supplies
S97R0311	AMERICAN EXPRESS	364.03	364.03	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0312	AMERICAN EXPRESS	215.34	215.34	0138700A05 4320	CTEIG-Admin / Office Supplies
S97R0313	AMERICAN EXPRESS	33.31	33.31	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
S97R0314	AMERICAN EXPRESS	78.23	78.23	0138710005 4300	CTEIG-Instruction / MATERIALS & SUPPLIES
S97R0315	CHOW, KAREN	178.50	178.50	0112700105 4310	Veterinary Technician 1-CCC / Instructional Supplies
S97R0316	APEX AUDIO INC.	32,159.34	15,542.61	0174310007 4400	COVID-LHBS / NONCAPITALIZATION EQUIPMENT
			16,616.73	0174310007 6400	COVID-LHBS / EQUIPMENT
S97R0317	THE P CUSTOM ENTERPRISE	323.25	323.25	0138701805 4310	CTEIG-Middle School / Instructional Supplies
S97R0319	APEX AUDIO INC.	47,641.86	5,035.96	0174310007 4310	COVID-LHBS / Instructional Supplies
			31,826.16	0174310007 4400	COVID-LHBS / NONCAPITALIZATION EQUIPMENT
			10,779.74	0174310007 6400	COVID-LHBS / EQUIPMENT
S97R0320	AMAZON.COM	461.68	461.68	0138700405 4310	CTEIG-DHHS / Instructional Supplies
S97R0321	CULVER-NEWLIN/MCMAHAN BUSINESS	3,471.71	3,471.71	0174310013 4400	COVID-THS / NONCAPITALIZATION EQUIPMENT
S97R0322	OES OFFICE FURNITURE	25,406.41	25,406.41	0174310004 4400	COVID-DHHS / NONCAPITALIZATION EQUIPMENT
S97R0324	AMERICAN EXPRESS	19.80	19.80	0138700A05 5900	CTEIG-Admin / COMMUNICATIONS

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S97R0325	SWEETWATER SOUNDS HOLDINGS LLC	323.25	323.25	0138700405 4310	CTEIG-DHHS / Instructional Supplies
S97R0326	BELANTO, JOSEPH	119.40	119.40	0138700205 4310	CTEIG-ANHS / Instructional Supplies
S97R0327	AMAZON.COM	32.31	32.31	01190901 4310	Pharmacy Technician-Adult / Instructional Supplies
S97R0328	AMAZON.COM	1,288.69	1,288.69	0174310018 4310	COVID-MS / Instructional Supplies
S97R0329	BERKMAN, NICOLE	78.27	78.27	0138710005 4300	CTEIG-Instruction / MATERIALS & SUPPLIES
S97R0330	AMAZON.COM	1,220.47	406.81	0138700205 4310	CTEIG-ANHS / Instructional Supplies
			449.46	0138700405 4310	CTEIG-DHHS / Instructional Supplies
			364.20	0138700505 4310	CTEIG-SCHS / Instructional Supplies
S97R0331	AMERICAN EXPRESS	332.95	332.95	01467901 4310	Emergency Med Tech CCTC-ADULT / Instructional Supplies
S97R0332	SNAP-ON INDUSTRIAL	27,153.89	1,198.65	0174310005 4310	COVID-SCHS / Instructional Supplies
			4,138.56	0174310005 4400	COVID-SCHS / NONCAPITALIZATION EQUIPMENT
			21,816.68	0174310005 6400	COVID-SCHS / EQUIPMENT
S97R0333	AMERICAN EXPRESS	40.41	40.41	0138700305 4310	CTEIG-CVHS / Instructional Supplies
S97R0334	BCT ENTERTAINMENT INC	16,493.48	1,783.79	0174310007 4310	COVID-LHBS / Instructional Supplies
			4,712.18	0174310007 4400	COVID-LHBS / NONCAPITALIZATION EQUIPMENT
			9,997.51	0174310007 6400	COVID-LHBS / EQUIPMENT
S97R0335	AMERICAN EXPRESS	113.96	113.96	0138700305 4310	CTEIG-CVHS / Instructional Supplies
S97R0336	MCKESSON MEDICAL SURGICAL	2,312.11	2,312.11	0138700405 4310	CTEIG-DHHS / Instructional Supplies
S97R0337	AMERICAN EXPRESS	335.84	335.84	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
S97R0338	AMERICAN EXPRESS	144.37	144.37	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0339	AMERICAN EXPRESS	111.41	111.41	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0340	AMERICAN EXPRESS	87.85	87.85	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0341	AMAZON.COM	14.00	14.00	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0342	AMERICAN EXPRESS	1,043.85	1,043.85	0138700A05 5220	CTEIG-Admin / Conferences
S97R0343	AMERICAN EXPRESS	2,302.74	2,302.74	0138700A05 5220	CTEIG-Admin / Conferences
S97R0344	AMERICAN EXPRESS	146.54	146.54	0174310001 4310	COVID-Instruction / Instructional Supplies
S97R0345	AMAZON.COM	35.47	35.47	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0346	AMERICAN EXPRESS	288.60	288.60	0138700505 4310	CTEIG-SCHS / Instructional Supplies
S97R0347	CAROC	620.00	620.00	0138700A05 5220	CTEIG-Admin / Conferences
S97R0348	AMAZON.COM	140.06	140.06	0138701405 4310	CTEIG-SJHHS / Instructional Supplies
S97R0349	MOUNT MIGUEL HIGH SCHOOL	1,200.00	1,200.00	0138701405 5220	CTEIG-SJHHS / Conferences
S97R0351	FOUNTAIN VALLEY HIGH SCHOOL	200.00	200.00	0138701405 5220	CTEIG-SJHHS / Conferences

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S97R0352	AMAZON.COM	201.98	201.98	0138700305 4310	CTEIG-CVHS / Instructional Supplies
S97R0353	HENRY SCHEIN INC.	50,371.25	27,666.07	0174310003 4310	COVID-CVHS / Instructional Supplies
			22,705.18	0174310003 4400	COVID-CVHS / NONCAPITALIZATION EQUIPMENT
S97R0358	AMERICAN EXPRESS	117.52	117.52	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0359	B&H PHOTO & VIDEO	487.51	487.51	0174310004 4310	COVID-DHHS / Instructional Supplies
S97R0360	STUDIOBRICKS USA INC	11,912.86	2,510.50	0174310004 4310	COVID-DHHS / Instructional Supplies
			590.60	0174310004 4400	COVID-DHHS / NONCAPITALIZATION EQUIPMENT
S97R0361	GALLS INC.	181.46	8,811.76	0174310004 6400	COVID-DHHS / EQUIPMENT
S97R0362	AMAZON.COM	229.78	181.46	0138700605 4310	CTEIG-UHS / Instructional Supplies
S97R0363	AMERICAN EXPRESS	617.51	229.78	0138710005 4300	CTEIG-Instruction / MATERIALS & SUPPLIES
S97R0364	AMERICAN EXPRESS	632.27	617.51	0174310001 4310	COVID-Instruction / Instructional Supplies
S97R0365	AMERICAN EXPRESS	165.90	632.27	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0366	AMAZON.COM	772.07	165.90	0138700305 4310	CTEIG-CVHS / Instructional Supplies
S97R0367	AMERICAN EXPRESS	3,200.00	772.07	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0368	AMERICAN EXPRESS	57.58	3,200.00	0174310003 4310	COVID-CVHS / Instructional Supplies
S97R0369	AMERICAN EXPRESS	1,390.81	57.58	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
S97R0370	AMERICAN EXPRESS	8.08	1,390.81	0138700A05 4320	CTEIG-Admin / Office Supplies
S97R0371	AMERICAN EXPRESS	311.40	8.08	0174310001 4310	COVID-Instruction / Instructional Supplies
S97R0372	AMERICAN EXPRESS	1,769.82	311.40	0138700A05 4320	CTEIG-Admin / Office Supplies
S97R0373	AMERICAN EXPRESS	145.34	1,769.82	0138700A05 5220	CTEIG-Admin / Conferences
S97R0374	AMERICAN EXPRESS	1,346.87	145.34	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0376	AMERICAN EXPRESS	248.28	1,346.87	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0377	AMERICAN EXPRESS	109.00	248.28	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0378	AMERICAN EXPRESS	20.46	109.00	0138700A05 5300	CTEIG-Admin / DUES & MEMBERSHIPS
S97R0379	AMERICAN EXPRESS	80.78	20.46	0138710005 4300	CTEIG-Instruction / MATERIALS & SUPPLIES
S97R0380	AMERICAN EXPRESS	25.93	80.78	0174310001 4310	COVID-Instruction / Instructional Supplies
S97R0382	AMAZON.COM	80.54	25.93	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0383	MCKESSON MEDICAL SURGICAL	2,312.11	80.54	0138700305 4310	CTEIG-CVHS / Instructional Supplies
S97R0384	AMERICAN EXPRESS	264.00	2,312.11	0138701305 4310	CTEIG-THS / Instructional Supplies
S97R0385	PEREZ, MARIA DEL CARMEN	76.88	264.00	0138701405 4310	CTEIG-SJHHS / Instructional Supplies
S97R0386	MCCLENAGHAN, AUTUMN	34.38	76.88	017431000A 5200	COVID-Admin / TRAVEL & CONFERENCES
			34.38	017431000A 5200	COVID-Admin / TRAVEL & CONFERENCES

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# COLLEGE & CAREER ADV

## PURCHASE ORDER DETAIL REPORT BY FUND

BOARD OF TRUSTEES MEETING 12/07/2022

FROM 09/06/2022 TO 11/28/2022

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
S97R0387	DIFRANCESCO, ROCCO	55.00	55.00	0138710005 5200	CTEIG-Instruction / TRAVEL & CONFERENCES
S97R0388	BELL, LYNNE	200.63	200.63	017431000A 5200	COVID-Admin / TRAVEL & CONFERENCES
S97R0389	MISSION VIEJO CHAMBER OF COMME	165.00	165.00	0138700A05 5300	CTEIG-Admin / DUES & MEMBERSHIPS
S97R0390	FIRST	6,000.00	6,000.00	0174310003 5220	COVID-CVHS / Conferences
S97R0391	AMAZON.COM	149.77	149.77	0138700A05 5300	CTEIG-Admin / DUES & MEMBERSHIPS
S97R0392	LIFESAVER EDUCATION	565.50	65.00	01163901 4310	Dental Assistant-Adult / Instructional Supplies
			201.50	01191901 4310	Medical Assistant-Adult / Instructional Supplies
			104.00	0138700105 4310	CTEIG-CCC / Instructional Supplies
			195.00	0138700205 4310	CTEIG-ANHS / Instructional Supplies
			181.26	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
S97R0393	AMERICAN EXPRESS	181.26	10.76	0174310001 4310	COVID-Instruction / Instructional Supplies
S97R0394	AMERICAN EXPRESS	10.76	798.30	0174310001 4310	COVID-Instruction / Instructional Supplies
S97R0395	AMERICAN EXPRESS	798.30	394.46	0138700505 4310	CTEIG-SCHS / Instructional Supplies
S97R0396	AMAZON.COM	394.46	682.32	0138700305 4310	CTEIG-CVHS / Instructional Supplies
S97R0397	AMERICAN EXPRESS	682.32	216.00	0138700305 4310	CTEIG-CVHS / Instructional Supplies
S97R0398	AMERICAN EXPRESS	216.00	749.93	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0399	AMERICAN EXPRESS	749.93	391.77	0138700305 4310	CTEIG-CVHS / Instructional Supplies
S97R0400	AMAZON.COM	391.77	48.54	0138701405 4310	CTEIG-SJHHS / Instructional Supplies
S97R0401	AMERICAN EXPRESS	48.54	621.00	0138710005 5300	CTEIG-Instruction / DUES & MEMBERSHIPS
S97R0402	AMERICAN EXPRESS	621.00	67.86	0174310001 4310	COVID-Instruction / Instructional Supplies
S97R0403	AMAZON.COM	67.86	73.46	0174310001 4310	COVID-Instruction / Instructional Supplies
S97R0404	AMERICAN EXPRESS	73.46	4.30	0174310001 4310	COVID-Instruction / Instructional Supplies
S97R0405	AMERICAN EXPRESS	4.30	148.27	0174310001 4310	COVID-Instruction / Instructional Supplies
S97R0406	AMAZON.COM	148.27	14.06	0138700A05 4320	CTEIG-Admin / Office Supplies
S97R0407	AMAZON.COM	14.06	86.16	0138700A05 4320	CTEIG-Admin / Office Supplies
S97R0408	AMAZON.COM	86.16	950.00	0138701405 5220	CTEIG-SJHHS / Conferences
S97R0409	KERN HIGH SCHOOL DISTRICT	950.00	1,010.00	0138701405 5220	CTEIG-SJHHS / Conferences
S97R0410	KERN HIGH SCHOOL DISTRICT	1,010.00	50.97	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0411	AMERICAN EXPRESS	50.97	70.26	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0412	AMERICAN EXPRESS	70.26	100.00	0138700A05 5220	CTEIG-Admin / Conferences
S97R0413	AMERICAN EXPRESS	100.00	4.30	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0414	AMERICAN EXPRESS	4.30	18.31	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0415	AMERICAN EXPRESS	18.31			



# COLLEGE & CAREER ADV

## PURCHASE ORDER DETAIL REPORT BY FUND

BOARD OF TRUSTEES MEETING 12/07/2022

FROM 09/06/2022 TO 11/28/2022

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
S97R0416	AMERICAN EXPRESS	115.44	115.44	0174310001 4310	COVID-Instruction / Instructional Supplies
S97R0417	AMAZON.COM	67.87	67.87	0174310001 4310	COVID-Instruction / Instructional Supplies
S97R0418	AMERICAN EXPRESS	40.00	40.00	0174310001 4310	COVID-Instruction / Instructional Supplies
S97R0419	AMERICAN EXPRESS	219.00	219.00	0174310001 4310	COVID-Instruction / Instructional Supplies
S97R0420	AMERICAN EXPRESS	310.45	310.45	0174310001 4310	COVID-Instruction / Instructional Supplies
S97R0421	JOHNSON, ERIC	34.38	34.38	0174311001 5200	COVID-CCTC / TRAVEL & CONFERENCES
S97R0422	SOUTHWEST SCHOOL & OFFICE SUPP	294.80	294.80	0138700105 4311	CTEIG-CCC / Copier Paper-Instructional Use
S97R0423	AMAZON.COM	530.04	530.04	01191901 4310	Medical Assistant-Adult / Instructional Supplies
S97R0424	AMAZON.COM	116.35	116.35	0138700105 4310	CTEIG-CCC / Instructional Supplies
S97R0425	LAGUNA BEACH CHAMBER OF COMMER	150.00	150.00	0138700A05 5300	CTEIG-Admin / DUES & MEMBERSHIPS
S97R0426	MURPHY, KELLI	187.97	187.97	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0427	AMERICAN EXPRESS	275.00	275.00	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0428	CDW GOVERNMENT	1,021.96	502.08	017431000A 4310	COVID-Admin / Instructional Supplies
			519.88	017431000A 4400	COVID-Admin / NONCAPITALIZATION EQUIPMENT
S97R0429	ROBOTICAL INC	32,605.15	32,605.15	0174310001 4310	COVID-Instruction / Instructional Supplies
S97R0430	PAXTON/PATTERSON LLC	265.17	265.17	0138700305 4310	CTEIG-CVHS / Instructional Supplies
S97R0431	AMAZON.COM	93.74	93.74	0174310001 4310	COVID-Instruction / Instructional Supplies
S97R0432	SKILLS USA CALIFORNIA	220.00	220.00	0138700305 5220	CTEIG-CVHS / Conferences
S97R0433	SKILLS USA CALIFORNIA	160.00	160.00	0138700505 5220	CTEIG-SCHS / Conferences
S97R0435	AMAZON.COM	344.76	344.76	0138700305 4310	CTEIG-CVHS / Instructional Supplies
S97R0436	AMERICAN EXPRESS	607.15	607.15	0174310001 4300	COVID-Instruction / MATERIALS & SUPPLIES
S97R0437	AMERICAN EXPRESS	5,647.00	5,647.00	0138700A05 5220	CTEIG-Admin / Conferences
S97X0009	AMERICAN EXPRESS	3,000.00	3,000.00	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97X0012	UNIVERSITY LAB PARTNERS	21,000.00	21,000.00	0138710005 5810	CTEIG-Instruction / Professional Services
S97X0013	CHRISTY WHITE INC.	9,169.00	9,169.00	0110810915 5810	Board-Audit Activities / Professional Services
S97X0014	AMERICAN EXPRESS	3,000.00	3,000.00	0138700505 4310	CTEIG-SCHS / Instructional Supplies
S97X0015	AMERICAN EXPRESS	5,000.00	5,000.00	0138700305 4310	CTEIG-CVHS / Instructional Supplies
Fund 01 Total:		561,190.43	561,190.43		
Total Account Amount:			561,190.43		

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COLLEGE & CAREER ADV  
Consolidated Check Register  
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Check	Payee ID	Payee Name	Reference	Subs Check Date	Cancel Date	Type	Status	Check Amount
97 00015839	V9701894	DIFRANCESCO, ROCCO	MILEAGE 083122	OH 09/08/2022		MW	IS	56.88
97 00015840	V9702034	PEREZ, MARIA DEL CARMEN	MILEAGE 083122	OH 09/08/2022		MW	IS	72.50
97 00015841	V9702085	PROJECT LEAD THE WAY INC	363328	OH 09/08/2022		MW	IS	1,238.85
97 00015842	V9702013	THE P CUSTOM ENTERPRISE	11176	OH 09/08/2022		MW	IS	665.00
97 00015843	V9701172	B&H PHOTO & VIDEO	203437181	OH 09/13/2022		MW	IS	3,376.01
97 00015844	V9701684	CSEBA	EAP SEP22	OH 09/13/2022		MW	IS	3,069.16
97 00015845	V9700060	EMPLOYMENT DEVELOPMENT DEPT	LEC 2ND QTR22	OH 09/13/2022		MW	RV	99.60
97 00015846	V9702095	MCCLLENAGHAN, AUTUMN	MILEAGE 083122	OH 09/13/2022		MW	IS	39.38
97 00015847	V9701846	METLIFE SMALL MARKET	LIFE SEP22	OH 09/13/2022		MW	IS	263.10
97 00015848	V9702085	PROJECT LEAD THE WAY INC	364931	OH 09/13/2022		MW	IS	6,158.13
97 00015849	V9701217	CDW GOVERNMENT	CG30335	OH 09/14/2022		MW	IS	50,300.30
97 00015850	V9702062	ELB US INC.	JC118473	OH 09/14/2022		MW	IS	137,946.61
97 00015851	V9700633	OFFICE DESIGN GROUP	2022 1188	OH 09/14/2022		MW	IS	11,123.84
97 00015852	V9701736	THE PATON GROUP	220323	OH 09/14/2022		MW	IS	32,250.75
97 00015853	VOID:CONTIVoid - Continued Stub		CONTINUE	OH 09/15/2022		VM	VD	0.00
97 00015854	V9701672	AMERICAN EXPRESS	92165 AUG2022B	OH 09/15/2022		MW	IS	39,534.40
97 00015855	V9701880	CAL-HOSA Inc	99509195	OH 09/15/2022		MW	IS	650.00
97 00015856	V9700060	EMPLOYMENT DEVELOPMENT DEPT	LEC 2ND QTR22A	OH 09/21/2022		MW	IS	96.60
97 00015857	V9700659	APPLE COMPUTER INC.	AJ30587393	OH 09/26/2022		MW	IS	115,482.60
97 00015858	V9702020	CALIFORNIA NEWSPAPERS PARTNERS	5190533 22 23	OH 09/26/2022		MW	IS	453.12
97 00015859	V9702004	CCCAOE	240354	OH 09/26/2022		MW	IS	695.00
97 00015860	V9701217	CDW GOVERNMENT	CL34302	OH 09/26/2022		MW	IS	4,013.69
97 00015861	V9701616	CULVER-NEWLIN/McMAHAN BUSINESS	36146	OH 09/26/2022		MW	IS	24,745.60
97 00015862	V9701979	EIDE BAILLY LLP	EI01326003	OH 09/26/2022		MW	IS	750.00
97 00015863	V9702100	FERGUSON, COREY J.	100	OH 09/26/2022		MW	IS	799.95
97 00015864	V9702092	KEY CODE MEDIA INC	009277	OH 09/26/2022		MW	IS	10,857.00
97 00015865	V9701932	LIFESAVER EDUCATION	0001295	OH 09/26/2022		MW	IS	370.00
97 00015866	V9701553	PATTERSON DENTAL SUPPLY INC.	4225403837	OH 09/26/2022		MW	IS	217.10
97 00015867	V9702077	ROBOTICAL INC	INV 011187	OH 09/26/2022		MW	IS	98,000.00
97 00015868	V9702087	S&K THEATRICAL DRAPERIES INC	28621	OH 09/26/2022		MW	IS	4,276.68
97 00015869	V9700162	STAPLES	71601	OH 09/26/2022		MW	IS	228.39
97 00015870	V9702099	UNIVERSITY LAB PARTNERS	ULP 7 2022 987	OH 09/26/2022		MW	IS	21,000.00
97 00015871	V9700517	ACSA	ACSA 2022 23	OH 09/30/2022		MW	IS	1,467.00
97 00015872	V9700170	CAROC	202220248	OH 09/30/2022		MW	IS	1,000.00

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**COLLEGE & CAREER ADV**  
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Check	Payee ID	Payee Name	Reference	Subs Check Date	Cancel Date	Type	Status	Check Amount
97 00015873	V9702074	CHRISTY WHITE INC.	18339	OH 09/30/2022		MW	IS	4,025.25
97 00015874	V9702004	CCCAOE	250232	OH 10/03/2022		MW	IS	275.00
97 00015875	V9702055	ANATOMY WAREHOUSE	INV 2212558	OH 10/06/2022		MW	IS	1,060.80
97 00015876	V9701894	DIFRANCESCO, ROCCO	MILEAGE 0922	OH 10/06/2022		MW	IS	60.00
97 00015877	V9702094	FRED ALLEN & ASSOCIATES	6619	OH 10/06/2022		MW	IS	3,879.00
97 00015878	V9700948	HENRY SCHEIN INC.	24419350	OH 10/06/2022		MW	IS	49,548.29
97 00015879	V9702034	PEREZ, MARIA DEL CARMEN	MILEAGE 0922	OH 10/06/2022		MW	IS	94.38
97 00015880	V9702084	REEL LUMBER SERVICE	69845	OH 10/06/2022		MW	IS	3,104.06
97 00015881	V9701604	WORTHINGTON DIRECT	INV391948 CAP002	OH 10/06/2022		MW	IS	4,899.29
97 00015882	V9701749	COUNTY OF ORANGE	HCA23541	OH 10/07/2022		MW	IS	923.00
97 00015883	V9701684	CSEBA	EAP OCT22	OH 10/07/2022		MW	IS	3,267.24
97 00015884	V9701927	FIRST	5199 2023	OH 10/07/2022		MW	IS	6,000.00
97 00015885	V9701846	METLIFE SMALL MARKET	LIFE OCT22	OH 10/07/2022		MW	IS	263.10
97 00015886	V9702101	WEVIDEO INC.	CINV1997	OH 10/07/2022		MW	IS	6,256.15
97 00015887	V9799999	CDTFA	INV 2212558	OH 10/10/2022		MW	IS	7,677.21
97 00015888	VOID.CONTI	VOID - Continued Stub	CONTINUE	OH 10/13/2022		VM	VD	0.00
97 00015889	V9701672	AMERICAN EXPRESS	92165 SEP2022	OH 10/13/2022		MW	IS	28,403.73
97 00015890	V9701877	ANDRE, JAQUES	REIM 092622	OH 10/13/2022		MW	IS	3,363.20
97 00015891	V9702103	BRIZENO, STEPHANIE	MILEAGE AUG	OH 10/13/2022		MW	IS	104.97
97 00015892	V9701217	CDW GOVERNMENT	BN81163	OH 10/13/2022		MW	IS	207.24
97 00015893	V9701616	CULVER-NEWLIN/McMAHAN BUSINESS	36259	OH 10/13/2022		MW	IS	22,623.53
97 00015894	V9702097	GLOWFORGE INC	IN 702223	OH 10/13/2022		MW	IS	9,224.49
97 00015895	V9702008	INSKEEP, MELANIE	MILEAGE 100722	OH 10/13/2022		MW	IS	106.25
97 00015896	V9701701	JONES, SCOTT	REIM 092722B	OH 10/13/2022		MW	IS	81.97
97 00015897	V9701726	MATTERHACKERS INC	MH219658	OH 10/13/2022		MW	IS	12,728.72
97 00015898	V9700077	MCGRAW HILL EDUCATION HOLDINGS	124862958001	OH 10/13/2022		MW	IS	594.00
97 00015899	V9700837	NATIONAL RESTAURANT ASSOCIATIO	16N7657418	OH 10/13/2022		MW	IS	4,875.03
97 00015900	V9700119	SPARKLETT'S	21920686 100122	OH 10/13/2022		MW	IS	20.28
97 00015901	V9702010	STEINERT, STEVE	REIM 100622	OH 10/13/2022		MW	IS	49.23
97 00015902	V9702057	VEX ROBOTICS INC	601653	OH 10/13/2022		MW	IS	247.44
97 00015903	V9702017	Apex Audio Inc.	47963	OH 10/14/2022		MW	IS	29,822.60
97 00015904	V9700659	APPLE COMPUTER INC.	AK03460444	OH 10/14/2022		MW	IS	11,416.04
97 00015905	V9702103	BRIZENO, STEPHANIE	REIM 100422	OH 10/14/2022		MW	IS	16.16
97 00015906	V9701102	NORTHERN ORANGE COUNTY WORKERS	275110	OH 10/14/2022		MW	IS	14,504.00

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Check	Payee ID	Payee Name	Reference	Subs Check Date	Cancel Date	Type	Status	Check Amount
97 00015907	V9701553	PATTERSON DENTAL SUPPLY INC.	4225408399	OH 10/14/2022		MW	IS	217.10
97 00015908	V9702102	CAPISTRANO CRANE SERVICE	16919	OH 10/19/2022		MW	IS	1,296.00
97 00015909	V9700002	CAPISTRANO UNIFIED SCHOOL DIST	68S10197	OH 10/19/2022		MW	IS	2,219.32
97 00015910	V9701818	COLLEGE AND CAREER ADVANTAGE	1190511417	OH 10/19/2022		MW	IS	3,227.11
97 00015911	V9702104	DELEGGE, ANGELA	REIM 100422	OH 10/19/2022		MW	IS	15.04
97 00015912	V9702095	MCCLLENAGHAN, AUTUMN	REIM 101122	OH 10/19/2022		MW	IS	155.66
97 00015913	V9700134	Orange County Dept of Education	94S11035	OH 10/19/2022		MW	IS	38,500.00
97 00015914	V9701971	SELFF, SEAN	REIM 101422	OH 10/19/2022		MW	IS	356.72
97 00015915	V9700162	STAPLES	32025	OH 10/19/2022		MW	IS	529.48
97 00015916	V9702088	ABLETON INC	INC0000416	OH 10/20/2022		MW	IS	6,657.75
97 00015917	V9701863	BERKMAN, NICOLE	REIM 101822	OH 10/20/2022		MW	IS	78.27
97 00015918	V9702105	CHOW, KAREN	REIM 101822	OH 10/20/2022		MW	IS	178.50
97 00015919	V9701967	FIREFIGHTERS' SAFETY CENTER	29040	OH 10/20/2022		MW	IS	774.99
97 00015920	V9702093	GOODHEART WILLCOX PUBLISHER	01888293	OH 10/20/2022		MW	IS	1,102.87
97 00015921	V9700066	HOME DEPOT CREDIT SERVICES	7970107	OH 10/20/2022		MW	IS	5,674.44
97 00015922	V9701986	IMAGE MATTERS INC.	INV 087456	OH 10/20/2022		MW	IS	5,320.00
97 00015923	V9702064	NEWARK CORPORATION	35290669	OH 10/20/2022		MW	IS	1,166.82
97 00015924	V9702050	PACIFIC COAST ENTERTAINMENT	1221329	OH 10/20/2022		MW	IS	48,053.50
97 00015925	V9700659	APPLE COMPUTER INC.	AK04568543	OH 10/26/2022		MW	IS	9,277.11
97 00015926	V9701980	BELANTO, JOSEPH	REIM 91922	OH 10/26/2022		MW	IS	119.40
97 00015927	V9700170	CAROC	CAROC NOV	OH 10/26/2022		MW	IS	620.00
97 00015928	V9701892	CHEFS TOYS LLC	3842021	OH 10/26/2022		MW	IS	6,003.83
97 00015929	V9701616	CULVER-NEWLIN/McMAHAN BUSINESS	36452	OH 10/26/2022		MW	IS	15,746.85
97 00015930	V9701855	FOUNTAIN VALLEY HIGH SCHOOL	0004	OH 10/26/2022		MW	IS	200.00
97 00015931	V9701738	MCKESSON MEDICAL SURGICAL	19941326	OH 10/26/2022		MW	IS	1,234.74
97 00015932	V9701857	MOUNT MIGUEL HIGH SCHOOL	SDCE 2228	OH 10/26/2022		MW	IS	1,200.00
97 00015933	V9702085	PROJECT LEAD THE WAY INC	369692	OH 10/26/2022		MW	IS	17,611.74
97 00015934	V9702031	SUN PAC CONTAINERS INC.	3689233	OH 10/26/2022		MW	IS	9,446.00
97 00015935	V9700948	HENRY SCHEIN INC.	23780861	OH 10/28/2022		MW	IS	1,108.20
97 00015936	V9701825	CHRISTINA'S UNIFORMS CO.	50640	OH 10/31/2022		MW	IS	2,915.16
97 00015937	V9702094	FRED ALLEN & ASSOCIATES	6619B	OH 11/07/2022		MW	IS	486.77
97 00015938	V9702095	MCCLLENAGHAN, AUTUMN	MILEAGE	OH 11/07/2022		MW	IS	34.39
97 00015939	V9702034	PEREZ, MARIA DEL CARMEN	MILEAGE	OH 11/07/2022		MW	IS	76.88
97 00015940	V9700119	SPARKLETT'S	21920686 090122	OH 11/07/2022		MW	IS	8.84

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Check	Payee ID	Payee Name	Reference	Subs Check Date	Cancel Date	Type	Status	Check Amount
97 00015941	V9701217	CDW GOVERNMENT	DL99234	OH 11/08/2022		MW	IS	220.00
97 00015942	V9701927	FIRST	FIRST REG 2022	OH 11/08/2022		MW	IS	6,000.00
97 00015943	V9701991	MISSION VIEJO CHAMBER OF COMME	2755	OH 11/08/2022		MW	IS	165.00
97 00015944	VOID.CONTIVoid - Continued Stub		CONTINUE	OH 11/08/2022		VM	VD	0.00
97 00015945	V9702070	THE MICHAELS COMPANIES	316000	OH 11/08/2022		MW	IS	22,963.95
97 00015946	VOID.CONTIVoid - Continued Stub		CONTINUE	OH 11/10/2022		VM	VD	0.00
97 00015947	VOID.CONTIVoid - Continued Stub		CONTINUE	OH 11/10/2022		VM	VD	0.00
97 00015948	V9701672	AMERICAN EXPRESS	92165 NOV2022	OH 11/10/2022		MW	IS	35,059.42
97 00015949	V9701684	CSEBA	EAP NOV22	OH 11/10/2022		MW	IS	3,267.24
97 00015950	V9701846	METLIFE SMALL MARKET	LIFE NOV22	OH 11/10/2022		MW	IS	263.10
97 00015951	V9701172	B&H PHOTO & VIDEO	206951911	OH 11/15/2022		MW	IS	487.51
97 00015952	V9702110	BELL, LYNNE	MILE AUG SEP	OH 11/15/2022		MW	IS	200.63
97 00015953	V9701825	CHRISTINA'S UNIFORMS CO.	50279	OH 11/15/2022		MW	IS	463.80
97 00015954	V9700948	HENRY SCHEIN INC.	24236208	OH 11/15/2022		MW	IS	7,542.57
97 00015955	V9701961	JOHNSON, ERIC	MILEAGE	OH 11/15/2022		MW	IS	34.38
97 00015956	V9701878	KERN HIGH SCHOOL DISTRICT	CATS2333	OH 11/15/2022		MW	IS	1,960.00
97 00015957	V9702018	SWEETWATER SOUNDS HOLDINGS LLC	33663134	OH 11/15/2022		MW	IS	16,315.77
97 00015958	V9702013	THE P CUSTOM ENTERPRISE	11179	OH 11/15/2022		MW	IS	314.05
97 00015959	V9701766	CRIME SCENE INC.	87147 CRIME	OH 11/16/2022		MW	IS	1,032.90
97 00015960	V9702011	LAGUNA BEACH CHAMBER OF COMMER	61475488516	OH 11/16/2022		MW	IS	150.00
97 00015961	V9701553	PATTERSON DENTAL SUPPLY INC.	4225412971	OH 11/16/2022		MW	IS	217.10
97 00015962	V9700948	HENRY SCHEIN INC.	27761342	OH 11/28/2022		MW	IS	450.78
97 00015963	V9701738	MCKESSON MEDICAL SURGICAL	20043825	OH 11/28/2022		MW	IS	8,098.32
97 00015964	V9702111	MURPHY, KELLI	REIM 1122	OH 11/28/2022		MW	IS	187.97
97 00015965	V9702112	SKILLS USA CALIFORNIA	S92779	OH 11/28/2022		MW	IS	380.00

**Issued:** 1,088,307.26  
**Reversed:** 99.60  
**97 Bank Total:** 1,088,406.86

**Grand Total:** 1,088,406.86



## PERSONNEL ASSIGNMENT ORDER

### CERTIFICATED PERSONNEL 2022-2023 NEW HIRES

Name:	<b>JENNIFER ALCALA</b>		
Job Title:	Instructor		
CTE Industry Sector:	Hospitality, Tourism and Recreation	Instructional Hours:	Up to 5 hours/week
School Site/Location:	SCHS	Rate per Instructional Hour:	\$47.02
Instructional Duty Days:	09/29/2022 – 06/01/23	Number of Sections Assigned:	One

### CERTIFICATED PERSONNEL RESIGNATION/SEPARATION

NAME	TITLE	EFFECTIVE DATE	LOCATION
Corey Ferguson	Aviation Instructor	09/29/2022	THS
NAME	TITLE	EFFECTIVE DATE	LOCATION
Angela Delegge	Veterinary Technician Instructor	09/19/2022	CCA Training Center

### CONSENT CALENDAR



November 10, 2022

Starbucks  
32022 Camino Capistrano  
San Juan Capistrano, CA 92675  
Attn: Mena, Store Manager

Dear Mena,

College and Career Advantage (CCA) provides engaging and relevant career technical education courses which prepare students to succeed in their post-secondary educational goals and their career aspirations. Each November CCA holds its annual professional development day bringing instructional staff together for a day of professional development.

On behalf of College and Career Advantage, the Governing Board and staff, I want to thank you for the generous donation of coffee and condiments for CCA's professional development day held on November 1, 2022.

Contributors, such as Starbucks, help instructors teach today's students to become tomorrow's workforce.

Sincerely,

Dr. Paul Weir  
Executive Director

**CONSENT CALENDAR**

**Agenda Item 5  
December 7, 2022**



November 10, 2022

Urbane Café  
26921 Aliso Creek Road  
Aliso Viejo, CA 92656  
Attn: Maricel, Manager

Dear Maricel,

College and Career Advantage (CCA) provides engaging and relevant career technical education courses which prepare students to succeed in their post-secondary educational goals and their career aspirations. Each November CCA holds its annual professional development day bringing instructional staff together for a day of professional development.

On behalf of College and Career Advantage, the Governing Board and staff, I want to thank you for the generous donation of lunch for CCA's professional development day held on November 1, 2022.

Contributors, such as Urbane Café, help instructors teach today's students to become tomorrow's workforce.

Sincerely,

Dr. Paul Weir  
Executive Director

**CONSENT CALENDAR**

**Agenda Item 6  
December 7, 2022**



## COLLEGE AND CAREER ADVANTAGE

### Memorandum

**To:** Approved 457(b) Investment Providers  
**From:** College and Career Advantage  
**Date:** September 23, 2022  
**Subject:** Appointment of Third Party Administrator - 457(b) Plan

Effective November 15, 2022, College and Career ("Employer") authorizes SchoolsFirst Plan Administration (Third Party Administrator) to act on behalf of the Employer in fulfilling duties associated with the SchoolsFirst Plan Administration 457(b) Plan Document and Approved Provider/Information Sharing Agreement in order to provide 457(b) plan administration and compliance services. This Appointment Notice supersedes any current notice on file while simultaneously appointing SchoolsFirst Plan Administration as the 457(b) Third Party Administrator for approved investment providers on behalf of the district.

The services provided by SchoolsFirst Plan Administration include salary reduction requests, distribution review, transfer/exchange review, loan review, and contribution limit monitoring. Requests for information and requests for the completion of employer-vendor agreements received from SchoolsFirst Plan Administration should be considered as being received directly from the attached school district. SchoolsFirst Plan Administration is authorized to act on behalf of the attached school district in the execution of vendor agreements and the approval of distribution, transfer/exchange, and loan requests.

Please direct inquiries regarding this letter directly to SchoolsFirst Plan Administration at:

Phone: 800.462.8328, extension 4727  
Fax: 714.258.4262  
E-mail: [rpa@schoolsfirstfcu.org](mailto:rpa@schoolsfirstfcu.org)

College and Career Advantage  
Employer Name

  
Signature of Authorized Representative

Paul Weir  
Print Name

Executive Director  
Title

12/7/22  
Date

SchoolsFirst Plan Administration  
Third Party Administrator

  
Signature of Authorized Representative

Jessica Jamison  
Print Name

Vice President, Retirement Planning and  
Administration  
Title

9/23/2022  
Date

**CERTIFICATE OF ADOPTING RESOLUTION**

The undersigned authorized representative of College and Career Advantage (the Employer) hereby certifies that the following resolution was duly adopted by Employer on \_\_\_\_\_, and that such resolution has not been modified or rescinded as of the date hereof:

RESOLVED, the Amendment to the College and Career Advantage 457(b) Plan for the CARES Act (the Amendment) is hereby approved and adopted and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Plan Administrator the Amendment and to take any and all actions as it may deem necessary to effectuate this resolution.

The undersigned further certifies that attached hereto is a copy of the Amendment approved and adopted in the foregoing resolution.

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

Signed: \_\_\_\_\_

\_\_\_\_\_  
[print name/title]

## AMENDMENT FOR CARES ACT

### ARTICLE 1 PREAMBLE; DEFINITIONS

- 1.1 **Adoption of Amendment.** The Employer adopts this Amendment to implement provisions of the Act which affect the Plan. All references to the Plan include the Plan's loan program, policy, or procedure to the extent applicable.
- 1.2 **Superseding of inconsistent provisions.** This Amendment supersedes the provisions of the Plan to the extent those provisions are inconsistent with the provisions of this Amendment.
- 1.3 **Construction.** Except as otherwise provided in this Amendment, any Article or Section reference in this Amendment refers only to this Amendment and is not a reference to the Plan. The Article and Section numbering in this Amendment is solely for purposes of this Amendment and does not relate to the Plan article, section, or other numbering designations.
- 1.4 **Effect of restatement of Plan.** If the Employer restates the Plan then this Amendment shall remain in effect after such restatement unless the provisions in this Amendment are restated or otherwise become obsolete (e.g., if the Plan is restated onto a plan document which incorporates these provisions).
- 1.5 **Definitions.** Except as otherwise provided in this Amendment, terms defined in the Plan will have the same meaning in this Amendment. The following definitions apply specifically to this Amendment:
  - A. The "Act" is the Coronavirus Aid, Relief, and Economic Security Act, also known as the CARES Act. This Amendment shall be interpreted and applied to comply with the Act.
  - B. A "Qualified Individual" means any individual (1) who is diagnosed with the virus SARS-CoV-2 or with coronavirus disease 2019 (COVID-19) by a test approved by the Centers for Disease Control and Prevention, (2) whose spouse or dependent (as defined in Code §152) is diagnosed with such virus or disease by such a test, or (3) who experiences adverse financial consequences as a result of being quarantined, being furloughed or laid off or having work hours reduced due to such virus or disease, being unable to work due to lack of child care due to such virus or disease, closing or reducing hours of a business owned or operated by the individual due to such virus or disease, or other factors as determined by Treasury or the Internal Revenue Service. Participants, alternate payees and beneficiaries of deceased participants can be treated as Qualified Individuals. The Plan Administrator may rely on an individual's certification that the individual satisfies a condition to be a Qualified Individual unless the Plan Administrator has actual knowledge to the contrary.

### ARTICLE 2 IDENTIFYING INFORMATION; EMPLOYER ELECTIONS

- 2.1 **Reserved.**
- 2.2 **Employer identifying information.**
  - A. Name of Employer: College and Career Advantage
  - B. Name of Plan: College and Career Advantage 457(b) Plan
  - C. Type of Plan (check one)
    - (1) ☐ 401(k) Plan
    - (2) ☐ Profit-Sharing Plan (other than a 401(k) plan)
    - (3) ☐ Money Purchase Pension Plan
    - (4) ☐ Defined Benefit Plan (including a cash balance plan)
    - (5) ☐ 403(b) Plan

(6) ☒ 457(b) Plan sponsored by a governmental employer

2.3 **Relief for Qualified Individuals.** Will the Plan provide any or all of the following relief for Qualified Individuals: (1) Coronavirus-Related Distributions described in Article 3, (2) increased loan limits described in Section 4.2, (3) the loan repayment extension described in Section 4.3. *(Select one of (a), (b), or (c). If (c) is selected, then select one or more of (d), (e), and/or (f))*

(a) ☐ **No.** The Plan will not provide any of these relief provisions.

(b) ☒ **Yes.** The Plan will provide all of these relief provisions. The limitations on distributions described in Sections 2.3(d)(1) – (4) and the limitations on loans in Section 2.3(e)(1) – (3) and 2.3(f)(1) do not apply.

(c) ☐ **Some.** The Plan will provide those relief provisions selected in (d), (e), or (f) below.

(d) ☐ **The Coronavirus-Related Distribution provisions described in Article 3** *(If (d) is selected, the Employer may optionally select one or more of (1), (2), (3), (4), or (5).)*

(1) ☐ Coronavirus-Related Distributions are not available from an account in which the Participant is not 100% vested.

(2) ☐ Coronavirus-Related Distributions may be made only from the following accounts:

(3) ☐ The maximum amount of Coronavirus-Related Distributions from the Plan to a Qualified Individual will not exceed: \$\_\_\_\_\_. *(Enter amount less than \$100,000.)*

(4) ☐ The following additional provisions apply to Coronavirus-Related Distributions: \_\_\_\_\_ *(Enter limitations or restrictions which are nondiscriminatory and not subject to Employer discretion.)*

(e) ☐ **The increased loan limit described in Section 4.2** *(If (e) is selected, the Employer may optionally select one or both of (1), (2), or (3).)*

(1) ☐ The maximum dollar amount of loans pursuant to Section 4.2 will not exceed: \$\_\_\_\_\_. *(Enter amount less than \$100,000.)*

(2) ☐ The maximum percentage of the present value of the nonforfeitable accrued benefit that may be loaned pursuant to Section 4.2 will not exceed: \_\_\_\_\_%. *(Enter percentage less than 100%.)*

(3) ☐ The following additional provisions apply to the increased loan limit: \_\_\_\_\_ *(Enter limitations or restrictions which are nondiscriminatory.)*

(f) ☐ **The loan repayment extension described in Section 4.3** *(If (f) is selected, the Employer may optionally select (1).)*

(1) ☐ The following additional provisions apply to the loan repayment extension: \_\_\_\_\_ *(Enter limitations or restrictions which are nondiscriminatory.)*

2.4 **RMD waivers for 2020.** The provisions of Section 5.2 apply (RMDs are suspended unless a Participant or Beneficiary elects otherwise) unless the Employer elects otherwise below:

(a) ☐ The provisions of Section 5.3 apply (RMDs continued unless otherwise elected by a Participant or Beneficiary).

(b) ☐ RMDs continued in accordance with the terms of the Plan without regard to this Amendment (i.e., no election available to Participants or Beneficiaries).

(c) ☐ Other: \_\_\_\_\_

For purposes of Section 5.4, the Plan will also treat the following as eligible rollover distributions in 2020: (If no election is made, then a direct rollover will be offered only for distributions that would be eligible rollover distributions without regard to Code §401(a)(9)(I)):

(d) ☐ 2020 RMDs and Extended 2020 RMDs (both as defined in Section 5.5).

(e) ☐ 2020 RMDs (as defined in Section 5.5) but only if paid with an additional amount that is an eligible rollover distribution without regard to Code §401(a)(9)(I).

2.5 **Effective Date.** This Amendment is effective March 27, 2020, or as soon as practical thereafter, or, if later, the following date: 4/1/2020. *(Optional. Enter a date not later than December 31, 2020.)*

### ARTICLE 3 CORONAVIRUS-RELATED DISTRIBUTIONS

- 3.1 **Application.** This Article 3 will apply if Section 2.3(b) or Section 2.3(d) is selected.
- 3.2 **Coronavirus-Related Distribution(s).** Subject to the provisions described in Section 2.3(d)(4), if any, a Qualified Individual may take one or more Coronavirus-Related Distributions. The accounts from which the amount may be distributed shall be limited if selected in Sections 2.3(d)(1) and (2). However, if the Plan is a Money Purchase Pension Plan or a Defined Benefit Plan, and the Qualified Individual has not separated from service, the Qualified Individual may not take a Coronavirus-Related Distribution prior to attaining the earlier of Normal Retirement Age or age 59½. The provisions of this Section will apply notwithstanding any limitation in the Plan on partial distributions or any otherwise applicable plan or administrative limits on the number of allowable distributions.
- 3.3 **Repayment of distribution.** If the Plan permits rollover contributions, then a Participant who receives a Coronavirus-Related Distribution (from this Plan and/or another eligible retirement plan as defined in Code §402(c)(8)(B)), at any time during the 3-year period beginning on the day after receipt of the distribution, may make one or more contributions to the Plan, as rollover contributions, in an aggregate amount not to exceed the amount of such distribution.
- 3.4 **Definition of Coronavirus-Related Distribution.** A “Coronavirus-Related Distribution” means a distribution to a Qualified Individual during the period beginning January 1, 2020 and ending December 30, 2020. The total amount of Coronavirus-Related Distributions to a Qualified Individual pursuant to this Amendment from all plans maintained by the Employer, or any related employer described in Code §414(b), (c), (m), or (o), shall not exceed \$100,000, (or such lesser amount specified in Section 2.3(d)(3)). The Coronavirus-Related Distributions from the Plan to a Qualified Individual will not exceed the amount of the individual’s vested account balance or the present value of the individual’s vested accrued benefit.

### ARTICLE 4 PARTICIPANT LOAN RELIEF

- 4.1 **Application.** This Article 4 will apply only if the Plan permits participant loans. Section 4.2 will apply if Section 2.3(b) or Section 2.3(e) is selected. Section 4.3 will apply if Section 2.3(b) or Section 2.3(f) is selected.
- 4.2 **Increased loan limit.** Notwithstanding the loan limitation that otherwise would apply, the Plan will determine the loan limit under Code §72(p)(2)(A) for a loan to a Qualified Individual, made during the period beginning March 27, 2020 and ending September 23, 2020, by substituting “\$100,000” (or such lesser amount specified in Section 2.3(e)(1)) for “\$50,000,” and by substituting “100% (or such lesser percentage specified in Section 2.3(e)(2)) of the present value of the nonforfeitable accrued benefit of the employee under the Plan” for “one-half of the present value of the nonforfeitable accrued benefit of the employee under the Plan” (or its equivalent). The provisions described in Section 2.3(e)(3), if any, will apply in connection with loans to Qualified Individuals.
- 4.3 **Extension of certain repayments.** If a Qualified Individual has an outstanding loan from the Plan on or after March 27, 2020, then: (1) if the date for any repayment of such loan occurs during the period from March 27, 2020 and ending December 31, 2020, the due date is extended for one year; (2) the Plan will adjust any subsequent repayments to reflect the extension of the due date under (1) and any interest accrued during the extension; and (3) the Plan will disregard the period of extension described in (1) in determining the 5-year period and the loan term under Code §72(p)(2)(B) or (C). The provisions described in Section 2.3(f)(1), if any, will apply in connection with the extension described in this Section.

**ARTICLE 5**  
**WAIVER OF 2020 REQUIRED MINIMUM DISTRIBUTIONS (RMDs)**

- 5.1 **Application.** This Article 5 will apply only to defined contribution plans, including 401(k) plans, Profit-Sharing Plans, Money Purchase Pension Plans, 403(b) Plans, and 457(b) Plans sponsored by governmental employers.
- 5.2 **Waiver; default provision.** This Section 5.2 will apply unless the Employer has selected Section 2.4(a), (b), or (c). Notwithstanding the provisions of the Plan relating to RMDs, a Participant or Beneficiary who would have been required to receive 2020 RMDs, and who would have satisfied that requirement by receiving distributions that are (1) equal to the 2020 RMDs, or (2) Extended 2020 RMDs, **will not receive** those distributions for 2020 unless the Participant or Beneficiary chooses to receive such distributions. Participants and Beneficiaries described in the preceding sentence will be given the opportunity to elect to receive the distributions described in the preceding sentence.
- 5.3 **Continuation of RMDs absent election.** This paragraph applies if Section 2.4(a) is selected. Notwithstanding the provisions of the Plan relating to RMDs, a Participant or Beneficiary who would have been required to receive 2020 RMDs, and who would have satisfied that requirement by receiving distributions that are (1) equal to the 2020 RMDs, or (2) Extended 2020 RMDs, **will receive** those distributions for 2020 unless the Participant or Beneficiary chooses not to receive such distributions. Participants and Beneficiaries described in the preceding sentence will be given the opportunity to elect to stop receiving the distributions described in the preceding sentence.
- 5.4 **Direct rollovers.** Notwithstanding the provisions of the Plan relating to required minimum distributions under Code §401(a)(9), and solely for purposes of applying the direct rollover provisions of the Plan, certain additional distributions in 2020, as elected by the Employer in Section 2.4, will be treated as eligible rollover distributions. If no election is made by the Employer in Section 2.4, then a direct rollover will be offered only for distributions that would be eligible rollover distributions without regard to Code §401(a)(9)(I).
- 5.5 **Definitions.** “RMDs” means required minimum distributions described in Code §401(a)(9). “**2020 RMDs**” means required minimum distributions the Plan would have been required to distribute in 2020 but for the enactment of Code §401(a)(9)(I) (including RMDs relating to Participants with a required beginning date of April 1, 2020, which were not distributed in 2019). “**2020 Extended RMDs**” means one or more payments in a series of substantially equal distributions (that include the 2020 RMDs) made at least annually and expected to last for the life (or life expectancy) of the Participant, the joint lives (or joint life expectancy) of the Participant and the Participant’s designated Beneficiary, or for a period of at least 10 years.
- 5.6 **Installment payments.** A Participant or Beneficiary receiving payment of 2020 RMDs or 2020 Extended RMDs pursuant to this Article 5 may receive them in any method (including installments or partial distributions) which would have been permitted under the terms of the Plan if the amounts would have been RMDs but for the enactment of Code §401(a)(9)(I).

\* \* \* \* \*

This Amendment has been executed this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

Name of Plan: College and Career Advantage 457(b) Plan

Name of Employer: College and Career Advantage

By: \_\_\_\_\_  
EMPLOYER

# ADOPTION AGREEMENT FOR ELIGIBLE GOVERNMENTAL 457 PLAN

The undersigned Employer, by executing this Adoption Agreement, establishes an Eligible 457 Plan ("Plan"). The Employer, subject to the Employer's Adoption Agreement elections, adopts fully the Plan provisions. This Adoption Agreement, the basic plan document and any attached Appendices, amendments, or agreements permitted or referenced therein, constitute the Employer's entire plan document. *All "Election" references within this Adoption Agreement or the basic plan document are Adoption Agreement Elections. All "Article" or "Section" references are basic plan document references. Numbers in parentheses which follow election numbers are basic plan document references.* Where an Adoption Agreement election calls for the Employer to supply text, the Employer may lengthen any space or line, or create additional tiers. When Employer-supplied text uses terms substantially similar to existing printed options, all clarifications and caveats applicable to the printed options apply to the Employer-supplied text unless the context requires otherwise. The Employer makes the following elections granted under the corresponding provisions of the basic plan document.

## 1. EMPLOYER (1.11).

Name: Career and College Advantage

Address: 33122 Valle Road  
Street

San Juan Capistrano California 92675  
City State Zip

Telephone: 949.496.3118

Taxpayer Identification Number (TIN): 92-2661408

## 2. PLAN NAME.

Name: Career and College Advantage Governmental 457(b) Deferred Compensation Plan

3. PLAN YEAR (1.25). Plan Year means the 12 consecutive month period (except for a short Plan Year) ending every (Choose one of a. or b. and choose c. if applicable): [Note: Complete any applicable blanks under Election c. with a specific date, e.g., "June 30" OR "the last day of February" OR "the first Tuesday in January." In the case of a Short Plan Year or a Short Limitation Year, include the year, e.g., "May 1, 2013."]

- a. ☒ **December 31.**
- b. ☐ **Plan Year:** ending: \_\_\_\_\_.
- c. ☐ **Short Plan Year:** commencing: \_\_\_\_\_ and ending: \_\_\_\_\_.

4. EFFECTIVE DATE (1.08). The Employer's adoption of the Plan is a (Choose one of a. or b. Complete c. if new plan OR complete c. and d. if an amendment and restatement. Choose e. if applicable):

- a. ☐ **New Plan.**
- b. ☒ **Restated Plan.** The Plan is a substitution and amendment of an existing 457 plan.

### Initial Effective Date of Plan

c. ☒ 5/01/2005 (enter month day, year; hereinafter called the "Effective Date" unless 4d is entered below)

**Restatement Effective Date** (If this is an amendment and restatement, enter effective date of the restatement.)

d. ☒ 11/15/2022 (enter month day, year)

### Special Effective Dates: (optional)

e. ☐ **Describe:** \_\_\_\_\_.

5. CONTRIBUTION TYPES. (If this is a frozen Plan (i.e., all contributions have ceased), choose a. only):

### Frozen Plan

- a. ☐ **Contributions cease.** All Contributions have ceased or will cease (Plan is frozen).
1. **Effective date of freeze:** \_\_\_\_\_ [Note: Effective date is optional unless this is the amendment or restatement to freeze the Plan.]



**Contributions.** The Employer and/or Participants, in accordance with the Plan terms, make the following Contribution Types to the Plan (Choose one or more of b. through d. if applicable):

- b. ☒ **Pre-Tax Elective Deferrals.** The dollar or percentage amount by which each Participant has elected to reduce his/her Compensation, as provided in the Participant's Salary Reduction Agreement (Choose one or more as applicable.):

And will Matching Contributions be made with respect to Elective Deferrals?

1. ☐ **Yes.** See Question 16.

2. ☒ **No.**

And will **Roth Elective Deferrals** be made?

3. ☒ **Yes.** [Note: The Employer may not limit Deferrals to Roth Deferrals only.]

4. ☐ **No.**

- c. ☒ **Nonelective Contributions.** See Question 17.

- d. ☒ **Rollover Contributions.** See Question 30.

6. **EXCLUDED EMPLOYEES (1.10).** The following Employees are Excluded Employees and are not eligible to participate in the Plan (Choose one of a. or b.):

- a. ☐ **No exclusions.** All Employees are eligible to participate.

- b. ☒ **Exclusions.** The following Employees are Excluded Employees (Choose one or more of 1. through 4.):

1. ☐ **Part-time Employees.** The Plan defines part-time Employees as Employees who normally work less than \_\_\_\_\_ hours per week.

2. ☐ **Hourly-paid Employees.**

3. ☐ **Leased Employees.** The Plan excludes Leased Employees.

4. ☒ **Specify:** Student Employees

7. **INDEPENDENT CONTRACTOR (1.16).** The Plan (Choose one of a., b. or c.):

- a. ☐ **Participate.** Permits Independent Contractors to participate in the Plan.

- b. ☒ **Not Participate.** Does not permit Independent Contractors to participate in the Plan.

- c. ☐ **Specified Independent Contractors.** Permits the following specified Independent Contractors to participate:

[Note: If the Employer elects to permit any or all Independent Contractors to participate in the Plan, the term Employee as used in the Plan includes such participating Independent Contractors.]

8. **COMPENSATION (1.05).** Subject to the following elections, Compensation for purposes of allocation of Deferral Contributions means:

**Base Definition** (Choose one of a., b., c. or d.):

- a. ☒ Wages, tips and other compensation on Form W-2.

- b. ☐ Code §3401(a) wages (wages for withholding purposes).

- c. ☐ 415 safe harbor compensation.

- d. ☐ Alternative (general) 415 Compensation.

[Note: The Plan provides that the base definition of Compensation includes amounts that are not included in income due to Code §§401(k), 125, 132(f)(4), 403(b), SEP, 414(h)(2), & 457. Compensation for an Independent Contractor means the amounts the Employer pays to the Independent Contractor for services, except as the Employer otherwise specifies below.]

**Modifications to Compensation definition.** The Employer elects to modify the Compensation definition as follows (Choose one of e. or f.):

- e. ☒ **No modifications.** The Plan makes no modifications to the definition.

- f. ☐ **Modifications** (Choose one or more of 1. through 5.):

1. ☐ **Fringe benefits.** The Plan excludes all reimbursements or other expense allowances, fringe benefits (cash and noncash), moving expenses, deferred compensation and welfare benefits.

2. ☐ **Elective Contributions.** [1.05(E)] The Plan excludes a Participant's Elective Contributions.

3. ☐ **Bonuses.** The Plan excludes bonuses.
4. ☐ **Overtime.** The Plan excludes overtime.
5. ☐ **Specify:** \_\_\_\_\_.

**Compensation taken into account.** For the Plan Year in which an Employee first becomes a Participant, the Plan Administrator will determine the allocation of matching and nonelective contributions by taking into account *(Choose one of g. or h.)*:

- g. ☐ **Plan Year.** The Employee's Compensation for the entire Plan Year. *(N/A if no matching or nonelective contributions)*
  - h. ☒ **Compensation while a Participant.** The Employee's Compensation only for the portion of the Plan Year in which the Employee actually is a Participant. *(N/A if no matching or nonelective contributions)*
9. **POST-SEVERANCE COMPENSATION (1.05(F)).** Compensation includes the following types of Post-Severance Compensation paid within any applicable time period as may be required *(Choose one of a. or b.)*:
- a. ☐ **None.** The Plan does not take into account Post-Severance Compensation as to any Contribution Type except as required under the basic plan document.
  - b. ☒ **Adjustments.** The following Compensation adjustments apply *(Choose one or more)*:
    1. ☒ **Regular Pay.** Post-Severance Compensation will include Regular Pay and it will apply to all Contribution Types.
    2. ☐ **Leave-Cashouts.** Post-Severance Compensation will include Leave Cashouts and it will apply to all Contribution Types.
    3. ☐ **Nonqualified Deferred Compensation.** Post-Severance Compensation will include Deferred Compensation and it will apply to all Contribution Types.
    4. ☐ **Salary Continuation for Disabled Participants.** Post-Severance Compensation will include Salary Continuation for Disabled Participants and it will apply to all Contribution Types.
    5. ☐ **Differential Wage Payments.** Post-Severance Compensation will include Differential Wage Payments (military continuation payments) and it will apply to all Contribution Types.
    6. ☐ **Describe alternative Post-Severance Compensation definition, limit by Contribution Type, or limit by Participant group:** \_\_\_\_\_.
10. **NORMAL RETIREMENT AGE (1.20).** A Participant attains Normal Retirement Age under the Plan *(Choose one of a. or b.)*:
- a. ☒ **Plan designation.** [Plan Section 3.05(B)] When the Participant attains age of Normal Retirement Age under CALPERS or CALSTRS and can provide documentation of your NRA. *[Note: The age may not exceed age 70 1/2. The age may not be less than age 65, or, if earlier, the age at which a Participant may retire and receive benefits under the Employer's pension plan, if any.]*
  - b. ☐ **Participant designation.** [Plan Section 3.05(B) and (B)(1)] When the Participant attains the age the Participant designates, which may not be earlier than age \_\_\_\_\_ and may not be later than age \_\_\_\_\_. *[Note: The age may not exceed age 70 1/2.]*

**Special Provisions for Police or Fire Department Employees** *(Choose c. and/or d. as applicable):*

- c. ☐ **Police department employees.** [Plan Section 3.05(B)(3)] *(Choose 1. or 2.)*:
    1. ☐ **Plan designation.** [Plan Section 3.05(B)] When the Participant attains age \_\_\_\_\_. *[Note: The age may not exceed age 70 1/2 and may not be less than age 40.]*
    2. ☐ **Participant designation.** [Plan Section 3.05(B) and (B)(1)] When the Participant attains the age the Participant designates, which may not be earlier than age \_\_\_\_\_ (no earlier than age 40) and may not be later than age \_\_\_\_\_. *[Note: The age may not exceed age 70 1/2.]*
  - d. ☐ **Fire department employees.** [Plan Section 3.05(B)(3)] *(Choose 1. or 2.)*:
    1. ☐ **Plan designation.** [Plan Section 3.05(B)] When the Participant attains age \_\_\_\_\_. *[Note: The age may not exceed age 70 1/2 and may not be less than age 40.]*
    2. ☐ **Participant designation.** [Plan Section 3.05(B) and (B)(1)] When the Participant attains the age the Participant designates, which may not be earlier than age \_\_\_\_\_ (no earlier than age 40) and may not be later than age \_\_\_\_\_. *[Note: The age may not exceed age 70 1/2.]*
11. **ELIGIBILITY CONDITIONS (2.01).** *(Choose one of a. or b.)*:
- a. ☒ **No eligibility conditions.** The Employee is eligible to participate in the Plan as of his/her first day of employment with the employer.

- b. ☐ **Eligibility conditions.** To become a Participant in the Plan, an Eligible Employee must satisfy the following eligibility conditions (*Choose one or more of 1., 2., or 3.*):
1. ☐ **Age.** Attainment of age \_\_\_\_\_.
  2. ☐ **Service.** Service requirement (*Choose one of a. or b.*):
    - a. ☐ **Year of Service.** One year of Continuous Service.
    - b. ☐ **Months of Service.** \_\_\_\_\_ month(s) of Continuous Service.
  3. ☐ **Specify:** \_\_\_\_\_.
12. **PLAN ENTRY DATE (1.24).** "Plan Entry Date" means the Effective Date and (*Choose one of a. through d.*):
- a. ☒ **Monthly.** The first day of the month coinciding with or next following the Employee's satisfaction of the Plan's eligibility conditions, if any.
  - b. ☐ **Annual.** The first day of the Plan Year coinciding with or next following the Employee's satisfaction of the Plan's eligibility conditions, if any.
  - c. ☐ **Date of hire.** The Employee's employment commencement date with the Employer.
  - d. ☐ **Specify:** \_\_\_\_\_.
13. **SALARY REDUCTION CONTRIBUTIONS (1.30).** A Participant's Salary Reduction Contributions under Election 5b. are subject to the following limitation(s) in addition to those imposed by the Code (*Choose one of a. or b.*):
- a. ☒ **No limitations.**
  - b. ☐ **Limitations.** (*Choose one or more of 1., 2. or 3.*):
    1. ☐ **Maximum deferral amount.** A Participant's Salary Reductions may not exceed: \_\_\_\_\_ (*specify dollar amount or percentage of Compensation*).
    2. ☐ **Minimum deferral amount.** A Participant's Salary Reductions may not be less than: \_\_\_\_\_ (*specify dollar amount or percentage of Compensation*).
    3. ☐ **Specify:** \_\_\_\_\_.
- [*Note: Any limitation the Employer elects in b.1. through b.3. will apply on a payroll basis unless the Employer otherwise specifies in b.3.*]
- Special NRA Catch-Up Contributions (3.05).** The Plan (*Choose one of c. or d.*):
- c. ☒ **Permits.** Participants may make NRA catch-up contributions.  
**AND, Special NRA Catch-Up Contributions** (*Choose one of 1. or 2.*): (*N/A if no matching contributions*)
    1. ☐ will be taken into account in applying any matching contribution under the Plan.
    2. ☐ will not be taken into account in applying any matching contribution under the Plan.
  - d. ☐ **Does not permit.** Participants may not make NRA catch-up contributions.
- Age 50 Catch-Up Contributions (3.06).** The Plan (*Choose one of e. or f.*):
- e. ☒ **Permits.** Participants may make age 50 catch-up contributions.  
**AND, Age 50 Catch-Up Contributions** (*Choose one of 1. or 2.*): (*N/A if no matching contributions*)
    1. ☐ will be taken into account in applying any matching contribution under the Plan.
    2. ☐ will not be taken into account in applying any matching contribution under the Plan.
  - f. ☐ **Does not permit.** Participants may not make age 50 catch-up contributions.
14. **SICK, VACATION AND BACK PAY (3.02(A)).** The Plan (*Choose one of a. or b.*):
- a. ☒ **Permits.** Participants may make Salary Reduction Contributions from accumulated sick pay, from accumulated vacation pay or from back pay.
  - b. ☐ **Does Not Permit.** Participants may not make Salary Reduction Contributions from accumulated sick pay, from accumulated vacation pay or from back pay.
15. **AUTOMATIC ENROLLMENT (3.02(B)).** Does the Plan provide for automatic enrollment (*Choose one of the following*) [*Note: if Eligible Automatic Contribution Arrangement (EACA), select 15c and complete Questions 31 & 32*]:
- a. ☒ **Does not apply.** Does not apply the Plan's automatic enrollment provisions.

- b. ☐ **Applies.** Applies the Plan's automatic enrollment provisions. The Employer as a Pre-Tax Elective Deferral will withhold \_\_\_\_\_% from each Participant's Compensation unless the Participant elects a different percentage (including zero) under his/her Salary Reduction Agreement. The automatic election will apply to (Choose one of 1. through 3.):
1. ☐ **All Participants.** All Participants who as of \_\_\_\_\_ are not making Pre-Tax Elective Deferrals at least equal to the automatic amount.
  2. ☐ **New Participants.** Each Employee whose Plan Entry Date is on or following: \_\_\_\_\_.
  3. ☐ **Describe Application of Automatic Deferrals:** \_\_\_\_\_.
- c. ☐ **EACA.** The Plan will provide an Eligible Automatic Contribution Arrangement (EACA). Complete Questions 31 & 32.
16. **MATCHING CONTRIBUTIONS (3.03).** The Employer Matching Contributions under Election 5.b.1. are made as follows (Choose one or more of a. through d.):
- a. ☐ **Fixed formula.** An amount equal to \_\_\_\_\_ of each Participant's Salary Reduction Contributions.
  - b. ☐ **Discretionary formula.** An amount (or additional amount) equal to a matching percentage the Employer from time to time may deem advisable of each Participant's Salary Reduction Contributions.
  - c. ☐ **Tiered formula.** The Employer will make matching contributions equal to a uniform percentage of each tier of each Participant's Salary Reduction Contributions, determined as follows:

**NOTE:** Fill in only percentages or dollar amounts, but not both. If percentages are used, each tier represents the amount of the Participant's applicable contributions that equals the specified percentage of the Participant's Compensation (add additional tiers if necessary):

Tiers of Contributions (indicate \$ or %)	Matching Percentage
First _____	_____ %
Next _____	_____ %
Next _____	_____ %
Next _____	_____ %

- d. ☐ **Specify:** \_\_\_\_\_.

**Time Period for Matching Contributions.** The Employer will determine its Matching Contribution based on Salary Reduction Contributions made during each (Choose one of e. through h.):

- e. ☐ **Plan Year.**
- f. ☐ **Plan Year quarter.**
- g. ☐ **Payroll period.**
- h. ☐ **Specify:** \_\_\_\_\_.

**Salary Reduction Contributions Taken into Account.** In determining a Participant's Salary Reduction Contributions taken into account for the above-specified time period under the Matching Contribution formula, the following limitations apply (Choose one of i. through l.):

- i. ☐ **All Salary Reduction Contributions.** The Plan Administrator will take into account all Salary Reduction Contributions.
- j. ☐ **Specific limitation.** The Plan Administrator will disregard Salary Reduction Contributions exceeding \_\_\_\_\_% of the Participant's Compensation.
- k. ☐ **Discretionary.** The Plan Administrator will take into account the Salary Reduction Contributions as a percentage of the Participant's Compensation as the Employer determines.
- l. ☐ **Specify:** \_\_\_\_\_.

**Allocation Conditions.** To receive an allocation of Matching Contributions, a Participant must satisfy the following allocation condition(s) (Choose one of m. or n.):

- m. ☐ **No allocation conditions.**
- n. ☐ **Conditions.** The following allocation conditions apply to Matching Contributions (Choose one or more of 1. through 4.):
  1. ☐ **Service condition.** The Participant must complete the following number of months of Continuous Service during the Plan Year: \_\_\_\_\_.

2. ☐ **Employment condition.** The Participant must be employed by the Employer on the last day of the Plan Year.
3. ☐ **Limited Severance Exception.** Any condition specified in 1. or 2. does not apply if the Participant incurs a Severance from Employment during the Plan Year on account of death, disability or attainment of Normal Retirement Age in the current Plan Year or in a prior Plan Year.
4. ☐ **Specify:** \_\_\_\_\_
17. **NONELECTIVE CONTRIBUTIONS (1.19).** The Nonelective Contributions under Election 5.c. are made as follows: *(Choose one)*:
- a. ☒ **Discretionary - Pro-Rata.** An amount the Employer in its sole discretion may determine.
- b. ☐ **Fixed - Pro Rata.** \_\_\_\_\_ % of Compensation.
- c. ☐ **Other.** A Nonelective Contribution may be made as follows: \_\_\_\_\_

**Allocation Conditions. (3.08).** To receive an allocation of Nonelective Contributions, a Participant must satisfy the following allocation condition(s) *(Choose one of d. or e.)*:

- d. ☒ **No allocation conditions.**
- e. ☐ **Conditions.** The following allocation conditions apply to Nonelective Contributions *(Choose one or more of 1. through 4.)*:
1. ☐ **Service condition.** The Participant must complete the following number of months of Continuous Service during the Plan Year: \_\_\_\_\_.
2. ☐ **Employment condition.** The Participant must be employed by the Employer on the last day of the Plan Year.
3. ☐ **Limited Severance Exception.** Any condition specified in 1. or 2. does not apply if the Participant incurs a Severance from Employment during the Plan Year on account of death, disability or attainment of Normal Retirement Age in the current Plan Year or in a prior Plan Year.
4. ☐ **Specify:** \_\_\_\_\_

18. **TIME AND METHOD OF PAYMENT OF ACCOUNT (4.02).** The Plan will distribute to a Participant who incurs a Severance from Employment his/her Vested Account as follows:

**Timing.** The Plan, in the absence of a permissible Participant election to commence payment later, will pay the Participant's Account *(Choose one of a. through e.)*:

- a. ☐ **Specified Date.** \_\_\_\_\_ days after the Participant's Severance from Employment.
- b. ☐ **Immediate.** As soon as administratively practicable following the Participant's Severance from Employment.
- c. ☐ **Designated Plan Year.** As soon as administratively practicable in the \_\_\_\_\_ Plan Year beginning after the Participant's Severance from Employment.
- d. ☐ **Normal Retirement Age.** As soon as administratively practicable after the close of the Plan Year in which the Participant attains Normal Retirement Age.
- e. ☒ **Specify:** At the discretion of the participant

**Method.** The Plan, in the absence of a permissible Participant election, will distribute the Participant's Account under one of the following method(s) of distribution *(Choose one or more of f. through j. as applicable)*:

- f. ☐ **Lump sum.** A single payment.
- g. ☐ **Installments.** Multiple payments made as follows: \_\_\_\_\_
- h. ☐ **Installments for required minimum distributions only.** Annual payments, as necessary under Plan Section 4.03.
- i. ☐ **Annuity distribution option(s):** \_\_\_\_\_
- j. ☒ **Specify:** Any method provided by the investment provider

**Participant Election.** [Plan Sections 4.02(A) and (B)] The Plan *(Choose one of k, l. or m.)*:

- k. ☒ **Permits.** Permits a Participant, with Plan Administrator approval of the election, to elect to postpone distribution beyond the time the Employer has elected in a. through e. and also to elect the method of distribution (including a method not described in f. through j. above).
- l. ☐ **Does not permit.** Does not permit a Participant to elect the timing and method of Account distribution.
- m. ☐ **Specify:** \_\_\_\_\_

**Mandatory Distributions.** Notwithstanding any other distribution election, following Severance from Employment (*Choose n. or o.*):

- n. ☒ **No Mandatory Distributions.** The Plan will not make a Mandatory Distribution.
- o. ☐ **Mandatory Distribution.** If the Participant's Vested Account is not in excess of \$5,000 (unless a different amount selected below) as of the date of distribution, the Plan will make a Mandatory Distribution following Severance from Employment.
1. ☐ **Mandatory Distribution.** If the Participant's Vested Account is not in excess of \$\_\_\_\_\_ as of the date of distribution, the Plan will make a Mandatory Distribution following Severance from Employment.

**Rollovers in determination of \$5,000 threshold.** Unless otherwise elected below, amounts attributable to rollover contributions (if any) will be **included** in determining the \$5,000 threshold for timing of distributions, form of distributions or consent rules.

- p. ☐ **Exclude rollovers** (rollover contributions will be **excluded** in determining the \$5,000 threshold)

**NOTE:** Regardless of the above election, if the Participant consent threshold is \$1,000 or less, then the Administrator must include amounts attributable to rollovers for such purpose. In such case, an election to exclude rollovers above will apply for purposes of the timing and form of distributions.

19. **BENEFICIARY DISTRIBUTION ELECTIONS.** Distributions following a Participant's death will be made as follows (*Choose one of a. through d.*):

- a. ☐ **Immediate.** As soon as practical following the Participant's death.
- b. ☐ **Next Calendar Year.** At such time as the Beneficiary may elect, but in any event on or before the last day of the calendar year which next follows the calendar year of the Participant's death. (*N/A if participant is restricted*)
- c. ☒ **As Beneficiary elects.** At such time as the Beneficiary may elect, consistent with Section 4.03. (*N/A if participant is restricted*)
- d. ☐ **Describe:** \_\_\_\_\_

[*Note: The Employer under Election 19d. may describe an alternative distribution timing or afford the Beneficiary an election which is narrower than that permitted under Election 19c., or include special provisions related to certain beneficiaries, (e.g., a surviving spouse). However, any election under Election 19d. must require distribution to commence no later than the Section 4.03 required date.*]

20. **DISTRIBUTIONS PRIOR TO SEVERANCE FROM EMPLOYMENT (4.05).** A Participant prior to Severance from Employment may elect to receive a distribution of his/her Vested Account under the following distribution options (*Choose one of a. or b.*):

- a. ☐ **None.** A Participant may not receive a distribution prior to Severance from Employment.
- b. ☒ **Distributions.** Prior to Severance from Employment are permitted as follows (*Choose one or more of 1. through 4.*):
1. ☒ **Unforeseeable emergency.** A Participant may elect a distribution from his/her Account in accordance with Plan Section 4.05(A) (for the Participant, spouse, dependents or beneficiaries)
2. ☒ **De minimis exception.** [Plan Section 4.05(B)] If the Participant: (i) has an Account that does not exceed \$5,000; (ii) has not made or received an allocation of any Deferral Contributions under the Plan during the two-year period ending on the date of distribution; and (iii) has not received a prior Plan distribution under this de minimis exception, then (*Choose one of a., b. or c.*):
- a. ☒ **Participant election.** The Participant may elect to receive all or any portion of his/her Account.
- b. ☐ **Mandatory distribution.** The Plan Administrator will distribute the Participant's entire Account.
- c. ☐ **Hybrid.** The Plan Administrator will distribute a Participant's Account that does not exceed \$\_\_\_\_\_ and the Participant may elect to receive all or any portion of his/her Account that exceeds \$\_\_\_\_\_ but that does not exceed \$5,000.
3. ☐ **Age 70 1/2.** A Participant who attains age 70 1/2 prior to Severance from Employment may elect distribution of any or all of his/her Account.
4. ☒ **Specify:** You may elect an in-service distribution once you attain age 59 1/2

[*Note: An Employer need not permit any in-service distributions. Any election must comply with the distribution restrictions of Code Section 457(d).*]

21. **QDRO (4.06).** The QDRO provisions (*Choose one of a., b. or c.*):

- a. ☒ **Apply.**
- b. ☐ **Do not apply.**
- c. ☐ **Specify:** \_\_\_\_\_

22. **ALLOCATION OF EARNINGS (5.07(B))**. The Plan allocates Earnings using the following method (Choose one or more of a. through f.):

- a. ☒ **Daily**. See Section 5.07(B)(4)(a).
- b. ☐ **Balance forward**. See Section 5.07(B)(4)(b).
- c. ☐ **Balance forward with adjustment**. See Section 5.07(B)(4)(c). Allocate pursuant to the balance forward method, except treat as part of the relevant Account at the beginning of the Valuation Period \_\_\_\_\_% of the contributions made during the following Valuation Period: \_\_\_\_\_.
- d. ☐ **Weighted average**. See Section 5.07(B)(4)(d). If not a monthly weighting period, the weighting period is \_\_\_\_\_.
- e. ☐ **Directed Account method**. See Section 5.07(B)(4)(e).
- f. ☐ **Describe Earnings allocation method:** \_\_\_\_\_.

[Note: The Employer under Election 22f. may describe Earnings allocation methods from the elections available under Election 22 and/or a combination thereof as to any: (i) Participant group (e.g., Daily applies to Division A Employees OR to Employees hired after "x" date. Balance forward applies to Division B Employees OR to Employees hired on/before "x" date.); (ii) Contribution Type (e.g., Daily applies as to Discretionary Nonelective Contribution Accounts. Participant-Directed Account applies to Fixed Nonelective Contribution Accounts); (iii) investment type, investment vendor or Account type (e.g., Balance forward applies to investments placed with vendor A and Participant-Directed Account applies to investments placed with vendor B OR Daily applies to Participant-Directed Accounts and balance forward applies to pooled Accounts).]

23. **HEART ACT PROVISIONS (1.31(C)(3)/3.13)**. The Employer elects to (Choose one of a. or b. and c. or d.):

**Continued Benefit Accruals.**

- a. ☒ **Not apply the benefit accrual provisions of Section 3.13.**
- b. ☐ **Apply the benefit accrual provisions of Section 3.13.**

**Distributions for deemed severance of employment (1.31(C)(3))**

- c. ☐ **The Plan does NOT permit distributions for deemed severance of employment.**
- d. ☒ **The Plan permits distributions for deemed severance of employment.**

24. **VESTING/SUBSTANTIAL RISK OF FORFEITURE (5.11)**. A Participant's Deferral Contributions are [Note: If a Participant incurs a Severance from Employment before the specified events or conditions, the Plan will forfeit the Participant's non-vested Account. Caution: if a Deferral is subject to vesting schedule or other substantial risk of forfeiture, it does not count as a deferral for purposes of the annual deferral limit until the year it is fully vested.] (Choose all that apply of a. through d.):

- a. ☒ **100% Vested/No Risk of Forfeiture**. Immediately Vested without regard to additional Service and no Substantial Risk of Forfeiture. The following contributions are 100% Vested:
  - 1. ☒ **All Contributions**. (skip to 25.)
  - 2. ☐ **Only the following contributions**. (select all that apply):
    - a. ☐ **Salary Reduction Contributions**.
    - b. ☐ **Nonelective Contributions**.
    - c. ☐ **Matching Contributions**.
- b. ☐ **Forfeiture under Vesting Schedule**. Vested according to the following:

**Contributions affected.** The following contributions are subject to the vesting schedule (Choose one or more of 1., 2. or 3.):

- 1. ☐ **Salary Reduction Contributions**.
- 2. ☐ **Nonelective Contributions**.
- 3. ☐ **Matching Contributions**.
- 4. ☐ **Vesting Schedule**.

Years of Service

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vested Percentage

\_\_\_\_\_%  
\_\_\_\_\_%  
\_\_\_\_\_%  
\_\_\_\_\_%  
\_\_\_\_\_%

For vesting purposes, a "Year of Service" means:

5. \_\_\_\_\_

[Note: It is extremely rare to apply a vesting schedule to Salary Reduction Contributions.]

- c. ☐ **Substantial Risk of Forfeiture.** Vested only when no longer subject to the following Substantial Risk of Forfeiture as follows:

**Contributions affected.** The following contributions are subject to the substantial risk of forfeiture under c. (Choose one or more of 1., 2, or 3.):

1. ☐ **Salary Reduction Contributions.**
2. ☐ **Nonelective Contributions.**
3. ☐ **Matching Contributions.**

**Risk Provisions:** Vested only when no longer subject to the following Substantial Risk of Forfeiture as follows (Choose one of 4. or 5.):

4. ☐ The Participant must remain employed by the Employer until \_\_\_\_\_, unless earlier Severance from Employment occurs on account of death or disability, as the Plan Administrator shall establish.
5. ☐ **Specify:** \_\_\_\_\_

**Additional Provisions** (Choose d. if applicable)

- d. ☐ **Specify:** \_\_\_\_\_

**FORFEITURE ALLOCATION.** [Plan Sections 5.11(A) and 5.14] The Plan Administrator will allocate any Plan forfeitures as selected below. The Employer has the option to use forfeitures to pay plan expenses first and then allocate the remaining forfeitures in accordance with the selections below: (Choose one of the following):

- e. ☐ **Additional Contributions.** As the following contribution type (Choose one of 1. or 2.):
  1. ☐ **Nonelective.** As an additional Nonelective Contribution.
  2. ☐ **Matching.** As an additional Matching Contribution.
- f. ☐ **Reduce Fixed Contributions.** To reduce the following fixed contribution (Choose one of 1. or 2.):
  1. ☐ **Nonelective.** To reduce the Employer's fixed Nonelective Contribution.
  2. ☐ **Matching.** To reduce the Employer's fixed Matching Contribution.
- g. ☐ **Specify:** \_\_\_\_\_

25. **TRUST PROVISIONS.** The following provisions apply to Article VIII of the Plan (Choose as applicable; leave blank if not applicable):

- a. ☐ **Modifications.** The Employer modifies the Article VIII Trust provisions as follows: \_\_\_\_\_. The remaining Article VIII provisions apply.
- b. ☐ **Substitution.** The Employer replaces the Trust with the Trust Agreement attached to the Plan.

26. **CUSTODIAL ACCOUNT/ANNUITY CONTRACT (8.16).** The Employer will hold all or part of the Deferred Compensation in one or more custodial accounts or annuity contracts which satisfy the requirements of Code §457(g) (Choose a, or b., c. if applicable):

- a. ☒ **Custodial account(s).**
- b. ☐ **Annuity contract(s).**
- c. ☐ **Specify:** \_\_\_\_\_

[Note: The Employer under c. may wish to identify the custodial accounts or annuity contracts or to designate a portion of the Deferred Compensation to be held in such vehicles versus held in the Trust.]

27. **VALUATION.** In addition to the last day of the Plan Year, the Trustee (or Plan Administrator as applicable) must value the Trust Fund (or Accounts) on the following Valuation Date(s) (Choose one of a. or b.):

- a. ☐ **No additional Valuation Dates.**
- b. ☒ **Additional Valuation Dates.** (Choose one or more of 1., 2. or 3.):
  1. ☒ **Daily Valuation Dates.** Each business day of the Plan Year on which Plan assets for which there is an established market are valued and the Trustee or Employer is conducting business.
  2. ☐ **Last day of a specified period.** The last day of each \_\_\_\_\_ of the Plan Year.



28. TRUSTEE (Select all that apply; leave blank if not applicable.):

- | Name(s) | Title(s) |
|---------|----------|
|         |          |
|         |          |
|         |          |
|         |          |

Address: \_\_\_\_\_  
   Street  
 \_\_\_\_\_  
                     City  State  Zip

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Street

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip

d. ☐ a Discretionary Trustee over all Plan assets except for the following:

- b. ☒ **Eligible Employees or Participants.**

**Sources/Types.** The Plan will accept a Rollover Contribution (*Choose one of c, or d.*):

- c. ☒ **All.** From any Eligible Retirement Plan and as to all Contribution Types eligible to be rolled into this Plan.
- d. ☐ **Limited.** Only from the following types of Eligible Retirement Plans and/or as to the following Contribution Types:

**Distribution of Rollover Contributions** (*Choose one of e., f. or g.*):

- e. ☐ **Distribution without restrictions.** May elect distribution of his/her Rollover Contributions Account in accordance with Plan Section 4.05(C) at any time.
- f. ☒ **No distribution.** May not elect to receive distribution of his/her Rollover Contributions Account until the Plan has a distributable event under Plan Section 4.01.
- g. ☐ **Specify:** \_\_\_\_\_

31. **EACA Automatic Deferral Provisions (3.14).**

**Participants subject to the Automatic Deferral Provisions.** The Automatic Deferral Provisions apply to Employees who become Participants after the Effective Date of the EACA (except as provided in d. below). Employees who became Participants prior to such Effective Date are subject to the following (a. – d. are optional):

- a. ☐ **All Participants.** All Participants, regardless of any prior Salary Reduction Agreement, unless and until a Participant makes an Affirmative Election after the Effective Date of the EACA.
- b. ☐ **Election of at least Automatic Deferral amount.** All Participants, except those who, on the Effective Date of the EACA, are deferring an amount which is at least equal to the Automatic Deferral Percentage.
- c. ☐ **No existing Salary Reduction Agreement.** All Participants, except those who have in effect a Salary Reduction Agreement on the effective date of the EACA regardless of the Salary Reduction Contribution amount under the Agreement.
- d. ☐ **Describe:** \_\_\_\_\_

**Automatic Deferral Percentage.** Unless a Participant makes an Affirmative Election, the Employer will withhold the following Automatic Deferral Percentage (select e. or f.):

- e. ☐ **Constant.** The Employer will withhold \_\_\_\_\_% of Compensation each payroll period.

**Escalation of deferral percentage** (select one or leave blank if not applicable)

1. ☐ **Scheduled increases.** This initial percentage will increase by \_\_\_\_\_% of Compensation per year up to a maximum of \_\_\_\_\_ of Compensation.
2. ☐ **Other** (described Automatic Deferral Percentage): \_\_\_\_\_

**Automatic Deferral Optional Elections**

- f. ☐ **Optional elections** (select all that apply or leave blank if not applicable)

**Suspended Salary Reduction Contributions.** If a Participant's Salary Reduction Contributions are suspended pursuant to a provision of the Plan (e.g., distribution due to military leave covered by the HEART Act), then a Participant's Affirmative Election will expire on the date the period of suspension begins unless otherwise elected below.

1. ☐ A Participant's Affirmative Election will resume after the suspension period.

**Special Effective Date.** Provisions will be effective as of the earlier of the Effective Date of the EACA provisions unless otherwise specified below.

2. ☐ Special Effective Date: \_\_\_\_\_

32. **In-Plan Roth Rollover Contributions.**

- a. ☐ **Yes, allowed.**

**Effective Date** (enter date)

1. ☐ In-Plan Roth Rollover Effective Date: \_\_\_\_\_

33. **In-Plan Roth Rollover Transfers.**

- a. ☐ **Yes, allowed.**

**Effective Date** (enter date)


1. ☐ In-Plan Roth Rollover Transfers Effective Date: \_\_\_\_\_

**Eligible 457 Plan**

This Plan is executed on the date(s) specified below:

**Use of Adoption Agreement.** Failure to complete properly the elections in this Adoption Agreement may result in disqualification of the Employer's Plan. The Employer only may use this Adoption Agreement only in conjunction with the corresponding basic plan document.

EMPLOYER: Career and College Advantage

By: 

10/4/22  
DATE SIGNED

**Memorandum of Understanding  
Between  
College and Career Advantage and  
Laguna Beach Unified School District  
2022-2023 School Year**

Laguna Beach Unified School District (LBUSD) has a long-term partnership with College and Career Advantage (CCA) to provide a wide variety of Career and Technical Education (CTE) courses that are available to students at various locations within the Laguna Beach and Capistrano School Districts.

CCA and LBUSD enter into this agreement in which CCA will employ two LBUSD teachers as well as provide additional CTE courses taught by CCA teachers for the 2022-2023 school year.

CCA will employ Scott Wittkop, a LBUSD teacher, on a 60% contract basis for the 2022-2023 school year to provide courses in the Design, Visual, and Media Arts CTE pathways. CCA agrees to pay LBUSD for the salary cost of Mr. Wittkop's 60% contract and statutory payroll benefits costs. CCA payment will not include health and welfare costs.


CCA will employ Estee Fratzke, a LBUSD teacher, on a 40% contract basis for the 2022-2023 school year to provide courses in the Performing Arts CTE pathway. 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.


As part of the program, teachers, and services provided through this MOU, the total cost LBUSD will pay to CCA is not-to-exceed \$70,000 for the 2022-2023 school year.

At the end of the 2022-2023 school year, LBUSD will invoice CCA for approximately \$178,000 to cover the agreed upon salary costs of the two LBUSD employed CTE teachers, Scott Wittkop and Estee Fratzke.

LBUSD Board Approval Date: September 8, 2022

CCA Board Approval Date: \_\_\_\_\_

  
\_\_\_\_\_  
**Dr. Paul Weir, Executive Director**  
College and Career Advantage

  
\_\_\_\_\_  
**Chad Mabery, Ed.D. Asst. Superintendent**  
Laguna Beach Unified School District

**CALIFORNIA REGIONAL K-16 EDUCATION COLLABORATIVE  
GRANT PROGRAM SERVICES AGREEMENT BY AND BETWEEN  
THE ORANGE COUNTY DEPARTMENT OF EDUCATION AND PARTNERS**

This California Regional K-16 Education Collaborative Grant Program Services Agreement (Services Agreement) is made by and between the Orange County Superintendent of Schools, also referred to as the "Orange County Department of Education;" each of the school districts and post-secondary institutions, individually and separately, as listed in Addendum A, and collectively referred to as described "School Partners;" and, each of the vocational and workforce programs, individually and separately, as listed in Addendum B, collectively referred to as "Workforce Partners." The Orange County Department of Education (OCDE), School Partners and Workforce Partners are collectively referred to herein as "Parties," or individually as "Party." The Parties agree to the terms as stated herein.

**RECITALS**

**Whereas**, in July 2021, Governor Gavin Newsom signed Assembly Bill 132 (Chapter 144, Statutes of 2021), which required the State to build a "data system", or data infrastructure, that allows for the integration of data from K-12 public education, early learning and care, higher education, student financial aid, workforce development, and human services. That system, known as the California Cradle to Career (C2C) Data System is managed by the Government Operations Agency.

**Whereas**, the Cradle-to-Career Data System aims to link existing education, workforce, financial aid, and social service information to better equip policymakers, educators, and the public to address disparities in opportunities and improve outcomes for all students throughout the state;

**Whereas**, the Cradle-to-Career Data System scales existing tools, such as the California College Guidance Initiative (CCGI), to provide college and career planning tools and curriculum; college eligibility monitoring tools; electronic transcripts, including nontraditional learning artifacts; option to share social service history with college application; and, support for data cleaning at local education agencies;

**Whereas**, the Foundation for California Community Colleges is a nonprofit 501(c)(3) organization (Foundation) that operates the CCGI on behalf of all educational segments in California, in order to ensure the awareness and utilization of online planning tools in K-12 districts and systematic baseline guidance and support for 6th-12th grade students as they plan, prepare and finance college;

**Whereas**, the California Regional K-16 Education Collaboratives Grant Program (K-16 Grant Program), is part of a statewide strategy for strengthening education-to-workforce pathways and ensuring the education, vocational, and workforce programs work in partnership to address the income, racial, and gender inequities in education and employment. Grant funds are awarded generally for purposes of supporting K-16 education collaboratives to create streamlined pathways from high school to postsecondary education and into the workforce;

**Whereas**, the K-16 Grant Program requires each collaborative to meet certain criteria, including but not limited to, committing to implement at least four of seven specific recommendations from the February 2021 Recovery with Equity report to promote student success. The February 2021 Recovery with Equity Report (Recovery with Equity Report) is incorporated by reference and included as Addendum C;

**Whereas**, the Orange County Department of Education was awarded grant funds pursuant to a Grant Agreement, in which OCDE is the Lead Agency for the Orange County Region under the collaborative name: OC Pathways (K-16 OC Pathways Grant Agreement). The K-16 OC Pathways Grant Agreement is incorporated by reference and included as Addendum D;

**Whereas**, OC Pathways Collaborative include School Partners and Workforces Partners that have elected to participate in the K-16 Grant Program through OCDE's K-16 OC Pathways Grant Agreement. School Partners and Workforce Partners are collectively referred to as "Partners;"

**Whereas**, in consideration of and on the condition that the sum be expended in carrying out the purposes of the K-16 Grant Program, OCDE aims to use Career Technical Education (CTE) as the vehicle to promote career and college readiness for Orange County students so that they have the skills necessary to enter the workforce and earn a livable wage;

**Whereas**, the Family Educational Rights and Privacy Act of 1974 (FERPA), set forth in Title 20 of the United States Code (USC) section 1232g and its implementing regulations at 34 of the Code of Federal Regulations (CFR) section 99.1 *et seq.*, generally prohibits the disclosure of students' personally identifiable information without consent, subject to certain exceptions;

**Whereas**, OCDE and the School Partners have entered into a separate agreement, the Interagency Data Sharing Agreement by and among the Orange County Department of Education, School Districts and Post-Secondary Institutions (Data Sharing Agreement) that allows the Parties to access, use, and disclose personally identifiable information from education records for the purposes that are consistent with this Services Agreement and in compliance with FERPA and other state and federal laws and regulations. The Data Sharing Agreement is incorporated by reference and included as Addendum E;

**Whereas**, the Parties intend for this Services Agreement to outline the services and responsibilities of the Parties, as necessary for OCDE to fulfill the purposes of the K-16 Grant Program as outlined in OCDE's OC Pathways Grant Agreement.

## **AGREEMENT**

**NOW, THEREFORE**, in consideration of the foregoing recitals, which are hereby incorporated into this Services Agreement, it is agreed as follows:

### **1. TERM**

- 1.1 This Services Agreement will be deemed to be effective as to a Party as of the date it is executed by an authorized signatory of that Party and will remain in effect until **June 30, 2026**, or termination pursuant to Section 13 of this Services Agreement, whichever is sooner.

## **2. SCOPE AND PURPOSE**

- 2.1 Through the K-16 Grant Program, the Parties intend to support the purposes outlined in the Data Sharing Agreement by creating and strengthening existing partnerships from high school to postsecondary education and into the workforce.
- 2.2 The Parties agree to work collaboratively to satisfy the requirements of K-16 Grant Program, which includes but is not limited to the following:
  - 2.2.1 Participate in the Cradle-to-Career Data System;
  - 2.2.2 Implement the following recommendations from the February 2021 Recovery with Equity Report to promote student success:
    - 2.2.2.1 Cultivate inclusive, engaging, and equity-oriented learning environments;
    - 2.2.2.2 Retain students through inclusive supports;
    - 2.2.2.3 Provide high-tech, high-touch advising; and,
    - 2.2.2.4 Support college preparation and early credit;
  - 2.2.3 Facilitate the development and sustainability of occupational pathways, including accelerated degree and/or credential programs that incorporate work-based learning, in one or more of the following sectors: (1) Healthcare; (2) Education; (3) Business Management; and (4) Engineering/Computing.
  - 2.2.4 Report progress and performance in accordance with applicable data reporting requirements as described in the K-16 Grant Program Data Reporting Guidelines (Data Reporting Guidelines). The Data Reporting Guidelines is incorporated by reference and included as Addendum F.
- 2.3 In accordance with the Data Sharing Agreement, the Parties shall comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99, as amended), California Education Code, the Student Online Personal Information Protection Act ("SOPIPA"), California Business and Professions Code section 22584, and other state and federal laws and regulations regarding educational records in all respects. Nothing in this Services Agreement may be construed to supersede the Data Sharing Agreement.

## **3. RESPONSIBILITIES OF OCDE**

- 3.1 OCDE will collect, analyze and study information received from:
  - 3.1.1 College-to-Career Data System pursuant to the agreements described in Section 4.1.2 of this Services Agreement.
  - 3.1.2 School Partners pursuant to the Data Sharing Agreement.
  - 3.1.3 Workforce Partners pursuant to this Services Agreement.
- 3.2 OCDE will provide technical assistance and professional development to support regional collaboration and project implementation, which may include training for School Partners on CCGI's California Cradle-to-Career Data System.

- 3.3 OCDE will provide OCDE staff positions to oversee project implementation and convene key faculty and staff across the priority industry sectors to build occupational pathways to successfully increase work-based learning from high school through postsecondary institutions and into the workforce.
- 3.4 OCDE will serve as the fiscal agent for the K-16 Grant Program and oversee:
  - 3.4.1 Timelines of all Career Education projects and initiatives;
  - 3.4.2 Completion of evaluations; and,
  - 3.4.3 Program and fiscal reports.

#### **4. RESPONSIBILITIES OF SCHOOL PARTNERS**

- 4.1. Data Sharing Agreement:
  - 4.1.1. Each School Partner must be a party to the Data Sharing Agreement and understand that participation in the Data Sharing Agreement is a required condition to participate in this Service Agreement and the K-16 Grant Program.
  - 4.1.2. School Partners agree that they will not terminate their participation in the Data Sharing Agreement for the duration of this Service Agreement.
- 4.2. California Cradle-to-Career Data System:
  - 4.2.1. School Partners agree to participate in the California Cradle-to-Career Data System's operational tool and understand that such participation is required in order to participate in the K-16 Grant Program.
  - 4.2.2. By March 15, 2023, each School Partner will independently enter into a separate data sharing agreement with CCGI.
  - 4.2.3. By July 1, 2023, School Partners will complete initial alignment process with CCGI and upload the initial data files to the Cradle-to-Career Data System.
- 4.3. School Partners are required to customize and complete an Orange County Regional K16 Education Collaborative Project Proposal (Project Proposal) template that includes project goals, milestones, and a timeline for project deliverables. Project Proposals must include the following information:
  - 4.3.1. Identify at least one or more of the following CTE Pathway(s) for purposes of the K-16 Grant Program: (1) Healthcare; (2) Education; (3) Business Management; and (4) Engineering/Computing.
  - 4.3.2. Tasks, activities and/or efforts to recruit and retain underserved students through inclusive supports as described in the Recovery with Equity Report.
    - 4.3.2.1. "Underserved or underrepresented" students include: first generation college students, low-income students, students who are current or former foster youth, homeless students or those at risk of becoming homeless, students with disabilities, displaced workers, students with dependent children, formerly incarcerated students, undocumented students, students meeting the requirements of Assembly Bill 540 of the 2001–2002 Regular Session of the Legislature, students who are veterans, and academically low-achieving students.



- 4.3.2.2. Inclusive supports may include expanding programs that promote students' representation and sense of belongings (e.g., identity-based resource centers, outreach programs, etc.).
- 4.4. School Partners are required to complete and submit ongoing progress reports to OCDE, as follows:
  - 4.4.1. K-16 Grant Program Data and Reports, which shall include:
    - 4.4.1.1. Narrative describing progress towards project goals and milestones, lessons learned, challenges and steps taken to overcome challenges.
    - 4.4.1.2. If any planned activity or milestone are not on track for completion by the required deadline, the School Partner must provide a written explanation describing how the School Partner will resolve the issues and make appropriate course corrections to ensure timely completion of all required activities.
    - 4.4.1.3. All data that may be deemed necessary for purposes of reporting progress and performance related to the K-16 Grant Program to the State, which may include information described in the Data Reporting Guidelines.
  - 4.4.2. K-16 Budget Worksheet for the next reporting period, which shall include detailed listing of projected expenditures. School Partners must complete the K-16 Budget Worksheet by using the template provided by OCDE, an example of the K-16 Budget Worksheet template is included as Addendum H.
  - 4.4.3. K-16 Expenditure Worksheet for the prior reporting period, which shall include all expenditures by warrant numbers, invoice dates, invoice payees, invoice amounts, general ledger object code, and specific descriptions of the expenditures. School Partners must complete the K-16 Expenditure Worksheet by using the template provided by OCDE, an example of the K-16 Expenditure Worksheet template is included as Addendum I.
    - 4.4.3.1. The description of expenditures must provide sufficient detail for the Office of Public School Construction to verify that all project expenditures are permissible and that the expenditures have been recorded in the proper cost categories.
    - 4.4.3.2. School Partners shall maintain a rationale for the amount equipment purchased (i.e. computers, laptops, furniture, desks) and pro-rate methodology if invoices or contract includes items not aligned with this Services Agreement.
- 4.5. Reporting Schedule:
  - 4.5.1. Fiscal Year 2022-2023
    - 4.4.4.1 July 1, 2022- September 30, 2022: October 15, 2022
      - 4.4.4.1.1 October 1, 2022 – December 31, 2022: January 20, 2023
    - 4.4.4.2 January 1, 2023- June 30, 2023: July 20, 2023
  - 4.4.5 Fiscal Year 2023-2024

- 4.4.5.1 July 1, 2023- December 31, 2023: January 20, 2024
- 4.4.5.2 January 1, 2024- June 30, 2023: July 20, 2024
- 4.4.6 Fiscal Year 2024-2025
  - 4.4.6.1 July 1, 2024- December 31, 2024: January 20, 2025
  - 4.4.6.2 January 1, 2025- June 30, 2025: July 20, 2025
- 4.4.7 Fiscal Year 2025-2026
  - 4.4.7.1 July 1, 2025- December 31, 2025: January 20, 2026
  - 4.4.7.2 January 1, 2026- June 30, 2026: July 20, 2026

## 5 RESPONSIBILITIES OF WORKFORCE PARTNERS

- 5.1 By June 30, 2023 and updated annually, Workforce Partners will customize and complete a K16 Collaborative Choice Board template developed by OCDE.
- 5.2 K16 Collaborative Choice Boards must include the following:
  - 5.2.1 Work-based learning opportunities to Orange County students, which may include fieldtrip/worksites visits, job shadowing, mentoring, internships, pre-apprenticeships and apprenticeships.
  - 5.2.2 Development, expansion and promotion of industry-recognized certifications.
  - 5.2.3 Job placement offers in local high-skill, high-wage, high-demand jobs.
- 5.3 Workforce Partners are required to complete and submit ongoing progress reports to OCDE, as follows:
  - 5.3.1 K-16 Grant Program Data and Reports for the current reporting period, which shall include:
    - 6.3.1.1 Narrative describing progress towards project goals and milestones, lessons learned, challenges and steps taken to overcome challenges.
    - 6.3.1.2 If any planned activity or milestone are not on track for completion by the required deadline, the Workforce Partner must provide a written explanation describing how the Workforce Partner will resolve the issues and make appropriate course corrections to ensure timely completion of all required activities.
    - 6.3.1.3 All data that may be deemed necessary for purposes of reporting progress and performance related to the K-16 Grant Program to the State, which may include information described in the Data Reporting Guidelines.
  - 5.3.2 K-16 Budget Worksheet for the next reporting period, which shall include detailed listing of projected expenditures. Workforce Partners must complete the K-16 Budget Worksheet by using the template provided by OCDE, an example of the K-16 Budget Worksheet template is included as Addendum H.
  - 5.3.3 K-16 Expenditure Worksheet for the prior reporting period, which shall include all expenditures by warrant numbers, invoice dates, invoice payees, invoice amounts, general ledger object code, and specific descriptions of the expenditures. Workforce Partners must complete the K-16 Expenditure Worksheet by using the template provided by OCDE,

an example of the K-16 Expenditure Worksheet template is included as Addendum I.

6.3.3.1 The description of expenditures must provide sufficient detail for the Office of Public School Construction to verify that all project expenditures are permissible and that the expenditures have been recorded in the proper cost categories.

6.3.3.2 Workforce Partners shall maintain a rationale for the amount equipment purchased (i.e. computers, laptops, furniture, desks) and pro-rate methodology if invoices or contract includes items not aligned with this Services Agreement.

#### 5.4 Reporting Schedule

##### 4.5.2. Fiscal Year 2022-2023

5.4.4.1 July 1, 2022- September 30, 2022: October 15, 2022

5.4.4.2 October 1, 2022 – December 31, 2022: January 20, 2023

5.4.4.3 January 1, 2023- June 30, 2023: July 20, 2023

##### 5.4.5 Fiscal Year 2023-2024

5.4.5.1 July 1, 2023- December 31, 2023: January 20, 2024

5.4.5.2 January 1, 2024- June 30, 2023: July 20, 2024

##### 5.4.6 Fiscal Year 2024-2025

5.4.6.1 July 1, 2024- December 31, 2024: January 20, 2025

5.4.6.2 January 1, 2025- June 30, 2025: July 20, 2025

##### 5.4.7 Fiscal Year 2025-2026

5.4.7.1 July 1, 2025- December 31, 2025: January 20, 2026

5.4.7.2 January 1, 2026- June 30, 2026: July 20, 2026

## 5. FUNDING

6.1 Partners may receive grant funds up to the amount allocated to each Partner in the K-16 Grant Program Final Awards Allocation (Awards Allocation), which is incorporated by reference and included as Addendum J.

6.2 Fund releases are contingent upon Partners submitting all required reports that document adequate progress consistent with the approved work plan as well as compliance with all other aspects of the K-16 Grant Program and this Services Agreement.

6.3 Progress delays in implementation and/or execution of the goals in the approved work plan may result in subsequent installments being withheld in whole or in part until a reasonable plan to address lack of progress is submitted by the Partners. If a reasonable plan cannot be developed and implemented as determined by OCDE, all, or a part of the subsequent fund releases may be forfeited.

6.4 In the event the subsequent fund releases are forfeited, and funds remain from the first installment, a final expenditure compliance review will be conducted to determine if return of unspent or ineligible funds is necessary.

## 6. EXPENDITURES

7.1 Partners may seek reimbursement from OCDE for eligible expenditures, which may include, but is not limited to, the following:

- 7.1.1 Additional or new staffing costs directly associated with the tasks outlined in scope of work for the grant including salaries and benefits.
  - 7.1.1.1 For positions that will partially support the grant program but have other tasks, Partners shall provide the pro-rate methodology used.
  - 7.1.1.2 The pro-rate methodology shall be subject to review and approval by the State. Alternatively, Partners may provide actual timesheet records documenting the time allocated to this project.
- 7.1.2 Materials costs
- 7.1.3 Costs associated with establishment or updating of a website to promote the K-16 Grant Program.
- 7.1.4 Non-student travel expenses directly associated with the tasks outlined in the scope of work (lodging, airfare, car rental, meal reimbursement). Travel expenses shall be limited to the reimbursement rates used by the State of California and published on the California Human Resources website
- 7.1.5 Activities of an academic or cultural nature, such as field trips, special lectures, and symposiums, that are aligned with the K-16 Grant Program's objectives
- 7.1.6 Costs associated with events for the purposes of professional development, or training
- 7.1.7 Training materials, software, and curriculum
- 7.2 Ineligible Expenditures include, but is not limited to, the following:
  - 7.2.1 Indirect costs are not permissible.
  - 7.2.2 Long-term, and on-going operating costs (i.e. salaries, website hosting fees, software licensing, etc.) incurred by Partners that continue beyond June 30, 2026.
  - 7.2.3 Partners shall not use any of the funds from the K-16 Grant Program to carry on propaganda, or otherwise attempting, to influence legislation, influencing the outcome of any specific public election, carrying on, directly or indirectly, any voter registration drive, inducing or encouraging violations of law or public policy, or causing any private inurement or improper private benefit to occur.
  - 7.2.4 Food and drink, except for meal reimbursement that is part of eligible travel costs as noted above
  - 7.2.5 For any cost or item that cannot be classified in one of the above categories, the Partner is advised to consult with OCDE prior to incurring the cost to determine eligibility. Costs not associated with the approved budget will be considered ineligible.
- 7.3 Partners shall retain supporting documentation such as general ledger reports, contracts, invoices, purchase orders, and timesheets/duty statements to support the expenditures; and provide copies upon request to grant auditors.

## **7. RECORDS MANAGEMENT AND MAINTENANCE**

- 8.1 Throughout the term of this Services Agreement, each Partner will:

- 8.1.1 Prepare, maintain and manage records appropriate to the services provided and in accordance with this Services Agreement and all applicable requirements.
- 8.1.2 Ensure appropriate financial records related to cost reporting, expenditure, revenue, billings, etc., are prepared and maintained accurately and appropriately.
- 8.1.3 Retain all financial records for a minimum of three (3) years after the completion of the activities for which the funds are used and until audit findings are resolved, or due to legal proceedings such as litigations and/or settlement of claims whichever is longer.
- 8.1.4 Notify OCDE of any Public Record Act (PRA) requests related to services provided herein within seventy-two (72) hours of receipt of said request. Upon request by OCDE, Partner will provide OCDE with all information that is requested and provided by the Partner.

## **8. INSPECTION AND AUDITS**

- 9.1 OCDE and the State of California or any other of their authorized representatives, shall have access to any books, documents, and records, including but not limited to, financial statements, general ledgers, relevant accounting systems of each Partner that are directly pertinent to this Services Agreement, for the purpose of responding to a beneficiary complaint or conducting an audit, review, evaluation, or examination during the term of this Services Agreement. Such persons may at all reasonable times inspect or otherwise evaluate the services provided pursuant to this Services Agreement, and the premises in which they are provided.

## **9. INDEPENDENT CONTRACTORS**

- 10.1 Each Partner is, and shall at all times be deemed to be, an independent contractor and shall be wholly responsible for the manner in which it performs the services required of it by the terms of this Services Agreement.
- 10.2 Each Partner is entirely responsible for compensating staff, subcontractors, and consultants employed by the Partner. This Services Agreement shall not be construed as creating the relationship of employer and employee, or principal and agent between OCDE and any of the Partners or any of the Partners' employees, agents, consultants, or subcontractors.
- 10.3 The Partners understands and agrees that their employees, consultants, or subcontractors, shall not be considered officers, employees or agents of OCDE, and are not entitled to benefits of any kind or nature normally provided employees of OCDE and/or to which OCDE employees are normally entitled, including, but not limited to, State Unemployment Insurance or Workers' Compensation. Each Partner shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to each Partners' employees.
- 10.4 Each Partner assumes exclusively the responsibility for the acts of its employees, agents, consultants, or subcontractors as they relate to the services to be provided during the course and scope of their employment.

## **10. INDEMNIFICATION**

- 11.1 Each Party to this Services Agreement agrees to defend, indemnify, and hold each other Party in this Data Sharing Agreement, and its officers, employees, and agents harmless from and against any liability, loss, expense (including attorneys' fees), or claims of injury or damages arising out of the performance of the terms of this Services Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the indemnifying educational institution, and/or its officers, employees or agents.

## **11. GENERAL PROVISIONS**

- 12.1 Assignment: None of the signatories to this Services Agreement may assign their rights, duties, or obligations under this Services Agreement, either in whole or in part, without the prior written consent of the other signatories to this Services Agreement.
- 12.2 Copyright: OCDE and the State of California shall have a royalty-free, nonexclusive, and irrevocable license to publish, translate, or use now and continuing all material and work product (both tangible and intangible), if any, developed under this Services Agreement including those materials covered by copyright.
- 12.3 Severability: If any provision of this Services Agreement is held to be illegal, invalid, or unenforceable under present or future laws effective during the term of this Services Agreement such provision shall be fully severable. This Services Agreement shall remain in full force and effect unaffected by such severance, provided that the severed provision(s) are not material to the overall purpose and operation of this Services Agreement.
- 12.4 Waiver: Waiver by any signatory to this Services Agreement of any breach of any provision of this Services Agreement set forth herein shall not be construed as a waiver of any subsequent breach of the same or any other provision. The failure to exercise any right under this Services Agreement shall not operate as a waiver of such right. All rights and remedies provided for in this Services Agreement are cumulative.
- 12.5 Modification and Amendments: This Services Agreement may be amended or modified at any time by mutual agreement of the authorized representatives of the signatories to this Services Agreement. The Parties further agree to amend this Services Agreement to the extent amendments are required by an applicable law or policy issued by an appropriate regulatory authority if the amendment does not materially affect the provisions of this Services Agreement. However, if new laws, policies, or regulations applicable to the Parties are implemented which materially affect the intent of the provision of this Services Agreement, the authorized representatives of the signatories to this MOU shall meet within a reasonable period of time, e.g. 20 business days from the date of notice of such change of law, policy, or regulations, to confer regarding how and/or if those laws, policies, or regulations will be applied or excepted.
- 12.6 Nondiscrimination: In the performance of this Services Agreement, the Partners shall not engage in, nor permit any employee or agent to engage in discrimination

in employment of person or provision of services or assistance, nor exclude any person from participation in, nor deny any person the benefits of, not subject any person to discrimination under any program or activity funded in whole or in part by this Services Agreement on the grounds of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, gender or sexual orientation. The Parties shall comply with Title II of the Americans with Disabilities Act, (42 U.S.C., {12101, et seq.) as it relates to public accommodations.

## **12. TERMINATION OF AGREEMENT**

- 13.1 Termination: The Parties shall have the right to terminate this Services Agreement for any reason or no reason, at any time by providing the Parties with written notice of termination in accordance with Section 14 of this Services Agreement at least thirty (30) calendar days in advance.
- 13.2 Termination for Funding Contingency: It is mutually understood and agreed that if OCDE does not receive sufficient grant funding from the State of California to provide the Services described in this Services Agreement, OCDE may without penalty, terminate this Services Agreement by providing the Partners with written notice of termination of this Services Agreement at least fifteen (15) calendar days in advance of the Termination Date.

## **13. NOTICES**

- 14.1 All notices, requests, claims correspondence, or reports authorized or required by this Services Agreement and/or other communications shall be addressed to the School Partners as provided in Addendum A, Workforce Partners as provided in Addendum B and OCDE as follows:

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

## **14. ADDENDA**

- 15.1 The following Addenda are incorporated herein by reference:
  - 15.1.1 Addendum A: List of Educational Agencies and Institutions that have elected to participate in the K-16 Grant Program through OCDE's K-16 OC Pathways Grant Agreement (School Partners)
  - 15.1.2 Addendum B: List of vocational and workforce programs that have elected to participate in the K-16 Grant Program through OCDE's K-16 OC Pathways Grant Agreement (Workforce Partners)
  - 15.1.3 Addendum C: February 2021 Recovery with Equity Report
  - 15.1.4 Addendum D: Regional K-16 Education Collaborative Grant Program Grant Agreement
  - 15.1.5 Addendum E: Interagency Data Sharing Agreement

- 15.1.6 Addendum F: K-16 Grant Program Data Reporting Guidelines (Data Reporting Guidelines)
- 15.1.7 Addendum G: Work-Based Learning Technician Job Description
- 15.1.8 Addendum H: K-16 Budget Worksheet template
- 15.1.9 Addendum I: K-16 Expenditure Worksheet template
- 15.1.10 Addendum J: K-16 Grant Program Final Awards Allocation

**The authorized Party representative's hereto have executed this Data Sharing Agreement in the County of Orange, California.**

**ORANGE COUNTY SUPERINTENDENT OF SCHOOLS**

By: 

Print Name: Patricia McCaughey

Title: Administrator

Date: November 3, 2022

**ANAHEIM UNION HIGH SCHOOL DISTRICT**

By: \_\_\_\_\_

Print Name:

Title:

Date:

**FULLERTON JOINT UNION HIGH SCHOOL DISTRICT**

By: \_\_\_\_\_

Print Name:

Title:

Date:

**HUNTINGTON BEACH UNION HIGH SCHOOL DISTRICT**

By: \_\_\_\_\_

Print Name:

Title:

Date:



**BREA OLINDA UNIFIED SCHOOL DISTRICT**

By: \_\_\_\_\_

Print Name:

Title:

Date:

**CAPISTRANO UNIFIED SCHOOL DISTRICT**

By: \_\_\_\_\_

Print Name:

Title:

Date:

**GARDEN GROVE UNIFIED SCHOOL DISTRICT**

By: \_\_\_\_\_

Print Name:

Title:

Date:

**IRVINE UNIFIED SCHOOL DISTRICT**

By: \_\_\_\_\_

Print Name:

Title:

Date:

**LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

By: \_\_\_\_\_

Print Name:

Title:

Date:

**LOS ALAMITOS UNIFIED SCHOOL DISTRICT**

By: \_\_\_\_\_

Print Name:

Title:

Date:

**NEWPORT-MESA UNIFIED SCHOOL DISTRICT**

By: \_\_\_\_\_

Print Name:

Title:

Date:

**ORANGE UNIFIED SCHOOL DISTRICT**

By: \_\_\_\_\_

Print Name:

Title:

Date:

**PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT**

By: \_\_\_\_\_

Print Name:

Title:

Date:

**SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT**

By: \_\_\_\_\_

Print Name:

Title:

Date:

**SANTA ANA UNIFIED SCHOOL DISTRICT**

By: \_\_\_\_\_

Print Name:

Title:

Date:

**TUSTIN UNIFIED SCHOOL DISTRICT**

By: \_\_\_\_\_

Print Name:

Title:

Date:

**COASTLINE REGIONAL OCCUPATIONAL PROGRAM**

By: \_\_\_\_\_

Print Name:

Title:

Date:

**COLLEGE AND CAREER ADVANTAGE**

By: \_\_\_\_\_ 

Print Name: *Pam Weir*

Title: *Executive Director*

Date: *11/29/22*

**NORTH ORANGE COUNTY REGIONAL OCCUPATIONAL PROGRAM**

By: \_\_\_\_\_

Print Name:

Title:

Date:

**COAST COMMUNITY COLLEGE DISTRICT DBA  
COASTLINE COLLEGE**

By: \_\_\_\_\_

Print Name:  
Title:  
Date:

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT DBA  
CYPRESS COLLEGE**

By: \_\_\_\_\_

Print Name:  
Title:  
Date:

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT DBA  
FULLERTON COLLEGE**

By: \_\_\_\_\_

Print Name:  
Title:  
Date:

**COAST COMMUNITY COLLEGE DISTRICT DBA  
GOLDEN WEST COLLEGE**

By: \_\_\_\_\_

Print Name:  
Title:  
Date:

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT DBA  
IRVINE VALLEY COLLEGE**

By: \_\_\_\_\_

Print Name:  
Title:  
Date:

**COAST COMMUNITY COLLEGE DISTRICT DBA  
ORANGE COAST COLLEGE**

By: \_\_\_\_\_

Print Name:

Title:

Date:

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
SADDLEBACK COLLEGE**

By: \_\_\_\_\_

Print Name:

Title:

Date:

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT DBA  
SANTA ANA COLLEGE**

By: \_\_\_\_\_

Print Name:

Title:

Date:

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT DBA  
SANTIAGO CANYON COLLEGE**

By: \_\_\_\_\_

Print Name:

Title:

Date:

**CALIFORNIA STATE UNIVERSITY, FULLERTON**

By: \_\_\_\_\_

Print Name:

Title:

Date:

**THE REGENTS OF THE UNIVERSITY OF CALIFORNIA  
UNIVERSITY OF CALIFORNIA, IRVINE**

By: \_\_\_\_\_

Print Name:

Title:

Date:

**BIG BROTHERS BIG SISTER OF ORANGE COUNTY**

By: \_\_\_\_\_

Print Name:

Title:

Date:

**CEO LEARDERSHIP OF ORANGE COUNTY**

By: \_\_\_\_\_

Print Name:

Title:

Date:

**CYBERFORWARD**

By: \_\_\_\_\_

Print Name:

Title:

Date:

**DREAMS FOR SCHOOLS**

By: \_\_\_\_\_

Print Name:

Title:

Date:

**EXP THE OPPORTUNITY ENGINE**

By: \_\_\_\_\_

Print Name:

Title:

Date:

**FUTURO HEALTH**

By: \_\_\_\_\_

Print Name:

Title:

Date:

**POSEIDON EDUCATION**

By: \_\_\_\_\_

Print Name:

Title:

Date:

**UNITED WAY ORANGE COUNTY**

By: \_\_\_\_\_

Print Name:

Title:

Date:

**VITAL LINK**

By: \_\_\_\_\_

Print Name:

Title:

Date:

CCA-K16 Service(10002253)26  
Zip9

District Designee:	Lisa Green, Executive Director, K-12 Curriculum, Instruction, and School Support <a href="mailto:lgreen@orangeusd.org">lgreen@orangeusd.org</a> 714-628-5446
Career Counseling Coordinator:	Katie Treat Coordinator, Career Counseling <a href="mailto:ktreat@orangeusd.org">ktreat@orangeusd.org</a> 714-628-5463

10. Placentia Yorba Linda Unified	
Address:	1301 E. Orangethorpe Ave. Placentia, CA 92870
Authorized Representative:	Dr. Michael Matthews , Superintendent <a href="mailto:mmatthews@pylusd.org">mmatthews@pylusd.org</a> 714-986-7000
Data Custodian:	Jeremy Powell , Chief Technology Officer <a href="mailto:jepowell@pylusd.org">jepowell@pylusd.org</a> (714) 985-8733 x 82455
District Designee:	Gina Aguilar, Director <a href="mailto:gaguilar@pylusd.org">gaguilar@pylusd.org</a>
Career Counseling Coordinator:	Beth Scott, COSA Career Counseling Coordinator <a href="mailto:bscott@pylusd.org">bscott@pylusd.org</a> 714-985-8756

11. Saddleback Valley Unified School District	
Address:	25631 Peter A. Hartman Way Mission Viejo, CA 92691
Authorized Representative:	Crystal Turner, Superintendent <a href="mailto:Crystal.Turner@svusd.org">Crystal.Turner@svusd.org</a> 949-586-124
Data Custodian:	Ozzy Cortez, CCTO, Chief Technology Officer <a href="mailto:ozzy.cortez@svusd.org">ozzy.cortez@svusd.org</a> 949-598-3714
District Designee:	Kim Thomason, District Coordinator <a href="mailto:kimberly.thomason@svusd.org">kimberly.thomason@svusd.org</a>

12. Santa Ana Unified School Districts	
Address:	1601 E. Chestnut Ave. Santa Ana, CA 9201
Authorized Representative:	Jerry Almendarez, Superintendent <a href="mailto:jerry.almendarez@sausd.us">jerry.almendarez@sausd.us</a> 714-558-5512
Data Custodian:	Mark Rodriguez, Chief Technology Officer <a href="mailto:mark.rodriguez@sausd.us">mark.rodriguez@sausd.us</a> 714-480-4755
District Designee:	Don Isbell, Director <a href="mailto:donald.isbell@sausd.us">donald.isbell@sausd.us</a>
Career Counseling Coordinator:	Steven Long, Coordinator College & Career Readiness <a href="mailto:Steven.Long@sausd.us">Steven.Long@sausd.us</a>



	714-241-6575
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13. Tustin Unified School Districts	
Address:	300 South C Street Tustin, CA 92780
Authorized Representative:	Dr. Mark Johnson, Superintendent mjohnson@tustin.k12.ca.us (714)730-7305
Data Custodian:	David Smith, Chief Technology Officer, Information Technology ddsmith@tustin.k12.ca.us 714) 730-7301, ext. 51379
District Designee:	Grant Litfin, Asst. Supt. glitfin@tustin.k12.ca.us (714) 730-7370
Career Counseling Coordinator:	Alita Salazar, College & Career Readiness Coordinator amsalazar@tustin.k12.ca.us 714-307-7301 x 51481

### C. REGIONAL OCCUPATIONAL PROGRAMS (ROPs)

1. Coastline ROP	
Address:	1001 Presidio Square, Costa Mesa, CA 92626
Authorized Representative:	Brian Dozer, Superintendent bdozer@coastlinerop.net (714) 979-1955

2. College and Career Advantage	
Address:	33122 Valle Rd, San Juan Capistrano, CA 92675
Authorized Representative:	Paul Weir, Executive Director ppweir@capousd.org (949) 496-3118

3. North Orange County ROP	
Address:	385 N Muller St, Anaheim, CA 92801
Authorized Representative:	Dana Lynch, Assistant Superintendent, Educational Services dlynch@nocrop.us (714) 502-5800

### D. COMMUNITY COLLEGES

1. Coast Community College District, Coastline College	
Address:	1370 Adams Avenue, Costa Mesa, CA 92626, US
Authorized Representative:	Dr. Shelly Blair, Dean sblair12@coastline.edu 714.241.6251 xt.16251

Data Custodian:	Dave Thompson, Director of Information <a href="mailto:dthompson@coastline.edu">dthompson@coastline.edu</a> 714.241.6251 xt.16219
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<b>2. North Orange County Community College District, Cypress College</b>	
Address:	9200 Valley View St, Cypress, CA 90630
Authorized Representative:	Margaret Fernandez , Interim Dean <a href="mailto:mfernandez@cypresscollege.edu">mfernandez@cypresscollege.edu</a> (714) 484-7231
Data Custodian:	Dr. Paul R. de Dios, Vice President, Student Services <a href="mailto:pdedios@cypresscollege.edu">pdedios@cypresscollege.edu</a> 714-484-7346

<b>3. North Orange County Community College District, Fullerton College</b>	
Address:	321 E Chapman Ave, Fullerton, CA 92832
Authorized Representative:	ERICKA ADAKAI Director, Educational Partnerships & Programs/Dual Enrollment <a href="mailto:eadakai@fullcoll.edu">eadakai@fullcoll.edu</a> 714-992-7071  JENNIFER MERCHANT Director, Career and Technical Education (CTE) <a href="mailto:jmerchant@fullcoll.edu">jmerchant@fullcoll.edu</a> 714.992.7010
Data Custodian:	KEN STARKMAN Dean of Technology & Engineering <a href="mailto:kstarkman@fullcoll.edu">kstarkman@fullcoll.edu</a> 714.992.7052

<b>4. Coast Community College District, Golden West College</b>	
Address:	15744 Goldenwest St, Huntington Beach, CA 92647
Authorized Representative:	Dorsie Brooks, Interim Dean Career Education and Business <a href="mailto:dbrooks28@gwc.cccd.edu">dbrooks28@gwc.cccd.edu</a> 714-892-7711
Data Custodian:	Janet Houlihan, Vice President Administrative Services <a href="mailto:jhoulihan@gwc.cccd.edu">jhoulihan@gwc.cccd.edu</a> 714-895-8240

<b>5. South Orange County Community College District, Irvine Valley College</b>	
Address:	5500 Irvine Center Dr, Irvine, CA 92618
Authorized Representative:	Traci Fahimi, Dean, Social & Behavioral Sciences, Business Sciences, Academic Programs <a href="mailto:tfahimi@ivc.edu">tfahimi@ivc.edu</a> (949)451-5204
Data Custodian:	Nicholas Wilkening, Director of Technology Services <a href="mailto:nwilkening@ivc.edu">nwilkening@ivc.edu</a> 949-451-5100

6. Coast Community College District, Orange Coast College	
Address:	2701 Fairview Rd, Costa Mesa, CA 92626
Authorized Representative:	Lisa Knuppel, Dean, Career Education/Career Services/Business & Computing <a href="mailto:lknuppel@occ.cccd.edu">lknuppel@occ.cccd.edu</a> 949-551-6041
Data Custodian:	Dr. Derek Vergara, Dean of Students <a href="mailto:dvergara2@occ.cccd.edu">dvergara2@occ.cccd.edu</a> 714-432-5072

7. South Orange County Community College District, Saddleback College	
Address:	28000 Marguerite Pkwy, Mission Viejo, CA 92692
Authorized Representative:	Kari Irwin, Assistant Dean Career and Technical Education <a href="mailto:kirwin@saddleback.edu">kirwin@saddleback.edu</a> (949)582-4273
Data Custodian:	Thurman Brown, Director of Technology Services and Broadcast Systems <a href="mailto:tbrown95@saddleback.edu">tbrown95@saddleback.edu</a> (949) 582-4882

8. Rancho Santiago Community College District, Santa Ana College	
Address:	1530 W 17th St, Santa Ana, CA 92706
Authorized Representative:	Dr. Larisa Sergeyeva, Dean Career and Technical Education/Technology Division <a href="mailto:sergeyeva_larisa@sac.edu">sergeyeva_larisa@sac.edu</a> (714) 564-6000
Data Custodian:	Dr. Larisa Sergeyeva, Dean Career and Technical Education/Technology Division <a href="mailto:sergeyeva_larisa@sac.edu">sergeyeva_larisa@sac.edu</a> (714) 564-6000

9. Rancho Santiago Community College District, Santiago Canyon College	
Address:	8045 E Chapman Ave, Orange, CA 92869
Authorized Representative:	Elizabeth Arteaga, CTE Dean <a href="mailto:arteaga_elizabeth@sccollege.edu">arteaga_elizabeth@sccollege.edu</a> 714-628-4885
Data Custodian:	Joseph Alonzo, Interim Dean of Enrollment and Support Services & Deputy Title IX Coordinator <a href="mailto:alonzo_joseph@sccollege.edu">alonzo_joseph@sccollege.edu</a> (714) 628-4933

## E. HIGHER EDUCATION PARTNERS

1. California State University, Fullerton	
Address:	800 N State College Blvd, Fullerton, CA 92831

Authorized Representative:	Estela Zarate, Vice Provost mzarate@fullerton.edu PHONE NUMBER
Data Custodian:	deanofstudents@fullerton.edu 657-278-3211

2. The Regents of the University of California, University of California, Irvine	
Address:	401 E. Peltason Drive, Suite 3200, Irvine, CA 92617
Authorized Representative:	Stephanie Reyes-Tuccio, Assistant Vice Chancellor s.reyestuccio@uci.edu (657) 278-2011
Data Custodian:	Shohreh Bozorgmehri, Student and Academic Services Division shohreh@uci.edu (949) 824-7324

## ADDENDUM B

### List of vocational and workforce programs that have elected to participate in the K-16 Grant Program through OCDE's K-16 OC Pathways Grant Agreement (Workforce Partners)

All notices, requests, claims correspondence, reports, reports authorized or required by this Services Agreement, and/or other communications shall be addressed as follows:

1. Big Brothers Big Sister of Orange County	
Address:	1801 E Edinger Ave STE 101, Santa Ana, CA 92705
Chief Executive Officer	Solane Keane Chief Executive Officer 714.619.7048
Vice President of Grants and Research	Keith Mataya Vice President of Grants and Research 714.619.7013 kmataya@ocbigs.org

2. CLA OC (CEO Leadership of Orange County)	
Address:	668 N. Coast Hwy #319 Laguna Beach, CA 92651
Authorized Representative:	Amy Kaufman, Senior Vice President Experiential Learning and Talent Development akaufman@claoc.org  Gustavo Chamorro gchamorro@claoc.org

3. CyberForward	
Address:	1315 NE El Camino Real, San Clemente, CA 92672
Authorized Representative:	Lynn Stewart Director of CyberForward Services 949.291.2637

4. Dreams for Schools	
Address:	4999 Casa Loma Ave, Yorba Linda, CA 92886
Authorized Representative:	Nithin Jilla nithin@dreamsforschools.org

5. EXP - The Opportunity Engine	
Address:	2417 E. Carson Street, Suite 200 Carson, CA 90810

Chief Executive Officer	Amy Grat Chief Executive Officer <a href="mailto:amy.grat@expfuture.org">amy.grat@expfuture.org</a>
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<b>6. Futuro Health</b>	
Address:	1610 R Street, Suite 300 – #112 Sacramento, CA 95811
Authorized Representative:	Joy Hermesen Director of Innovative Partnerships <a href="mailto:jhermsen@futurohealth.org">jhermsen@futurohealth.org</a>

<b>7. Poseidon Education</b>	
Address:	11811 W Pico Blvd, Los Angeles, CA 90064
Authorized Representative:	Patti Diaz Chief Operations Officer <a href="mailto:patti@poseidoneducation.com">patti@poseidoneducation.com</a> (310) 477-1268

<b>8. United Way OC</b>	
Address:	18012 Mitchell S, Irvine, CA 92614
Authorized Representative:	Sergio Contreras, Executive Director, United for Student Success <a href="mailto:sergioC@UnitedWayOC.org">sergioC@UnitedWayOC.org</a> 949.660.7600  Yahaira Ortiz, Associate Director, United for Student Success <a href="mailto:YahairaO@UnitedWayOC.org">YahairaO@UnitedWayOC.org</a> 949.660.7600

<b>9. Vital Link</b>	
Address:	15401 Red Hill Ave. Suite F Tustin, CA 92780
Authorized Representative:	April Barnes, President <a href="mailto:april@vitallinkoc.org">april@vitallinkoc.org</a> (949) 646-2520  <b><u>Neda Arab, SENIOR PROGRAM DIRECTOR</u></b> <a href="mailto:neda@vitallink.org">neda@vitallink.org</a> (949) 646-2520

**CONCEPTS AND ROLES**

The Governing Board desires to represent the community and provide leadership in addressing community issues related to Career and Technical Education (CTE). In order to identify community concerns and enlist support for the ~~Capistrano-Laguna Beach~~ **College and Career Advantage** Regional Occupational Program, the Board shall establish effective two-way communication systems between the ~~ROP~~ **College and Career Advantage** and the community.

The ~~ROP~~ **College and Career Advantage**, parents/guardians, business community members and local organizations must continually collaborate as partners. The Board and the ~~Chief Executive Officer (CEO)~~ **Executive Director** shall work together with city and county agencies and organizations to promote and facilitate coordinated services for students, and shall seek to develop partnerships with local businesses.

*(cf. 1020 - Youth Services)*

*(cf. 1700 - Relations between Private Industry and the Schools)*

Community members are encouraged to attend Board meetings, participate in ~~ROP~~ activities, and take an active interest in issues that affect the ~~ROP~~ **College and Career Advantage**. The Board and ~~CEO~~ **Executive Director** shall keep community members well informed about ~~Capistrano-Laguna Beach Regional Occupational Program (ROP)~~ **College and Career Advantage** needs and accomplishments and shall ensure that they have opportunities to share in developing educational policies, programs and evaluation processes.

*(cf. 0420.5 - School-Based Decision Making)*

*(cf. 0510 - School Accountability Report Card)*

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 1240 - Volunteer Assistance)*

*(cf. 1330 - Use of School Facilities)*

*(cf. 6020 - Parent Involvement)*

*(cf. 6141 - Curriculum Development and Evaluation)*

*(cf. 9323 - Meeting Conduct)*

The Board recognizes that its ability to fulfill the community's expectations for a high-quality CTE program depends on the level of support provided by the state and federal government as well as the community. The Board therefore shall study legislative processes and issues, establish ongoing relationships with state and local leaders and the media, adopt positions on key issues, set priorities for advocacy, and collaborate with other organizations and coalitions in legislative and legal advocacy efforts.

*(cf. 1112 - Media Relations)*

*(cf. 1160 - Political Processes)*

*(cf. 9000 - Role of the Board)*

*Legal Reference:*

EDUCATION CODE

35160 Authority of governing boards

35172 Promotional activities

Policy  
adopted: October 25, 2007  
revised:

~~CAPISTRANO LAGUNA BEACH ROP~~  
**COLLEGE AND CAREER ADVANTAGE**  
San Juan Capistrano, California



**COMMUNICATION WITH THE PUBLIC**

The Governing Board appreciates the importance of community involvement and therefore shall strive to keep the community informed of developments within ~~the Capistrano-Laguna Beach~~ **College and Career Advantage** Regional Occupational Program (ROP) in timely and understandable ways.

The ~~Chief Executive Officer (CEO)~~ **Executive Director** shall use all available means of communication to keep the public aware of the goals, programs, achievements and needs of ~~the ROP~~ **College and Career Advantage and** members of the community shall have opportunities to become involved in ~~the ROP~~ **its** programs and to express their interests and concerns.

*Legal Reference:*

EDUCATION CODE

35172 Promotional activities

GOVERNMENT CODE

82041.5 Mass mailing

89001 Newsletter or mass mailing

CODE OF REGULATIONS, TITLE 2

18901 Mass mailings sent at public expense

Policy  
adopted: October 25, 2007  
**revised:**

~~CAPISTRANO-LAGUNA-BEACH-ROP~~  
**COLLEGE AND CAREER ADVANTAGE**  
San Juan Capistrano, California

## MEDIA RELATIONS

The Governing Board respects the public's right to information and recognizes that the media significantly influence the community's understanding of ~~Capistrano-Laguna Beach~~ **College and Career Advantage** Regional Occupational Program (ROP) programs. In order to develop and maintain positive media relations, the Board and the ~~Chief Executive Officer (CEO)~~ **Executive Director** desire to reasonably accommodate media requests for information and to provide accurate, reliable and timely information.

Media representatives are welcome at all Board meetings and shall receive meeting agendas upon request in accordance with Board policy.

*(cf. 9322 - Agenda/Meeting Materials)*

Media representatives, like all other visitors, shall register immediately upon entering any ~~ROP~~ **College and Career Advantage** building or grounds when classes are in session.

*(cf. 1250 - Visitors/Outsiders)*

*(cf. 3515.2 - Disruptions)*

## Interviewing and Photographing Students

The ~~ROP~~ **College and Career Advantage** shall not impose restraints on students' right to speak freely with media representatives at those times which do not disrupt a student's educational program. However, interviews of students may not create substantial disorder or impinge on the rights of others. Therefore, in order to minimize possible disruption, media representatives who wish to interview students at school are strongly encouraged to make prior arrangements with the ~~CEO~~ **Executive Director**. At their discretion, parents/guardians may instruct their students not to communicate with media representatives.

*(cf. 5145.2 - Freedom of Speech/Expression)*

In order to protect the privacy and safety of students, a media representative who wishes to photograph students on school grounds should first make arrangements with the ~~CEO~~ **Executive Director**.

When interviewing or photographing a special education student, he/she shall not be identified as a special education student without prior, written parent/guardian permission.

## Media Communications Plan

In order to help develop strong relations with the media, the ~~CEO~~ **Executive Director** shall develop a proactive media communications plan. This plan may include, but not be limited to, information related to ~~ROP~~ **College and Career Advantage** programs and needs, student awards, school accomplishments and events of special interest.

## **MEDIA RELATIONS (continued)**

*(cf. 0510 - School Accountability Report Card)*

*(cf. 1100 - Communication with the Public)*

*(cf. 1160 - Political Processes)*

The plan shall specify ~~the ROP's~~ **College and Career Advantage's** and/or site's primary media contact to whom all media inquiries shall be routed. Spokespersons designated to speak to the media on behalf of ~~the ROP~~ **College and Career Advantage** include the Board president, ~~CEO~~ **Executive Director, or designee**, ~~and public information officer~~. Other Board members and staff may be asked by the ~~CEO~~ **Executive Director** to speak to the media on a case-by-case basis, depending on their expertise on an issue.

The ~~CEO~~ **Executive Director** shall provide training on effective media relations to all designated spokespersons.

*(cf. 9240 - Board Development)*

## **Crisis Communications Plan**

During a disturbance or crisis situation, the first priority of school staff is to assure the safety of students and staff. However, the Board recognizes the need to provide timely and accurate information to parents/guardians and the community during a crisis. The Board also recognizes that the media have an important role to play in relaying this information to the public. In order to help ensure that the media and district work together effectively, the ~~CEO~~ **Executive Director** shall develop a crisis communications plan to identify communication strategies to be taken in the event of a crisis.

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 3516 - Emergency and Disaster Preparedness Plan)*

The crisis communications plan may include but not be limited to identification of a media center location, development of both internal and external notification systems, and strategies for press conference logistics.

The ~~CEO~~ **Executive Director** shall include local law enforcement and media representatives in the crisis planning process.

*Legal Reference: (see next page)*

## **MEDIA RELATIONS (continued)**

### *Legal Reference:*

#### EDUCATION CODE

32210-32212 *Willful disturbance of public school or meeting*

35144 *Special meetings*

35145 *Public meetings*

35160 *Authority of governing boards*

35172 *Promotional activities*

#### EVIDENCE CODE

1070 *Refusal to disclose news source*

#### PENAL CODE

627-627.10 *Access to school premises*

#### COURT DECISIONS

*Lopez v. Tulare Joint Union High School District*, (1995) 34 Cal.App.4th 1302

#### ATTORNEY GENERAL OPINIONS

95 *Ops. Cal. Atty. Gen.* 509 (1996)

### *Management Resources:*

#### CSBA PUBLICATIONS

911: *A Manual for Schools and the Media During a Campus Crisis, 2001*

#### WEB SITES

CSBA: <http://www.csba.org>

Policy

adopted: October 25, 2007

revised:

**~~CAPISTRANO-LAGUNA BEACH~~ ROP  
COLLEGE AND CAREER ADVANTAGE  
San Juan Capistrano, California**

**ROP COLLEGE AND CAREER ADVANTAGE WEB SITE**

To enhance communication with students, parents/guardians, staff, community members and the public at large, the Governing Board encourages the development and ongoing maintenance of the **ROP College and Career Advantage's** web site on the Internet. The web site shall support the educational vision of the ~~ROP~~ and shall be consistent with the ~~ROP's~~ **College and Career Advantage's** plans for communications and media relations.

(cf. 0000 - Mission/Vision)  
 (cf. 0200 - Goals for ~~the ROP~~ **College and Career Advantage**)  
 (cf. 0440 - ~~ROP~~ **College and Career Advantage** Technology Plan)  
 (cf. 1100 - Communication with the Public)  
 (cf. 1112 - Media Relations)  
 (cf. 3312 - Contracts)  
 (cf. 4040 - Employee Use of Technology)  
 (cf. 5145.2 - Freedom of Speech/Expression)  
 (cf. 6020 - Parent Involvement)  
 (cf. 6145.5 - Student Organization and Equal Access)  
 (cf. 6162.7 - Use of Technology in Instruction)  
 (cf. 6163.4 - Student Use of Technology)

The ~~Chief Executive Officer (CEO)~~ **Executive Director** shall develop guidelines regarding the content of the ~~ROP~~ web site which shall include standards for the ethical and responsible use of information and technology. These guidelines shall be consistent with law, Board policy and administrative regulation.

The ~~ROP~~ **College and Career Advantage** web site shall not include content which is obscene, libelous or slanderous, or which creates a clear and present danger of inciting students to commit unlawful acts on school premises, violate school rules or substantially disrupt the school's orderly operation.

Any links to external sites shall follow the same guidelines applicable to the ~~ROP~~ web site.

The ~~CEO~~ **Executive Director** shall ensure that copyright laws are not violated in the use of material on the ~~ROP~~ web site.

(cf. 4132/4232/4332 - Publication or Creation of Materials)  
 (cf. 6162.6 - Use of Copyrighted Materials)

**Content**

The ~~CEO~~ **Executive Director** shall ensure that web site content protects the privacy rights of students, parents/guardians, staff, Board members and other individuals.

No personal information about students or their parents/guardians, including phone numbers, home addresses or e-mail addresses, shall be published on the ~~ROP~~ web page. Student directory information shall not be published if parents/guardians have requested that it be withheld.

**ROP COLLEGE AND CAREER ADVANTAGE WEB SITE** (continued)

(cf. 1340 - Access to District Records)  
(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)  
(cf. 5022 - Student and Family Privacy Rights)  
(cf. 5125 - Student Records)  
(cf. 5125.1 - Release of Directory Information)

Photographs of students shall be used only with written permission from the students' parents/guardians.

Home addresses or telephone numbers of staff members shall not be posted.

The ROP web site shall not post the home address or telephone number of any elected or appointed official without the prior written permission of that individual. (Government Code 6254.21)

(cf. 1100 - Communication with the Public)

The ~~CEO~~ **Executive Director** may establish standards for the design of the ROP web site in order to maintain a consistent identity, professional appearance and ease of use.

Staff may submit materials for web site publication to the ROP **College and Career Advantage** webmaster who shall ensure that the content adheres to ROP **the** guidelines and policies of **College and Career Advantage**.

*Legal Reference: (see next page)*

EDUCATION CODE

35182.5 Contracts for advertising  
35258 Internet access to school accountability report cards  
48907 Exercise of free expression; rules and regulations  
48950 Speech and other communication  
49073 Release of directory information  
60048 Commercial brand names, contracts or logos

GOVERNMENT CODE

3307.5 Publishing identity of public safety officers  
6254.21 Publishing addresses and phone numbers of board members

UNITED STATES CODE, TITLE 17

101-1101 Federal copyright law

UNITED STATES CODE, TITLE 20

1232g Federal Family Educational Rights and Privacy Act (FERPA)

CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.11 Children's Online Privacy

COURT DECISIONS

Aaris v. Las Virgenes Unified School District, (1998) 64 Cal.App.4th 1112  
Perry Education Association v. Perry Local Educators' Association, (1983) 460 U.S. 37  
Board of Education, Island Trees Union Free School District, et.al. v. Pico, (1982) 457 U.S. 853

Policy  
adopted: October 25, 2007  
**revised:**

**CAPISTRANO-LAGUNA BEACH ROP**  
**COLLEGE AND CAREER ADVANTAGE**  
San Juan Capistrano, California

**COMMENDATIONS AND AWARDS**

The Governing Board believes that individuals and organizations deserve recognition when they provide contributions or long-standing service to ~~the Capistrano-Laguna Beach College and Career Advantage~~ Regional Occupational Program (ROP). The Board believes that commending such service promotes increased community understanding and participation.

*(cf. 1700 - Relations between Private Industry and the Schools)*

The ~~Chief Executive Officer (CEO)~~ **Executive Director** shall establish procedures by which Board members, employees or members of the community may suggest persons or organizations for Board recognition. At the Board's discretion, letters of recognition, Board resolutions, plaques or awards may be presented.

The Board encourages similar forms of recognition for achievement or services as part of school-level commendation programs.

*(cf. 4156.2/4256.2/4356.2 - Awards and Recognition)*

*(cf. 5126 - Awards for Achievement)*

*Legal Reference:*

EDUCATION CODE

35160 Authority of governing boards

35160.1 Broad authority of school districts

44015 Awards to employees and students

Policy  
adopted: October 25, 2007  
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~~CAPISTRANO-LAGUNA-BEACH-ROP~~  
**COLLEGE AND CAREER ADVANTAGE**  
San Juan Capistrano, California



## POLITICAL PROCESSES

The Governing Board has a responsibility to actively advocate fiscal and public policy that supports ~~the Capistrano-Laguna Beach~~ **College and Career Advantage** Regional Occupational Program (ROP) schools and the students in the community. To the extent possible, the Board shall be proactive in defining the ROP's **College and Career Advantage** advocacy agenda based on the needs of the ROP and the direction set forth in the ROP's **its** vision and goals.

*(cf. 0000 - Vision)*

*(cf. 0200 - Goals for the School District)*

*(cf. 9000 - Role of the Board)*

*(cf. 9010 - Public Statements)*

The Board may establish reasonable regulations related to Board members and employees engaging in political activity during working hours and on ROP **College and Career Advantage's** premises. (Education Code 7055)

*(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)*

## Legislation

The Board's responsibility as an advocate for ~~the ROP~~ **College and Career Advantage** may include lobbying at the state and national levels.

Because local governments also make decisions which impact ~~the ROP~~ **College and Career Advantage**, the Board and the ~~Chief Executive Officer (CEO)~~ **Executive Director** shall work to establish ongoing relationships with city and county officials and agencies, and shall inform them of the potential effect of local issues on the schools.

*(cf. 1020 - Youth Services)*

*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*

*(cf. 7131 - Relations with Local Agencies)*

The Board shall identify issues that will affect ~~the ROP~~ **College and Career Advantage** and the students in its community, establish goals and priorities for legislative advocacy, solicit community input and adopt legislative positions. The ~~CEO~~ **Executive Director** shall establish a coordinated plan for carrying out the advocacy agenda, including specific activities, target groups or individuals, staff responsibilities and timelines.

In order to strengthen legislative advocacy efforts, ~~the ROP~~ **College and Career Advantage** may work with organizations and coalitions and may join associations whose representatives lobby on behalf of their members.

As necessary, the ~~CEO~~ **Executive Director** may draft legislative proposals which serve the ROP's interests of **College and Career Advantage**.



**POLITICAL PROCESSES** (continued)

The Board may provide fair and impartial information about legislative issues affecting schools and students and shall inform the community about its legislative advocacy activities. However, the Board shall not urge the public to lobby the legislature on behalf of the ~~ROP~~. **College and Career Advantage**.

*(cf. 1100 - Communication with the Public)*

*(cf. 1112 - Media Relations)*

**Ballot Measures/Candidates**

The Board may study the potential effect of ballot measures on the ~~ROP's~~ **College and Career Advantage** schools. Any Board discussion of the effect of such measures shall include an opportunity for Board members, staff and members of the public to speak on all sides of the issue. Following such study, the Board may adopt positions in support of or in opposition to ballot measures of importance to education.

The Board's positions shall be publicized only through normal ~~ROP~~ **College and Career Advantage** procedures for reporting Board actions and in a manner that does not attempt to influence voters.

*(cf. 9323 - Meeting Conduct)*

No ~~ROP~~ **College and Career Advantage** funds, services, supplies or equipment shall be used to urge the support or defeat of any ballot measure or candidate, including any candidate for election to the Board. (Education Code 7054)

~~ROP~~ **College and Career Advantage** resources shall not be used to disseminate campaign literature or to purchase advertisements, bumper stickers, posters or similar promotional items that advocate an election result.

*(cf. 1325 - Advertising and Promotion)*

The ~~CEO~~ **Executive Director** may use ~~ROP~~ **College and Career Advantage** resources to provide students, parents/guardians and community members with fair and impartial information related to ballot measures, including information about the impact of ballot measures on the ~~ROP~~. **College and Career Advantage** (Education Code 7054)

In preparing or distributing such information, the ~~CEO~~ **Executive Director** shall ensure that the totality of the circumstances, including language, style, tenor and timing, does not expressly advocate passage or defeat of a measure or candidate.

## POLITICAL PROCESSES (continued)

The ~~CEO~~ **Executive Director** may research, draft and prepare a bond measure or other initiative for the ballot, but shall not use ~~ROP~~ the resources of **College and Career Advantage** to secure signatures in order to qualify the measure for the ballot.

Upon request, Board members and ~~ROP~~ **College and Career Advantage** administrators may appear at any time before a citizens' group to explain why the Board called for an election on a bond measure and to answer questions. (Education Code 7054.1)

If the presentation occurs during working hours, the ~~ROP~~ representative **for College and Career Advantage** shall not urge a citizens' group to vote for or against the bond measure.

For informational purposes, the ~~CEO~~ **Executive Director** may conduct a poll related to a ballot issue. Such a poll shall not advocate a particular position on the issue.

### Legal Advocacy

The Board recognizes that some issues are more appropriately addressed judicially rather than legislatively. When a legal issue is likely to set a state or national precedent, ~~the ROP~~ **College and Career Advantage** may join with other districts or parties in order to challenge the issue through litigation or other appropriate means.

*(cf. 9124 - Attorney)*

### Political Forums

Forums on political issues may be held in the ~~ROP~~ facilities of **College and Career Advantage** as long as the forum is made available to all sides of the issue on an equitable basis. (Education Code 7058)

*(cf. 1330 - Use of School Facilities)*

#### Legal Reference:

##### EDUCATION CODE

7054 Use of district property

7054.1 Requested appearance

7055 Local rules

7056 Soliciting or receiving political funds

7058 Use of forum

35160 Authority of governing boards

35172 Promotional activities

##### GOVERNMENT CODE

50023 Attending legislature to support or oppose legislation

53060.5 Attendance at legislative body; expenses

54953.5 Right to record proceedings

54953.6 Broadcasts of proceedings

## **POLITICAL PROCESSES (continued)**

### *Legal References (continued)*

81000-91015 *Political Reform Act*

### COURT DECISIONS

Stanson v. Mott, (1976) 17 Cal. 3d 206

Miller v. Miller, (1978) 87 Cal.App.3d 762

League of Women Voters v. Countywide Criminal Justice Coordination Committee, (1988) 203 Cal.App.3d 529, 250 Cal. Rptr. 161, rev.den.

Choice-in-Education League et al v. Los Angeles Unified School District, (1993) 17 Cal.App.4th 415

Yes on Measure A v. City of Lake Forest, (1997) 60 Cal.App.4th 620

Scherer v. Buchanan, First Appellate District, Civil No. A076648

### ATTORNEY GENERAL OPINIONS

73 Ops.Cal.Atty.Gen. 255 (1990)

### *Management Resources:*

#### OFFICE OF LEGISLATIVE COUNSEL

Advice letter #7837, March 18, 1996 (use of public funds to publicize board positions)

#### FAIR POLITICAL PRACTICES COMMISSION

FPPC No. 93/345 (1996)

#### CSBA PUBLICATIONS

Political Activities of School Districts: Legal Issues, 1998

Maximizing School Board Leadership: Community Leadership, 1996

Policy

adopted: October 25, 2007

revised:

**CAPISTRANO-LAGUNA-BEACH ROP**  
**COLLEGE AND CAREER ADVANTAGE**  
San Juan Capistrano, California

**VISITORS/OUTSIDERS**

The Governing Board encourages parents/guardians and interested members of the community to visit ~~the Capistrano-Laguna Beach~~ **College and Career Advantage** Regional Occupational Program (ROP) and view the educational program.

To ensure minimum interruption of the instructional program, the ~~Chief Executive Officer (CEO)~~ **Executive Director** shall establish procedures which facilitate visits during regular instructional days. Visits during instructional hours should be first arranged with the teacher and ~~CEO~~ **Executive Director**. If a conference is desired, an appointment should be set with the teacher during non-instructional time.

To ensure the safety of students and staff and avoid potential disruptions, all visitors shall register immediately upon entering any ROP **College and Career Advantage** building or grounds when classes are in session.

For purposes of school safety and security, the ~~CEO~~ **Executive Director** may design a visible means of identification for visitors while on ROP ~~the premises of~~ **College and Career Advantage**.

No electronic listening or recording device may be used by students or visitors in a classroom without the teacher and CEO's **Executive Director's** permission. (Education Code 51512)

(cf. 5144 - Discipline)

*Legal Reference:*

EDUCATION CODE

32210 Willful disturbance of public school or meeting

32211 Threatened disruption or interference with classes; misdemeanor

32212 Classroom interruptions

35160 Authority of governing boards

35292 Visits to schools (board members)

51512 Prohibited use of electronic listening or recording device

EVIDENCE CODE

1070 Refusal to disclose news source

LABOR CODE

230.8 Discharge or discrimination for taking time off

PENAL CODE

626-626.10 Schools

627-627.10 Access to school premises, especially:

627.1 Definitions

627.2 Necessity of registration by outsider

627.7 Misdemeanors; punishment

ATTORNEY GENERAL OPINIONS

95 Ops. Cal. Atty. Gen. 509 (1996)

Policy

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**CAPISTRANO-LAGUNA BEACH ROP  
COLLEGE AND CAREER ADVANTAGE**  
San Juan Capistrano, California

**REFRESHMENTS AT PUBLIC EVENTS**

It is the intent of the Governing Board of ~~the Capistrano Laguna Beach~~ **College and Career Advantage** Regional Occupational Program (ROP) to encourage public participation and awareness of ~~ROP its~~ programs and activities through direct personal contact with individuals and community groups. The Board believes the provision of refreshments at such activities may enhance participation and effectiveness.

The Board hereby authorizes the ~~Chief Executive Officer (CEO)~~ **Executive Director** to provide refreshments at the following meetings or activities:

1. Functions for volunteers and retiring employees.
2. Activities honoring individuals in education.
3. Educational events (open house/promotional).
4. Seminars and workshops sponsored by the Board.
5. Volunteer committee or planning meetings.
6. Other activities as designated by the Board.

The cost of refreshments which are served at duly authorized activities shall be paid from ~~ROP~~ **College and Career Advantage** funds and shall meet all legal ~~and ROP~~ requirements for expenditures of funds. No alcoholic beverages will be purchased or served at ~~ROP~~ **College and Career Advantage** activities.

Policy  
adopted: October 25, 2007  
**revised:**

~~CAPISTRANO LAGUNA BEACH ROP~~  
**COLLEGE AND CAREER ADVANTAGE**  
San Juan Capistrano, California

**COMPLAINTS CONCERNING ~~ROP~~ COLLEGE AND CAREER ADVANTAGE EMPLOYEES**

The Governing Board accepts responsibility for providing a means by which the public can hold employees accountable for their actions. The Board desires that complaints be resolved expeditiously without disrupting the educational process.

The ~~Chief Executive Officer (CEO)~~ **Executive Director** shall develop regulations which permit the public to submit complaints against ~~Capistrano-Laguna Beach Regional Occupational Program (ROP)~~ **employees of College and Career Advantage** in an appropriate way. These regulations shall protect the rights of involved parties. The Board may serve as an appeals body if the complaint is not resolved.

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 3515.2 - Disruptions)

The Board prohibits retaliation against complainants. The ~~CEO~~ **Executive Director** at his/her discretion may keep a complainant's identity confidential, except to the extent necessary to investigate the complaint. ~~The ROP~~ **College and Career Advantage** will not investigate anonymous complaints unless it so desires.

*Legal Reference:*EDUCATION CODE

33308.1 Guidelines on procedure for filing child abuse complaints

35146 Closed sessions

44031 Personnel file contents and inspection

44811 Disruption of public school activities

44932-44949 Resignation, dismissal and leaves of absence (rights of employee; procedures to follow)

48987 Child abuse guidelines

GOVERNMENT CODE

54957 Closed session; complaints re employees

54957.6 Closed session; salaries or fringe benefits

PENAL CODE

273 Cruelty or unjustifiable punishment of child

11164-11174.3 Child Abuse and Neglect Reporting Act

WELFARE AND INSTITUTIONS CODE

300 Minors subject to jurisdiction of juvenile court

*Management Resources:*CDE LEGAL ADVISORIES

0910.93 Guidelines for parents to report suspected child abuse by school district employees or other persons against a pupil at school site (LO:4-93)

Policy

adopted: October 25, 2003

**revised:**

~~CAPISTRANO-LAGUNA BEACH ROP~~  
**COLLEGE AND CAREER ADVANTAGE**

San Juan Capistrano, California

**COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS**

The Governing Board uses a comprehensive process to adopt ~~Capistrano-Laguna Beach Regional Occupational Program (ROP)~~ instructional materials **for College and Career Advantage Regional Occupational Program** that is **are** based on selection criteria established by law and Board policy, and includes opportunities for the involvement of parents/guardians and community members. Complaints concerning the content or use of instructional materials, including textbooks, supplementary instructional materials, library materials, or other instructional materials and equipment, shall be properly and fairly considered using established complaint procedures.

*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*

*(cf. 6161.11 - Supplementary Instructional Materials)*

*(cf. 6163.1 - Library Media Centers)*

Parents/guardians are encouraged to discuss any concerns regarding instructional materials with their student's teacher and/or the ~~Chief Executive Officer (CEO)~~ **Executive Director**. If the situation remains unresolved, a complaint may be filed using the process specified in the administrative regulation.

~~The ROP~~ **College and Career Advantage** shall accept complaints concerning instructional materials only from staff or the parents/guardians of students enrolled in ~~an ROP~~ **its** class.

When deliberating upon challenged materials, the ~~CEO~~ **Executive Director** and/or review committee shall consider the educational philosophy of ~~the ROP~~ **College and Career Advantage**, the professional opinions of instructors of the subject and of other competent authorities, reviews of the materials by reputable bodies, the teacher's stated objectives in using the materials, community standards, and the objections of the complainant.

Complainants are encouraged to accept the ~~CEO's~~ **Executive Director's** or review committee's decision. However, if the complainant finds that decision unsatisfactory, he/she may appeal the decision to the Board.

*(cf. 9322 - Agenda/Meeting Materials)*

The ~~ROP's~~ decision **of College and Career Advantage** shall be based on educational suitability of the materials and the criteria established in Board policy and administrative regulation.

*(cf. 6144 - Controversial Issues)*

*(cf. 9000 - Role of the Board)*

*(cf. 9005 - Governance Standards)*

When any challenged instructional material is reviewed by ~~the ROP~~, **College and Career Advantage**, it shall not be subject to further reconsideration for 12 months, unless the ~~CEO~~ **Executive Director** determines that reconsideration is warranted.



## COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS (continued)

Complaints related to sufficiency of textbooks or instructional materials shall be resolved pursuant to ~~the ROP's College and Career Advantage's~~ Williams uniform complaint procedure at AR 1312.4.

(cf. 1312.1 - Complaints Concerning ~~ROP~~ College and Career Advantage Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

### Legal Reference:

#### EDUCATION CODE

18111 Exclusion of books by governing board

35010 Control of district; prescription and enforcement of rules

35186 Williams Uniform Complaint Procedures

44805 Enforcement of course of studies; use of textbooks, rules and regulations

51501 Subject matter reflecting on race, color, etc.

60000-60005 Instructional materials, legislative intent

60040-60048 Instructional requirements and materials

60119 Public hearing on sufficiency of materials

60200-60206 Elementary school materials

60226 Requirements for publishers and manufacturers

60400-60411 High school textbooks

60510-60511 Donation of sale of obsolete instructional materials

### Management Resources:

#### CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES

1002.90 Selection of Instructional Materials, CIL: 90/91-02

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Standards for Evaluation of Instructional Materials with Respect to Social Content, 1986 edition, revised 2001

#### WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Curriculum and Instruction: <http://www.cde.ca.gov/ci>

Policy

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**CAPISTRANO-LAGUNA BEACH ROP**  
**COLLEGE AND CAREER ADVANTAGE**  
San Juan Capistrano, California



**UNIFORM COMPLAINT PROCEDURES**

The Governing Board recognizes that the district is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. ~~The Capistrano-Laguna Beach~~ **College and Career Advantage** Regional Occupational Program (ROP) shall investigate complaints alleging failure to comply with such laws and/or alleging discrimination and shall seek to resolve those complaints in accordance with the ROP's **College and Career Advantage's** uniform complaint procedures. (5 CCR 4620)

~~The ROP~~ **College and Career Advantage** shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination against any protected group as identified under Education Code 200 and 220 and Government Code 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any ~~ROP~~ **College and Career Advantage** program or activity that receives or benefits from state financial assistance. (5 CCR 4610)

Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in career and technical education.

*(cf. 0410 - Nondiscrimination in ROP **College and Career Advantage** Programs and Activities)*  
*(cf. 1312.1 - Complaints Concerning ROP **College and Career Advantage** Employees)*  
*(cf. 1312.2 - Complaints Concerning Instructional Materials)*  
*(cf. 3553 - Free and Reduced Price Meals)*  
*(cf. 4031 - Complaints Concerning Discrimination in Employment)*  
*(cf. 5141.4 - Child Abuse Prevention and Reporting)*  
*(cf. 5148 - Child Care and Development)*  
*(cf. 6159 - Individualized Education Program)*  
*(cf. 6171 - Title I Programs)*  
*(cf. 6174 - Education for English Language Learners)*  
*(cf. 6175 - Migrant Education Program)*  
*(cf. 6178 - Vocational Education)*  
*(cf. 6200 - Adult Education)*

Complaints related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, and teacher vacancies and misassignments shall be investigated pursuant to the ROP's **College and Career Advantage's** Williams uniform complaint procedure (AR 1312.4).

*(cf. 1312.4 - Williams Uniform Complaint Procedures)*

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board acknowledges and respects every individual's right to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the

**UNIFORM COMPLAINT PROCEDURES** (continued)

integrity of the process. This may include keeping the identity of the complainant confidential, as appropriate and except to the extent necessary to carry out the investigation or proceedings, as determined by the ~~Chief Executive Officer (CEO)~~ **Executive Director**, on a case-by-case basis.

(cf. 4119.23/4219.23/4319.23 - *Unauthorized Release of Confidential/Privileged Information*)

(cf. 5125 - *Student Records*)

(cf. 9011 - *Disclosure of Confidential/Privileged Information*)

The Board prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

*Legal Reference:*EDUCATION CODE

200-262.4 *Prohibition of discrimination*

8200-8498 *Child care and development programs*

8500-8538 *Adult basic education*

18100-18203 *School libraries*

32289 *School safety plan, uniform complaint procedure*

35186 *Williams uniform complaint procedure*

41500-41513 *Categorical education block grants*

48985 *Notices in language other than English*

49060-49079 *Student records*

49490-49590 *Child nutrition programs*

52160-52178 *Bilingual education programs*

52300-52490 *Career-technical education*

52500-52616.24 *Adult schools*

52800-52870 *School-based coordinated programs*

54000-54028 *Economic impact aid programs*

54100-54145 *Miller-Unruh Basic Reading Act*

54400-54425 *Compensatory education programs*

54440-54445 *Migrant education*

54460-54529 *Compensatory education programs*

56000-56867 *Special education programs*

59000-59300 *Special schools and centers*

64000-64001 *Consolidated application process*

PENAL CODE

422.6 *Interference with constitutional right or privilege*

CODE OF REGULATIONS, TITLE 5

3080 *Application of section*

4600-4687 *Uniform complaint procedures*

4900-4965 *Nondiscrimination in elementary and secondary education programs*

UNITED STATES CODE, TITLE 20

6301-6577 *Title I basic programs*

6601-6777 *Title II preparing and recruiting high quality teachers and principals*

6801-6871 *Title III language instruction for limited English proficient and immigrant students*

7101-7184 *Safe and Drug-Free Schools and Communities Act*

**UNIFORM COMPLAINT PROCEDURES (continued)**

*Legal Reference (continued)*

7201-7283g Title V promoting informed parental choice and innovative programs

7301-7372 Title V rural and low-income school programs

*Management Resources:*

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/offices/OCR>

Policy  
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**CAPISTRANO LAGUNA BEACH ROP**  
**COLLEGE AND CAREER ADVANTAGE**  
San Juan Capistrano, California

**ADVERTISING AND PROMOTION**

The Governing Board desires to limit student exposure to advertising and promotional materials. Therefore, in order to maintain a closed forum on ~~ROP~~ **the College and Career Advantage** campus, advertising shall not be accepted in ~~ROP~~ **College and Career Advantage**-sponsored publications. In addition, flyers and promotional materials from outside groups shall not be distributed.

1. Distribution of noncommercial materials that publicize services, special events, public meetings or other items of interest to students or parents/guardians.

*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*

*(cf. 5145.2 - Freedom of Speech/Expression)*

*(cf. 6145.5 - Student Organizations and Equal Access)*

*(cf. 6162.8 - Research)*

2. Distribution of promotional materials of a commercial nature to students or parents/guardians.

*(cf. 1700 - Relations Between Private Industry and the Schools)*

3. Paid advertisements on school property, including but not limited to billboard advertisements.

4. Paid advertisements in school-sponsored publications, yearbooks, announcements and other school communications.

*(cf. 1113 - District and School Web Sites)*

5. Products and materials donated by commercial enterprises for use in the classroom, as long as they serve an educational purpose and do not unduly promote any commercial activity or products. Such materials may bear the name and/or logo of the donor.

*(cf. 3290 - Gifts, Grants and Bequests)*

*(cf. 6161.11 - Supplementary Instructional Materials)*

Prior to distribution or publication, the ~~Chief Executive Officer (CEO)~~ **Executive Director** shall review and approve all advertising copy and promotional materials to ensure compliance with Board policy.

The ~~CEO~~ **Executive Director** may selectively approve or disapprove distribution of materials or publishing of copy based on the criteria listed below but may not disapprove materials or copy in an arbitrary or capricious manner or in a way that discriminates against a particular viewpoint on a subject that would otherwise be allowed.

All materials to be distributed shall bear the name and contact information of the sponsoring entity.

## **ADVERTISING AND PROMOTION (continued)**

The use of promotional materials or advertisements does not imply district endorsement of any identified products or services. ~~The Capistrano-Laguna-Beach Regional Occupational Program (ROP)~~ **College and Career Advantage** may include a disclaimer in publications stating that it does not endorse any advertised products or services.

### **Criteria for Approval**

The ~~Chief Executive Officer (CEO)~~ **Executive Director** or designee shall not accept for distribution any materials or advertisements that:

1. Are obscene, libelous or slanderous. (Education Code 48907)
2. Incite students to commit unlawful acts, violate school rules or disrupt the orderly operation of the schools. (Education Code 48907)
3. Promote any particular political interest, candidate, party or ballot measure, unless such materials are being distributed at a forum in which candidates or advocates from all sides are presenting their views to the students during school hours or during events scheduled pursuant to the Civic Center Act.

*(cf. 1160 - Political Processes)*

*(cf. 1330 - Use of School Facilities)*

*(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)*

4. Discriminate against, attack or denigrate any group on account of any unlawful consideration.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

5. Promote the use or sale of materials or services that are illegal or inconsistent with school objectives, including but not limited to materials or advertisements for tobacco, intoxicants, and movies or products unsuitable for students.
6. Solicit funds or services for an organization, with the exception of solicitations authorized in Board policy.

*(cf. 1321 - Solicitation of Funds from and by Students)*

7. Distribute unsolicited merchandise for which an ensuing payment is requested.

**ADVERTISING AND PROMOTION (continued)**

The ~~CEO~~**Executive Director** also may consider the educational value of the materials or advertisements, the age or maturity of students in the intended audience, and whether the materials or advertisements support the basic educational mission of the ~~ROP~~**College and Career Advantage**, directly benefit the students or are of intrinsic value to the students or their parents/guardians.

(cf. 0000 - Vision)

The ~~ROP~~ **College and Career Advantage** may establish additional criteria pertaining to the content of advertisements in ~~ROP~~ **its** publications. Such criteria may limit advertisements to those that contain congratulatory or commemorative messages, curriculum-related content, advertisements for products or services of interest to students, noncontroversial content, and/or other content deemed appropriate by the ~~ROP~~ **College and Career Advantage** staff in accordance with law and Board policy.

*Legal Reference:*

EDUCATION CODE

7050-7058 Political activities of school officers and employees

35160 Authority of governing boards

35160.1 Broad authority of school districts

35172 Promotional activities

38130-38138 Civic Center Act

48907 Student exercise of free expression

BUSINESS AND PROFESSIONS CODE

25664 Advertisements encouraging minors to drink

U.S. CONSTITUTION

Amendment 1, Freedom of speech and expression

COURT CASES

*DiLoreto v. Downey Unified School District*, (1999) 196 F.3d 958

*Yeo v. Town of Lexington*, (1997) U.S. First Circuit Court of Appeals, No. 96-1623

*Hemry v. School Board of Colorado Springs*, (D.Col. 1991) 760 F.Supp. 856

*Bright v. Los Angeles Unified School District*, (1976) 134 Cal. Rptr. 639, 556 P.2d 1090, 18 Cal. 3d 350

*Lehman v. Shaker Heights*, (1974) 418 U.S. 298

Policy

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**CAPISTRANO LAGUNA BEACH ROP**  
**COLLEGE AND CAREER ADVANTAGE**  
 San Juan Capistrano, California

**USE OF ~~ROP~~ COLLEGE AND CAREER ADVANTAGE FACILITIES**

The Governing Board recognizes that ~~Capistrano-Laguna Beach~~ **College and Career Advantage** Regional Occupational Program (~~ROP~~) facilities are a community resource whose primary purposes is to be used for ~~ROP its~~ programs and activities. The Board authorizes the use of ~~ROP~~ **College and Career Advantage** facilities by community groups for purposes provided for in the Civic Center Act when such use does not interfere with ~~ROP the~~ activities of **College and Career Advantage**.

~~ROP~~ **College and Career Advantage** facilities use in this policy include classrooms, Board Room, student and staff restrooms, Adult Career Center and administration offices. (~~ROP~~ parking lot requires coordinated approval through Capistrano Unified School District.)

All program-related activities (class events, meetings, etc.) shall be given priority in the use of facilities under the Civic Center Act. Thereafter, the use shall be on a first-come, first-served basis.

The Board authorizes the use of ~~ROP~~ facilities without charge by nonprofit organizations, clubs, or associations organized to promote youth and **College and Career Advantage** activities. These groups include, but are not limited to, Girl Scouts, Boy Scouts, Camp Fire, Inc., parent-teacher associations, and school-community advisory councils.

Other groups requesting the use of ~~ROP~~ facilities under the Civic Center Act shall be charged at least direct costs.

**College and Career Advantage** facilities and grounds are tobacco free.

This policy shall be administered by the ~~ROP Chief Executive Officer (CEO)~~ **Executive Director** or designee of **College and Career Advantage**.

**Fair Rental Value**

Groups shall be charged fair rental value when using ~~ROP~~ facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the ~~ROP's~~ **College and Career Advantage** students. (Education Code 38134)

*Legal Reference:*EDUCATION CODE

10900-10914.5 Community recreation programs

32282 School safety plan

37220 School holidays

38130-38138 Civic Center Act, use of school property for public purposes

BUSINESS AND PROFESSIONS CODE

25608 Alcoholic beverage on school premises

MILITARY AND VETERANS CODE



## RELATIONS BETWEEN OTHER GOVERNMENTAL AGENCIES AND THE SCHOOLS

The Governing Board recognizes that agencies at all levels of government share its concern and responsibility for the health, safety and welfare of youth. The ~~Chief Executive Officer (CEO)~~ **Executive Director** shall initiate and maintain good working relationships with representatives of these agencies in order to help ~~Capistrano-Laguna Beach Regional Occupational Program (ROP)~~ **College and Career Advantage** classes and students make use of the resources which governmental agencies can provide.

*(cf. 1020 - Youth Services)*

*(cf. 3515.2 - Disruptions)*

*(cf. 3515.3 - District Police/Security Department)*

*(cf. 3515.5 - Sex Offender Notification)*

*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*

*(cf. 5131.7 - Weapons and Dangerous Instruments)*

*(cf. 5141.22 - Infectious Diseases)*

*(cf. 5141.4 - Child Abuse Prevention and Reporting)*

*(cf. 5145.11 - Questioning and Apprehension)*

*(cf. 5145.12 - Search and Seizure)*

*(cf. 7131 - Relations with Local Agencies)*

The ~~ROP~~ **College and Career Advantage** may enter into agreements with other agencies which involve the exchange of funds or reciprocal services. Such agreements shall be approved by the Board and executed in writing.

## Elections/Voter Registration

If a city or county elections official specifically requests the use of an ~~ROP~~ **a College and Career Advantage** building as a polling place, the Board shall allow its use for such purpose. The Board may authorize the use of ~~ROP~~ **College and Career Advantage** buildings as polling places on any election day, and may also authorize the use of ~~ROP~~ **its** buildings, without cost, for the storage of voting machines and other vote-tabulating devices. If ~~ROP~~ **College and Career Advantage** sessions will continue, the Board shall identify to elections officials the specific areas of the buildings not occupied by ~~ROP~~ **College and Career Advantage** activities that will be allowed for use as polling places. (Elections Code 12283)

*(cf. 6111 - School Calendar)*

When the ~~ROP~~ **College and Career Advantage** is used as a polling place, the ~~CEO~~ **Executive Director** shall provide the elections official a site with an adequate amount of space that will allow the precinct board to perform its duties in a manner that will not impede, interfere or interrupt the normal process of voting, and shall make a telephone line for Internet access available for use by local elections officials if so requested. He/she shall make a reasonable effort to ensure that the site is accessible to disabled persons. (Elections Code 12283)

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*



## **RELATIONS BETWEEN OTHER GOVERNMENTAL AGENCIES AND THE SCHOOLS (continued)**

### *Legal Reference:*

#### EDUCATION CODE

*10900-10914.5 Cooperative community recreation programs*

*12400 Authority to receive and expend federal funds*

*12405 Authority to participate in federal programs*

*17050 Joint use of library facilities*

*17051 Joint use of park and recreational facilities*

*32001 Fire alarms and drills*

*35160 Authority of governing boards*

*35160.1 Broad authority of school districts*

*48902 Notification of law enforcement agencies*

*48909 District attorney may give notice re student drug use, sale or possession*

*49305 Cooperation of police and California Highway Patrol*

*49402 Contracts with city, county or local health departments*

*49403 Cooperation in control of communicable disease and immunization*

*51202 Instruction in personal and public health and safety*

#### ELECTIONS CODE

*2145-2146 Distribution of voter registration forms*

*12283 Polling places: schools*

#### WELFARE AND INSTITUTIONS CODE

*828 Disclosure of information re minors by law enforcement agency*

*828.1 School district police department; disclosure of juvenile criminal records*

### *Management Resources:*

#### WEB SITES

*California Secretary of State: <http://www.ss.ca.gov>*

*California Voter Foundation: <http://www.calvoter.org>*

*Cities, Counties, and Schools Partnership: <http://www.ccspartnership.org>*

Policy

adopted: October 25, 2007

revised:

**~~CAPISTRANO-LAGUNA BEACH ROP~~**  
**COLLEGE AND CAREER ADVANTAGE**  
San Juan Capistrano, California

**EVALUATION/SUPERVISION**

The Governing Board recognizes that appropriate supervision and regular, comprehensive evaluations can help employees to continually improve in the performance of their responsibilities. Evaluations shall be made in accordance with procedures based on job-specific standards of performance.

The Board expects supervisors to gauge employees' on-the-job effectiveness and skills in a fair, objective, and consistent manner. Evaluations shall address the competence and care with which the employee executes his/her assigned responsibilities. As appropriate, evaluations also may address the extent to which the employee works cooperatively with others and observes school or ~~Capistrano-Laguna Beach~~ **College and Career Advantage** Regional Occupational Program rules and regulations.

(cf. 4219.21 - Code of Ethics)

The ~~Chief Executive Officer (CEO)~~ **Executive Director** shall ensure that evaluation ratings have uniform meaning throughout the ~~ROP~~ **College and Career Advantage**.

Evaluations shall be used to recognize the exemplary skills and accomplishments of staff and to identify areas needing improvement. When the evaluation indicates areas needing improvement, the Board expects employees to accept responsibility and take initiative to improve their performance. The ~~CEO~~ **Executive Director** or designee shall assist employees in obtaining needed job skills.

(cf. 4231 - Staff Development)

The evaluation shall be dated and signed by both the employee and the supervisor.

(cf. 4112.6/4212.6/4312.6 - Personnel Records)

*Legal Reference:*EDUCATION CODE

45113 Rules and regulations for the classified service in districts not incorporating the merit system

45261 Subjects of rules (merit system districts)

45262 Distribution of rules

GOVERNMENT CODE

3543.2 Scope of representation

*Management Resources:*WEB SITES

CSBA: <http://www.csba.org>

California School Employees Association: <http://www.csea.com>

## Policy

adopted: June 17, 2010

**revised:**

**CAPISTRANO-LAGUNA BEACH ROP**  
**COLLEGE AND CAREER ADVANTAGE**  
 San Juan Capistrano, California

**EVALUATION/SUPERVISION**

The Governing Board recognizes the importance of regular and comprehensive evaluations of administrative and supervisory personnel to provide ongoing feedback for continuous improvement of employee performance. Evaluations shall be linked to the ~~Capistrano-Laguna Beach~~ **College and Career Advantage** Regional Occupational Program (ROP) vision, strategic plan, school improvement goals, professional development plan, and goals for student achievement.

*(cf. 0000 - Vision)*

*(cf. 0200 - Goals for ~~the ROP~~ **College and Career Advantage**)*

*(cf. 0500 - Accountability)*

*(cf. 2140 - Evaluation of the ~~CEO~~ **Executive Director**)*

*(cf. 4300 - Administrative and Supervisory Personnel)*

**Certificated Administrative and Supervisory Personnel**

The ~~Chief Executive Officer (CEO)~~ **Executive Director** or designee shall develop objective evaluation guidelines and standards for use in the ROP's **College and Career Advantage** evaluation system for certificated administrative and supervisory personnel. Such standards may include those of the California Professional Standards for Education Leaders as well as other standards and criteria developed by the Board and the ~~CEO~~ **Executive Director**.

Each certificated administrative and supervisory employee shall be evaluated every other year. However, an employee may be evaluated every five years provided that he/she has been employed by the ~~ROP~~ **College and Career Advantage** for at least 10 years, his/her previous evaluation rated him/her as meeting or exceeding standards, and the evaluator and the employee agree to this schedule. Either the evaluator or the employee may withdraw consent for this schedule at any time. (Education Code 44664)

*(cf. 4116 - Probationary/Permanent Status)*

Any certificated administrative and supervisory employee who is new to a position may be evaluated each year for the first two years in the position. Evaluation is a continuous process and may occur between scheduled periods at the request of the employee, his/her supervisor, or the ~~CEO~~ **Executive Director** or designee.

Evaluations shall be conducted within the timelines specified in law, Board policy, and administrative regulation. The evaluation process for certificated administrative and supervisory personnel shall be the same as for other certificated instructional personnel. ~~as detailed in AR 4115 - Evaluation/Supervision.~~

*(cf. 4115 - Evaluation/Supervision)*

*(cf. 4312.1 - Contracts)*

**EVALUATION/SUPERVISION (continued)****Classified Senior Management and Supervisory Employees**

Classified senior management and supervisory employees shall be evaluated in accordance with the procedures developed by the ~~CEO~~ **Executive Director** or designee and approved by the Board.

(cf. 4215 - Evaluation/Supervision)

Evaluations shall be used to recognize the exemplary skills and accomplishments of classified senior management and supervisory employees and to identify areas needing improvement. When the evaluation indicates areas needing improvement, the Board expects such staff to take the initiative to improve their performance and for their supervisors to assist them in obtaining needed job skills.

(cf. 4331 - Staff Development)

The evaluation shall be dated and signed by the classified senior manager or supervisory employee and his/her supervisor. The manager or supervisory employee may respond in writing to the evaluation within a reasonable time after receiving a copy of the evaluation. The response shall be attached to the evaluation and placed in his/her personnel file.

(cf. 4112.6/4212.6/4312.6 - Personnel Records)

*Legal Reference:*EDUCATION CODE

33039 State guidelines for teacher evaluation procedures

35171 Availability of rules and regulations for evaluation of performance

44660-44665 Evaluation and assessment of performance of certificated employees

45113 Rules and regulations for the classified service in districts not incorporating the merit system

GOVERNMENT CODE

3543.2 Scope of representation

UNITED STATES CODE, TITLE 20

6319 Highly qualified teachers

7801 Definition of highly qualified teacher

*Management Resources:*COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

Standards of Quality and Effectiveness for Administrative Services Credentials, 2001

WEB SITES

CSBA: <http://www.csba.org>

Association of California School Administrators: <http://www.acsa.org>

California Department of Education: <http://www.cde.ca.gov>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

National Board for Professional Teaching Standards: <http://www.nbpts.org>

Policy

adopted: June 17, 2010

revised:

**CAPISTRANO-LAGUNA BEACH ROP**  
**COLLEGE AND CAREER ADVANTAGE**  
 San Juan Capistrano, California

# **COLLEGE AND CAREER ADVANTAGE**

## **Memorandum**

TO: CCA Governing Board

FROM: Paul Weir, Executive Director

DATE: December 7, 2022

SUBJECT: 2021-2022 ANNUAL AUDIT REPORT – UNDER SEPARATE COVER

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### **BACKGROUND INFORMATION**

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

### **CURRENT SITUATION**

Christy White, Inc. conducted a remote audit for College and Career Advantage beginning with the preliminary audit on April 4, 2022. Melanie Inskeep, Accountant, and I have reviewed the Audit Report and there are no recommended changes. The Audit Report will be submitted to Orange County Department of Education by December 15, 2022.

Valerie McMasters-Shaw from the audit firm will remotely present and review the audit report and address any questions from the Board.

### **RECOMMENDATION**

It is requested that the Board, by formal action, acknowledge receipt of the Audit Report for the year ending June 30, 2022.

### **ACTION/VOTE**

## **COLLEGE AND CAREER ADVANTAGE**

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

TO: CCA Governing Board

FROM: Paul Weir, Executive Director

DATE: December 7, 2022

SUBJECT: SINGLE BUDGET ADOPTION

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#### **BACKGROUND INFORMATION**

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

#### **CURRENT SITUATION**

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

#### **RECOMMENDATION**

It is respectfully requested that the Board authorize the Executive Director to proceed with the single budget adoption for fiscal year 2023-24.

#### **ACTION/VOTE**

**Agenda Item 28  
December 7, 2022**

# **COLLEGE AND CAREER ADVANTAGE**

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

TO: CCA Governing Board

FROM: Melanie Inskeep, Accountant

DATE: December 7, 2022

SUBJECT: First Interim Report

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### **BACKGROUND INFORMATION**

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

### **CURRENT SITUATION**

Staff has prepared the First Interim Report as of October 31, 2022.

Updated Current Budget for 2022/23, total revenue projection is \$5,502,419.76. Total expenditures projected to be \$8,526,503.76. Utilizing \$3,024,083.97 of the \$7,554,116.72 beginning fund balance, which includes 2021/22 Carry-Over and Reserves, resulting in an ending fund balance of \$4,530,032.75.

The following assumptions were made in preparation of the College and Career Advantage's (CCA) current budget and the First Interim Report for the 2022/23 fiscal year.

### **GENERAL FUND REVENUES**

All Other State Revenues: \$4,494,305.52

Career Technical Education Incentive Grant (CTEIG): \$3,755,885.72  
2019/20 Carry-Over/Passthrough \$43,860  
2021/22 Carry-Over \$435,639.72  
2022/23 projected to be \$3,276,386.

K12 Strong Workforce Program (K12 SWP): \$523,142.50  
2021/22 Carry-Over/Passthrough \$393,142.50  
2022/23 Pathway Coordinator: \$130,000

STRS on Behalf: \$215,277.30

### All Other Local Revenues: \$1,008,114.27

Interest: \$36,000

California Adult Education Program (CAEP): \$477,284.27

2021/22 Carry-Over: \$10,228.27

2022/23 Projected Grant: \$467,056

Apportionment/Passthrough from JPA Partner Districts: \$494,830

Reduced for 2022/23 and 2023/24 then returning to pre-COVID allocation.

In summary, total revenue projected at First Interim for 2022/23 is \$5,502,419.79, an increase of \$238,657.82 from Budget Adoption.

## **GENERAL FUND EXPENDITURES**

### Certificated and Classified Salaries

Certificated salaries are projected to be \$2,224,741 an increase of \$2,400 for a stipend not included at Budget Adoption.

Classified salaries are projected at \$806,028.77, an increase of \$21,328.64 from the Adopted Budget. This reflects the actual salaries for 2022/23 including the new Career Guidance Specialists.

### Employee Benefits

Employee Benefits are projected to be \$1,384,183.77, an increase of \$12,004.33 from the Adopted Budget. This reflects the increase in salaries with their correlating benefits based on percentage of salary. Health and Welfare benefits rates will be adjusted in January 2024.

### Textbooks, Supplies and Non-capitalized Equipment

Expenditures for textbooks, materials and supplies and equipment are projected at \$1,716,351.80, an increase of \$1,092,261.58 from Adopted Budget, to include COVID Supplemental purchases not received in 2021/22.

### Services and Other Operating Expenditures

Expenditures for services and operating expenditures are projected at \$783,422.02, an increase of \$40,635.50 from the Adopted Budget recognizing actual increased costs for memberships, OCDE and Auditor Services and COVID operating expenses.



### Capital Outlay

Capital Outlay for 2022/23 \$390,000, decreased based on projected 2022/23 purchases from COVID Supplemental Funding.

### Other Outgo

\$1,221,776.40 for 2022/23 decrease of \$88,778 from Adopted Budget.

2019/20 CTEIG Passthrough – CUSD: \$43,860

2021/22 K12 SWP Passthrough – CUSD/LBUSD: \$195,000

2022/23 CTEIG Passthrough – CUSD/LBUSD: \$982,916.40

In summary, total expenditures at First Interim for 2022/23 are projected to be \$8,526,503.76, an increase of \$792,016.26 from the Adopted Budget.

### **ENDING FUND BALANCE**

The following reflects the components of the CCA's July 1, 2022, beginning fund balance of \$7,554,11.72:

\$ 10,000.00	Revolving Cash Fund
\$ 11,925.80	Restricted (Handicap Pupils)
\$ 166,306.38	Reserve for Economic Uncertainties
\$ 7,365,884.54	Reserve of COVID Supplemental from 2021/22

This is above the 5% State reserve requirement.

At fiscal year ending 6/30/2023, the ending fund balance for CCA is projected to be at \$4,530,032.75.

### **SUBSEQUENT MULTIYEAR PROJECTIONS (2023/24 AND 2024/25)**

#### Revenue

Staff anticipates projections for 2023/24 and 2024/25 revenue to remain at 2022/23 levels for K12 SWP Pathway Coordinator (\$130,000), CTEIG (\$3,276,386), CAEP (\$467,056) and interest (\$36,000). Staff also anticipates Apportionment/Passthrough from the JPA Districts for 2023/24 to be the same as 2022/23 (\$494,830); however, for 2024/25 returning to \$1,481,000. STRS on Behalf is projected at \$221,735.62 for 2023/24 and \$228,387.69 for 2024/25. Same as 2022/23 staff is not including Strong Workforce Program Grant funds for 2023/24 and 2024/25 due to the amounts being variable. At the time of First Interim, for 2023/24 revenue is projected at \$4,626,007.62 and for 2024/25 projected revenue is \$5,618,829.69.

## Expenditures

Expenditures for 2023/24 are projected at \$6,215,176.16 to spending \$1,589,168.54 of the remaining COVID Supplemental funding. Projected expenditures at \$6,349,629.98 for 2024/25 utilizing \$730,800.29 of the COVID Supplemental. Expenditures may be adjusted upon the receipt of additional revenue, when more information becomes available.

In summary, at First Interim of 2022/23 ending fund balance projection for 2023/24 is \$2,940,864.21 and for 2024/25 is \$2,210,063.92.

## **PROJECTION OF FINANCIAL CONDITION**

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

Staff projects that the CCA will be in a positive financial position for the 2022/23 fiscal year. Similarly, for the subsequent two fiscal years, 2023/24 and 2024/25, at the time of First Interim, a positive financial position is projected.

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

## **RECOMMENDATION**

It is respectfully requested that the Governing Board approve a Positive Certification of the updated fiscal plan as presented. The First Interim Report will become the CCA's revised operating budget for fiscal year 2022/23.

## **ACTION/ROLL CALL**

First Interim  
JPA CERTIFICATION OF INTERIM REPORT  
For the Fiscal Year 2022-23

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
JPA Administrator or Designee

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

To the County Superintendent of Schools:

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

Meeting Date: December 07, 2022 Signed: \_\_\_\_\_  
President of the Governing Board

CERTIFICATION OF FINANCIAL CONDITION

- ☒ POSITIVE CERTIFICATION  
As President of the Governing Board of this JPA, I certify that based upon current projections this JPA will meet its financial obligations for the current fiscal year and subsequent two fiscal years.
- ☐ QUALIFIED CERTIFICATION  
As President of the Governing Board of this JPA, I certify that based upon current projections this JPA may not meet its financial obligations for the current fiscal year or two subsequent fiscal years.
- ☐ NEGATIVE CERTIFICATION  
As President of the Governing Board of this JPA, I certify that based upon current projections this JPA will be unable to meet its financial obligations for the remainder of the current fiscal year or for the subsequent fiscal year.

Contact person for additional information on the interim report:

Name: Dr. Paul Weir Telephone: 949-234-9476  
Title: Executive Director E-mail: PPWEIR@capousd.org

Criteria and Standards Review Summary

The following summary is automatically completed based on data provided in the Criteria and Standards Review form (Form 01CSI). Criteria and standards that are "Not Met," and supplemental information and additional fiscal indicators that are "Yes," may indicate areas of potential concern, which could affect the interim report certification, and should be carefully reviewed.

CRITERIA AND STANDARDS			Met	Not Met
1	Average Daily Attendance	This criterion is not checked for JPAs.	n/a	
CRITERIA AND STANDARDS (continued)			Met	Not Met
2	Enrollment	This criterion is not checked for JPAs.	n/a	
3	ADA to Enrollment	This criterion is not checked for JPAs.	n/a	
4	Local Control Funding Formula (LCFF) Revenue	This criterion is not checked for JPAs.	n/a	
5	Salaries and Benefits	Projected ratio of total salaries and benefits to total general fund expenditures has not changed by more than the standard for the current and two subsequent fiscal years.		X
6a	Other Revenues	Projected operating revenues (federal, other state, other local) for the current and two subsequent fiscal years have not changed by more than five percent since budget adoption.	X	
6b	Other Expenditures	Projected operating expenditures (books and supplies, services and other expenditures) for the current and two subsequent fiscal years have not changed by more than five percent since budget adoption.		X
7	Ongoing and Major Maintenance Account	This criterion is not checked for JPAs.	n/a	
8	Deficit Spending	Deficit spending, if any, has not exceeded the standard in any of the current or two subsequent fiscal years.		X
9a	Fund Balance	Projected general fund balance will be positive at the end of the current and two subsequent fiscal years.	X	
9b	Cash Balance	Projected general fund cash balance will be positive at the end of the current fiscal year.	X	
10	Reserves	Available reserves (e.g., reserve for economic uncertainties, unassigned/unappropriated amounts) meet minimum requirements for the current and two subsequent fiscal years.		X
SUPPLEMENTAL INFORMATION			No	Yes
S1	Contingent Liabilities	Have any known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) occurred since budget adoption that may impact the budget?	X	
S2	Using One-time Revenues to Fund Ongoing Expenditures	Are there ongoing general fund expenditures funded with one-time revenues that have changed since budget adoption by more than five percent?	X	
S3	Temporary Interfund Borrowings	Are there projected temporary borrowings between funds?	X	

S4	Contingent Revenues	Are any projected revenues for any of the current or two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)?	X	
S5	Contributions	Have transfers to or from the general fund to cover operating deficits changed since budget adoption by more than \$20,000 and more than 5% for any of the current or two subsequent fiscal years?	X	
<b>SUPPLEMENTAL INFORMATION (continued)</b>			No	Yes
S6	Long-term Commitments	Does the JPA have long-term (multiyear) commitments or debt agreements? • If yes, have annual payments for the current or two subsequent fiscal years increased over prior year's (2021-22) annual payment? • If yes, will funding sources used to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources?	X n/a n/a	
S7a	Postemployment Benefits Other than Pensions	Does the JPA provide postemployment benefits other than pensions (OPEB)? • If yes, have there been changes since budget adoption in OPEB liabilities?	X	X
S7b	Other Self-insurance Benefits	Does the JPA operate any self-insurance programs (e.g., workers' compensation)? • If yes, have there been changes since budget adoption in self-insurance liabilities?	X	X
S8	Status of Labor Agreements	As of first interim projections, are salary and benefit negotiations still unsettled for: • Certificated? (Section S8A, Line 1b) • Classified? (Section S8B, Line 1b) • Management/supervisor/confidential? (Section S8C, Line 1b)	X X n/a	
S9	Status of Other Funds	Are any funds other than the general fund projected to have a negative fund balance at the end of the current fiscal year?	X	
<b>ADDITIONAL FISCAL INDICATORS</b>			No	Yes
A1	Negative Cash Flow	Do cash flow projections show that the JPA will end the current fiscal year with a negative cash balance in the general fund?	X	
A2	Independent Position Control	Is personnel position control independent from the payroll system?	X	
A3	Declining Enrollment	Is enrollment decreasing in both the prior and current fiscal years?	n/a	
A4	New Charter Schools Impacting JPA's Enrollment	Are any new charter schools operating in JPA boundaries that are impacting the JPA's enrollment, either in the prior or current fiscal years?	n/a	
A5	Salary Increases Exceed COLA	Has the JPA entered into a bargaining agreement where any of the current or subsequent fiscal years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?	X	
A6	Uncapped Health Benefits	Does the JPA provide uncapped (100% employer paid) health benefits for current or retired employees?	X	
A7	Independent Financial System	Is the JPA's financial system independent from the county office system?	X	
A8	Fiscal Distress Reports	Does the JPA have any reports that indicate fiscal distress? If yes, provide copies to the COE, pursuant to EC 42127.6(a).	X	
A9	Change of JPA Director or Financial Official	Have there been personnel changes in the JPA director or financial official positions within the last 12 months?		X

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	4,255,647.70	4,255,647.70	1,002,642.22	4,494,305.52	238,657.82	5.6%
4) Other Local Revenue		8600-8799	1,092,139.00	1,092,139.00	772,152.05	1,008,114.27	(84,024.73)	-7.7%
5) TOTAL, REVENUES			5,347,786.70	5,347,786.70	1,774,794.27	5,502,419.79		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	2,222,341.00	2,222,341.00	587,531.78	2,224,741.00	(2,400.00)	-0.1%
2) Classified Salaries		2000-2999	784,700.13	784,700.13	194,398.45	806,028.77	(21,328.64)	-2.7%
3) Employee Benefits		3000-3999	1,372,179.44	1,372,179.44	308,844.02	1,384,183.77	(12,004.33)	-0.9%
4) Books and Supplies		4000-4999	624,090.22	624,090.22	827,419.46	1,716,351.80	(1,092,261.58)	-175.0%
5) Services and Other Operating Expenditures		5000-5999	742,786.52	742,786.52	213,996.31	783,422.02	(40,635.50)	-5.5%
6) Capital Outlay		6000-6999	677,835.80	677,835.80	170,316.39	390,000.00	287,835.80	42.5%
7) Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499		1,310,554.40	1,310,554.40	43,860.00	1,221,776.40	88,778.00	6.8%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			7,734,487.51	7,734,487.51	2,346,366.41	8,526,503.76		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(2,386,700.81)	(2,386,700.81)	(571,572.14)	(3,024,083.97)		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(2,386,700.81)	(2,386,700.81)	(571,572.14)	(3,024,083.97)		
<b>F. FUND BALANCE, RESERVES</b>								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	7,372,742.76	7,372,742.76		7,554,116.72	181,373.96	2.5%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			7,372,742.76	7,372,742.76		7,554,116.72		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			7,372,742.76	7,372,742.76		7,554,116.72		
2) Ending Balance, June 30 (E + F1e)			4,986,041.95	4,986,041.95		4,530,032.75		
<b>Components of Ending Fund Balance</b>								
a) Nonspendable								
Revolving Cash		9711	10,000.00	10,000.00		10,000.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	4,706,448.57	4,706,448.57		4,353,726.37		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	269,593.38	269,593.38		166,306.38		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		
<b>FEDERAL REVENUE</b>								
Special Education Discretionary Grants		8182	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues From Federal Sources		8287	0.00	0.00	0.00	0.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER STATE REVENUE</b>								
Other State Apportionments								
All Other State Apportionments - Current Year		8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years		8319	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	1,310,554.40	1,310,554.40	238,860.00	1,221,776.40	(88,778.00)	-6.8%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	2,401,471.32	2,401,471.32	435,639.72	2,729,109.32	327,638.00	13.6%
Drug/Alcohol/Tobacco Funds	6695	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	543,621.98	543,621.98	328,142.50	543,419.80	(202.18)	0.0%
TOTAL, OTHER STATE REVENUE			4,255,647.70	4,255,647.70	1,002,642.22	4,494,305.52	238,657.82	5.6%
<b>OTHER LOCAL REVENUE</b>								
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	36,000.00	36,000.00	21,742.17	36,000.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	127,571.00	0.00	0.00	0.0%
Fees and Contracts								
Adult Education Fees		8671	0.00	0.00	0.00	0.00	0.00	0.0%
In-District Premiums/Contributions		8674	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue		8699	561,309.00	561,309.00	128,008.88	477,284.27	(84,024.73)	-15.0%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	494,830.00	494,830.00	494,830.00	494,830.00	0.00	0.0%
Transfers of Apportionments								
Special Education SELPA Transfers								
From Districts or Charter Schools	6500	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers								
From Districts or Charter Schools	6360	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6360	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6360	8793	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments								
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			1,092,139.00	1,092,139.00	772,152.05	1,008,114.27	(84,024.73)	-7.7%
TOTAL, REVENUES			5,347,786.70	5,347,786.70	1,774,794.27	5,502,419.79		
<b>CERTIFICATED SALARIES</b>								
Certificated Teachers' Salaries		1100	1,839,720.00	1,839,720.00	459,191.46	1,839,720.00	0.00	0.0%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.00	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	382,621.00	382,621.00	128,340.32	385,021.00	(2,400.00)	-0.6%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			2,222,341.00	2,222,341.00	587,531.78	2,224,741.00	(2,400.00)	-0.1%
<b>CLASSIFIED SALARIES</b>								
Classified Instructional Salaries		2100	38,581.56	38,581.56	12,076.97	38,581.56	0.00	0.0%
Classified Support Salaries		2200	67,840.37	67,840.37	58,216.70	268,524.01	(200,683.64)	-295.8%
Classified Supervisors' and Administrators' Salaries		2300	321,577.00	321,577.00	35,375.49	142,222.00	179,355.00	55.8%
Clerical, Technical and Office Salaries		2400	356,701.20	356,701.20	88,729.29	356,701.20	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			784,700.13	784,700.13	194,398.45	806,028.77	(21,328.64)	-2.7%
<b>EMPLOYEE BENEFITS</b>								
STRS		3101-3102	639,744.43	639,744.43	47,357.39	639,744.43	0.00	0.0%
PERS		3201-3202	199,078.42	199,078.42	46,011.39	199,078.42	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	44,379.27	44,379.27	12,535.93	45,179.79	(800.52)	-1.8%
Health and Welfare Benefits		3401-3402	430,505.73	430,505.73	174,679.81	430,505.73	0.00	0.0%
Unemployment Insurance		3501-3502	15,035.21	15,035.21	2,562.59	15,311.25	(276.04)	-1.8%
Workers' Compensation		3601-3602	39,993.65	39,993.65	24,353.50	50,921.42	(10,927.77)	-27.3%
OPEB, Allocated		3701-3702	3,442.73	3,442.73	1,343.41	3,442.73	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
TOTAL, EMPLOYEE BENEFITS			1,372,179.44	1,372,179.44	308,844.02	1,384,183.77	(12,004.33)	-0.9%
<b>BOOKS AND SUPPLIES</b>								
Approved Textbooks and Core Curricula Materials		4100	24,000.00	24,000.00	0.00	20,261.58	3,738.42	15.6%
Books and Other Reference Materials		4200	90.22	90.22	0.00	90.22	0.00	0.0%
Materials and Supplies		4300	300,000.00	300,000.00	305,822.26	555,000.00	(255,000.00)	-85.0%
Noncapitalized Equipment		4400	300,000.00	300,000.00	521,597.20	1,141,000.00	(841,000.00)	-280.3%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			624,090.22	624,090.22	827,419.46	1,716,351.80	(1,092,261.58)	-175.0%
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	50,000.00	50,000.00	21,467.06	50,000.00	0.00	0.0%
Dues and Memberships		5300	24,025.81	24,025.81	32,671.15	40,025.81	(16,000.00)	-66.6%
Insurance		5400-5450	59,655.00	59,655.00	65,221.00	65,221.00	(5,566.00)	-9.3%
Operations and Housekeeping Services		5500	0.00	0.00	0.00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	2,987.20	2,987.20	3,712.95	9,787.95	(6,800.75)	-227.7%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and								
Operating Expenditures		5800	605,618.51	605,618.51	90,909.11	617,887.26	(12,268.75)	-2.0%
Communications		5900	500.00	500.00	15.04	500.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			742,786.52	742,786.52	213,996.31	783,422.02	(40,635.50)	-5.5%
<b>CAPITAL OUTLAY</b>								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	677,835.80	677,835.80	170,316.39	390,000.00	287,835.80	42.5%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			677,835.80	677,835.80	170,316.39	390,000.00	287,835.80	42.5%
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
Tuition								
Tuition, Excess Costs, and/or Deficit Payments								
Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers Out								
Transfers of Pass-Through Revenues								
To Districts or Charter Schools		7211	1,310,554.40	1,310,554.40	43,860.00	1,221,776.40	88,778.00	6.8%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments								
To Districts or Charter Schools	6500	7221	0.00	0.00	0.00	0.00	0.00	0.0%



Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
To County Offices	6500	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6500	7223	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers of Apportionments								
To Districts or Charter Schools	6360	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6360	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6360	7223	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			1,310,554.40	1,310,554.40	43,860.00	1,221,776.40	88,778.00	6.8%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs		7310	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENDITURES			7,734,487.51	7,734,487.51	2,346,366.41	8,526,503.76		
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Long-Term Debt Proceeds								
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES								
(a - b + c - d + e)			0.00	0.00	0.00	0.00		

Resource	Description	2022-23 Projected Totals
6360	Pupils with Disabilities Attending ROC/P	11,925.80
7431	COVID-19 Supplemental Funding for ROCPs	4,341,800.57
Total, Restricted Balance		4,353,726.37

Fund: 01 General Fund Resource: 0000 Unrestricted		
Description	Object	2022-23 Board Approved Operating Budget
Ending Fund Balance	979Z	279,593.38
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	269,593.38
Unassigned/Unappropriated	9790	0.00

Fund: 01 General Fund Resource: 6360 Pupils with Disabilities Attending ROC/P		
Description	Object	2022-23 Board Approved Operating Budget
Ending Fund Balance	979Z	11,925.80
Components of Ending Fund Balance		
Nonspendable		
Revolving Cash	9711	0.00
Stores	9712	0.00
Prepaid Expenditures	9713	0.00
All Others	9719	0.00
Restricted	9740	11,925.80
Committed		
Stabilization Arrangements	9750	0.00
Other Commitments	9760	0.00
Assigned		
Other Assignments	9780	0.00
Unassigned/Unappropriated		
Reserve for Economic Uncertainties	9789	0.00
Unassigned/Unappropriated	9790	0.00

Fund: 01 General Fund Resource: 7431 COVID-19 Supplemental Funding for ROCs		
Description	Object	2022-23 Board Approved Operating Budget
Ending Fund Balance	979Z	4,694,522.77
Components of Ending Fund Balance		
<b>Nonspendable</b>		
Revolving Cash	9711	0.00
Stores	9712	0.00
Prepaid Expenditures	9713	0.00
All Others	9719	0.00
<b>Restricted</b>	9740	4,694,522.77
<b>Committed</b>		
Stabilization Arrangements	9750	0.00
Other Commitments	9760	0.00
<b>Assigned</b>		
Other Assignments	9780	0.00
<b>Unassigned/Unappropriated</b>		
Reserve for Economic Uncertainties	9789	0.00
Unassigned/Unappropriated	9790	0.00

Fund: 01 General Fund Resource: 0000 Unrestricted		
Description	Object	2022-23 Original Budget
Ending Fund Balance	979Z	279,593.38
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	269,593.38
Unassigned/Unappropriated	9790	0.00

Fund: 01 General Fund Resource: 6360 Pupils with Disabilities Attending ROC/P		
Description	Object	2022-23 Original Budget
Ending Fund Balance	979Z	11,925.80
Components of Ending Fund Balance		
<b>Nonspendable</b>		
Revolving Cash	9711	0.00
Stores	9712	0.00
Prepaid Expenditures	9713	0.00
All Others	9719	0.00
<b>Restricted</b>	9740	11,925.80
<b>Committed</b>		
Stabilization Arrangements	9750	0.00
Other Commitments	9760	0.00
<b>Assigned</b>		
Other Assignments	9780	0.00
<b>Unassigned/Unappropriated</b>		
Reserve for Economic Uncertainties	9789	0.00
Unassigned/Unappropriated	9790	0.00



Fund: 01 General Fund Resource: 7431 COVID-19 Supplemental Funding for ROCPs		
Description	Object	2022-23 Original Budget
Ending Fund Balance	979Z	4,694,522.77
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	4,694,522.77
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	2022-23 Projected Totals
Ending Fund Balance	979Z	176,306.38
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	166,306.38
Unassigned/Unappropriated	9790	0.00

Fund: 01 General Fund Resource: 6360 Pupils with Disabilities Attending ROC/P		
Description	Object	2022-23 Projected Totals
Ending Fund Balance	979Z	11,925.80
Components of Ending Fund Balance		
Nonspendable		
Revolving Cash	9711	0.00
Stores	9712	0.00
Prepaid Expenditures	9713	0.00
All Others	9719	0.00
Restricted	9740	11,925.80
Committed		
Stabilization Arrangements	9750	0.00
Other Commitments	9760	0.00
Assigned		
Other Assignments	9780	0.00
Unassigned/Unappropriated		
Reserve for Economic Uncertainties	9789	0.00
Unassigned/Unappropriated	9790	0.00

Fund: 01 General Fund Resource: 7431 COVID-19 Supplemental Funding for ROCPs		
Description	Object	2022-23 Projected Totals
Ending Fund Balance	979Z	4,341,800.57
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	4,341,800.57
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	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
ACTUALS THROUGH THE MONTH OF (Enter Month Name):	October		8,320,098.36	7,328,052.68	6,846,108.30	6,406,350.92	5,837,518.74	5,265,641.62	4,968,759.69	4,029,328.60
A. BEGINNING CASH										
B. RECEIPTS										
LCFF/Revenue Limit Sources										
Principal Apportionment	8010-8019									
Property Taxes	8020-8079									
Miscellaneous Funds	8080-8099									
Federal Revenue	8100-8299									
Other State Revenue	8300-8599		872,642.22	130,000.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Local Revenue	8600-8799		505,314.86	6,495.23	84,933.24	47,837.72	45,441.65	45,441.65	45,441.65	45,441.65
Interfund Transfers In	8910-8929									
All Other Financing Sources	8930-8979									
TOTAL RECEIPTS			1,377,957.08	136,495.23	84,933.24	47,837.72	45,441.65	45,441.65	45,441.65	45,441.65
C. DISBURSEMENTS										
Certificated Salaries	1000-1999		73,896.34	65,257.25	228,202.91	220,175.28	204,651.15	0.00	477,519.36	191,007.74
Classified Salaries	2000-2999		(9,959.40)	73,502.35	65,402.23	65,453.27	76,453.79	75,031.02	76,690.92	76,690.92
Employee Benefits	3000-3999		44,668.42	83,901.17	77,437.47	102,836.96	126,458.63	44,516.00	223,077.58	126,458.63
Books and Supplies	4000-4999		1,080.25	107,387.01	514,573.23	204,378.97	111,116.54	111,270.86	111,090.82	111,090.82
Services	5000-5999		72,829.21	25,019.41	40,078.12	76,069.57	71,176.21	81,582.39	69,444.18	69,444.18
Capital Outlay	6000-6999		17,240.00	29,553.24	22,395.00	101,128.15	27,460.45	29,923.31	27,049.88	27,049.88
Other Outgo	7000-7499			43,860.00						
Interfund Transfers Out	7500-7629									

Description	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
All Other Financing Uses	7630-7699		199,754.82	428,480.43	948,088.96	770,042.20	617,318.77	342,323.58	984,872.74	601,742.27
TOTAL DISBURSEMENTS										
D. BALANCE SHEET ITEMS										
Assets and Deferred Outflows										
Cash Not In Treasury	9111-9199									
Accounts Receivable	9200-9299	1,866,952.35	(527,244.79)	790,500.00	425,000.00	160,830.00				
Due From Other Funds	9310									
Stores	9320									
Prepaid Expenditures	9330									
Other Current Assets	9340									
Lease Receivable	9380									
Deferred Outflows of Resources	9490									
SUBTOTAL		1,866,952.35	(527,244.79)	790,500.00	425,000.00	160,830.00	0.00	0.00	0.00	0.00
Liabilities and Deferred Inflows										
Accounts Payable	9500-9599	2,632,933.99	1,643,003.15	980,459.18	1,601.66	7,457.70				
Due To Other Funds	9610									
Current Loans	9640									
Unearned Revenues	9650									
Deferred Inflows of Resources	9690									
SUBTOTAL		2,632,933.99	1,643,003.15	980,459.18	1,601.66	7,457.70	0.00	0.00	0.00	0.00
Nonoperating										
Suspense Clearing	9910									
TOTAL BALANCE SHEET ITEMS		(765,981.64)	(2,170,247.94)	(189,959.18)	423,398.34	153,372.30	0.00	0.00	0.00	0.00
E. NET INCREASE/DECREASE (B - C + D)			(992,045.68)	(481,944.38)	(439,757.38)	(568,832.18)	(571,877.12)	(296,881.93)	(939,431.09)	(556,300.62)
F. ENDING CASH (A + E)			7,328,052.68	6,846,108.30	6,406,350.92	5,837,518.74	5,265,641.62	4,968,759.69	4,029,328.60	3,473,027.98
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

Description	Object	March	April	May	June	Accruals	Adjustments	Total	Budget
ACTUALS THROUGH THE MONTH OF (Enter Month Name):									
A. BEGINNING CASH	October	3,473,027.98	2,916,727.36	2,524,008.53	1,993,555.62				
B. RECEIPTS									
LCOFF/Revenue Limit Sources									
Principal Apportionment	8010- 8019					0.00		0.00	0.00
Property Taxes	8020- 8079							0.00	0.00
Miscellaneous Funds	8080- 8099							0.00	0.00
Federal Revenue	8100- 8299							0.00	0.00
Other State Revenue	8300- 8599	0.00	215,277.30	0.00	3,276,386.00			4,494,305.52	4,494,305.52
Other Local Revenue	8600- 8799	45,441.65	45,441.65	45,441.65	45,441.67			1,008,114.27	1,008,114.27
Interfund Transfers In	8910- 8929							0.00	0.00
All Other Financing Sources	8930- 8979							0.00	0.00
TOTAL RECEIPTS		45,441.65	260,718.95	45,441.65	3,321,827.67	0.00	0.00	5,502,419.79	5,502,419.79
C. DISBURSEMENTS									
Certificated Salaries	1000- 1999	191,007.74	215,639.86	178,691.69	178,691.68	0.00		2,224,741.00	2,224,741.00
Classified Salaries	2000- 2999	76,690.92	73,371.12	78,350.82		78,350.81		806,028.77	806,028.77
Employee Benefits	3000- 3999	126,458.63	126,458.63	126,458.63	175,453.02			1,384,183.77	1,384,183.77
Books and Supplies	4000- 4999	111,090.82	111,450.91	110,910.78	110,910.79			1,716,351.80	1,716,351.80
Services	5000- 5999	69,444.18	93,720.59	57,305.98	57,306.00			783,422.02	783,422.02
Capital Outlay	6000- 6999	27,049.98	32,796.67	24,176.66	24,176.68			390,000.00	390,000.00
Other Outgo	7000- 7499				1,177,916.40			1,221,776.40	1,221,776.40
Interfund Transfers Out	7600- 7629							0.00	0.00
All Other Financing Uses	7630- 7699							0.00	0.00

Description	Object	March	April	May	June	Accruals	Adjustments	Total	Budget
TOTAL DISBURSEMENTS		601,742.27	653,437.78	575,894.56	1,724,454.57	78,350.81	0.00	8,526,503.76	8,526,503.76
D. BALANCE SHEET ITEMS									
Assets and Deferred Outflows									
Cash Not In Treasury	9111-9199							0.00	
Accounts Receivable	9200-9299							849,085.21	
Due From Other Funds	9310							0.00	
Stores	9320							0.00	
Prepaid Expenditures	9330							0.00	
Other Current Assets	9340							0.00	
Lease Receivable	9380							0.00	
Deferred Outflows of Resources	9490							0.00	
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	849,085.21	0.00
Liabilities and Deferred Inflows									
Accounts Payable	9500-9599							2,632,521.69	
Due To Other Funds	9610							0.00	
Current Loans	9640							0.00	
Unearned Revenues	9650							0.00	
Deferred Inflows of Resources	9690							0.00	
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	2,632,521.69	
Nonoperating									
Suspense Clearing	9910							0.00	
TOTAL BALANCE SHEET ITEMS		0.00	0.00	0.00	0.00	0.00	0.00	(1,783,436.48)	
E. NET INCREASE/DECREASE (B - C + D)		(556,300.62)	(392,718.83)	(530,452.91)	1,597,373.10	(78,350.81)	0.00	(4,807,520.45)	(3,024,063.97)
F. ENDING CASH (A + E)		2,916,727.36	2,524,008.53	1,993,555.62	3,590,928.72				
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS								3,512,577.91	



Description	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
ACTUALS THROUGH THE MONTH OF (Enter Month Name):										
A. BEGINNING CASH			3,590,928.72	3,766,785.65	3,668,927.97	3,249,657.80	2,830,387.63	2,411,117.46	2,281,598.66	1,469,764.13
B. RECEIPTS										
LCFF/Revenue Limit Sources										
Principal Apportionment	8010-8019									
Property Taxes	8020-8079									
Miscellaneous Funds	8080-8099									
Federal Revenue	8100-8299									
Other State Revenue	8300-8599		130,000.00							
Other Local Revenue	8600-8799		494,830.00	81,115.39	42,194.06	42,194.06	42,194.06	42,194.06	42,194.06	42,194.06
Interfund Transfers In	8910-8929									
All Other Financing Sources	8930-8979									
TOTAL RECEIPTS			494,830.00	211,115.39	42,194.06	42,194.06	42,194.06	42,194.06	42,194.06	42,194.06
C. DISBURSEMENTS										
Certificated Salaries	1000-1999		73,403.48	63,403.48	215,894.64	215,894.64	215,894.64		503,754.15	201,501.66
Classified Salaries	2000-2999		70,048.70	70,048.70	70,048.70	70,048.70	70,048.70	70,048.70	70,048.70	70,048.70
Employee Benefits	3000-3999		118,372.73	118,372.73	118,372.73	118,372.73	118,372.73	44,516.00	223,077.58	126,458.63
Books and Supplies	4000-4999		2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
Services	5000-5999		54,648.16	54,648.16	54,648.16	54,648.16	54,648.16	54,648.16	54,648.16	54,648.16
Capital Outlay	6000-6599									
Other Outgo	7000-7499									
Interfund Transfers Out	7600-7629									

Description	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
All Other Financing Uses	7630-7699		318,973.07	308,973.07	461,464.23	461,464.23	461,464.23	171,712.86	854,028.59	455,157.15
TOTAL DISBURSEMENTS										
D. BALANCE SHEET ITEMS										
<u>Assets and Deferred Outflows</u>										
Cash Not In Treasury	9111-9199									
Accounts Receivable	9200-9299									
Due From Other Funds	9310									
Stores	9320									
Prepaid Expenditures	9330									
Other Current Assets	9340									
Lease Receivable	9380									
Deferred Outflows of Resources	9490									
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<u>Liabilities and Deferred Inflows</u>										
Accounts Payable	9500-9599									
Due To Other Funds	9610									
Current Loans	9640									
Unearned Revenues	9650									
Deferred Inflows of Resources	9690									
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<u>Nonoperating</u>										
Suspense Clearing	9910									
TOTAL BALANCE SHEET ITEMS		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E. NET INCREASE/DECREASE (B - C + D)			175,856.93	(97,857.68)	(419,270.17)	(419,270.17)	(419,270.17)	(129,518.80)	(811,834.53)	(412,963.09)
F. ENDING CASH (A + E)			3,766,785.65	3,668,927.97	3,249,657.80	2,830,387.63	2,411,117.46	2,281,598.66	1,469,764.13	1,056,801.04
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

Description	Object	March	April	May	June	Accruals	Adjustments	Total	Budget
ACTUALS THROUGH THE MONTH OF (Enter Month Name):									
A. BEGINNING CASH		1,056,801.04	643,837.95	428,142.65	3,303,799.47				
B. RECEIPTS									
LCFF/Revenue Limit Sources									
Principal Apportionment	8010-8019							0.00	
Property Taxes	8020-8079							0.00	
Miscellaneous Funds	8080-8099							0.00	
Federal Revenue	8100-8299							0.00	
Other State Revenue	8300-8599		221,735.62	3,276,386.00				3,628,121.62	3,628,121.62
Other Local Revenue	8600-8799	42,194.06	42,194.06	42,194.06	42,194.07			997,886.00	997,886.00
Interfund Transfers In	8910-8929							0.00	
All Other Financing Sources	8930-8979							0.00	
TOTAL RECEIPTS		42,194.06	263,929.68	3,318,580.06	42,194.07	0.00	0.00	4,626,007.62	4,626,007.62
C. DISBURSEMENTS									
Certificated Salaries	1000-1999	201,501.66	225,969.49	189,267.75	189,267.75			2,295,753.34	2,295,753.34
Classified Salaries	2000-2999	70,048.70	70,048.70	70,048.70		70,048.72		840,584.42	840,584.42
Employee Benefits	3000-3999	126,458.63	126,458.63	126,458.63	55,181.06			1,420,472.81	1,420,472.81
Books and Supplies	4000-4999	2,500.00	2,500.00	2,500.00	2,500.00			30,000.00	30,000.00
Services	5000-5999	54,648.16	54,648.16	54,648.16	44,681.21			645,810.97	645,810.97
Capital Outlay	6000-6599							0.00	
Other Outgo	7000-7499				982,915.80			982,915.80	982,915.80
Interfund Transfers Out	7600-7629							0.00	
All Other Financing Uses	7630-7699							0.00	

Description	Object	March	April	May	June	Accruals	Adjustments	Total	Budget
TOTAL DISBURSEMENTS		455,157.15	479,624.98	442,923.24	1,274,545.82	70,048.72	0.00	6,215,537.34	6,215,537.34
D. BALANCE SHEET ITEMS									
Assets and Deferred Outflows									
Cash Not In Treasury	9111-9199							0.00	
Accounts Receivable	9200-9299							0.00	
Due From Other Funds	9310							0.00	
Stores	9320							0.00	
Prepaid Expenditures	9330							0.00	
Other Current Assets	9340							0.00	
Lease Receivable	9380							0.00	
Deferred Outflows of Resources	9490							0.00	
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Liabilities and Deferred Inflows									
Accounts Payable	9500-9599							0.00	
Due To Other Funds	9610							0.00	
Current Loans	9640							0.00	
Unearned Revenues	9650							0.00	
Deferred Inflows of Resources	9690							0.00	
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Nonoperating									
Suspense Clearing	9910							0.00	
TOTAL BALANCE SHEET ITEMS		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
E. NET INCREASE/DECREASE (B - C + D)		(412,963.09)	(215,695.30)	2,875,656.82	(1,232,351.75)	(70,048.72)	0.00	(1,589,529.72)	(1,589,529.72)
F. ENDING CASH (A + E)		643,837.95	428,142.65	3,303,799.47	2,071,447.72				
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS								2,001,399.00	

**Part I - General Administrative Share of Plant Services Costs**

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

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

1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)

(Functions 7200-7700, goals 0000 and 9000)

362,482.80

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)

4,049,028.01

**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)

8.95%

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

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

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

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

**A. Normal Separation Costs (optional)**

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

**B. Abnormal or Mass Separation Costs (required)**

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

0.00

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

**A. Indirect Costs**

1. Other General Administration, less portion charged to restricted resources or specific goals

(Functions 7200-7600, objects 1000-5999, minus Line B9)

202,567.52

2. Centralized Data Processing, less portion charged to restricted resources or specific goals

(Function 7700, objects 1000-5999, minus Line B10)

27,500.00

3. External Financial Audit - Single Audit (Function 7190, resources 0000-1999, goals 0000 and 9000, objects 5000 - 5999)	0.00
4. Staff Relations and Negotiations (Function 7120, resources 0000-1999, goals 0000 and 9000, objects 1000 - 5999)	0.00
5. Plant Maintenance and Operations (portion relating to general administrative offices only) (Functions 8100-8400, objects 1000-5999 except 5100, times Part I, Line C)	6,521.86
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)	236,589.38
9. Carry-Forward Adjustment (Part IV, Line F)	0.00
10. Total Adjusted Indirect Costs (Line A8 plus Line A9)	236,589.38

**B. Base Costs**

1. Instruction (Functions 1000-1999, objects 1000-5999 except 5100)	5,056,588.11
2. Instruction-Related Services (Functions 2000-2999, objects 1000-5999 except 5100)	503,575.33
3. Pupil Services (Functions 3000-3999, objects 1000-5999 except 4700 and 5100)	663,065.84
4. Ancillary Services (Functions 4000-4999, objects 1000-5999 except 5100)	0.00
5. Community Services (Functions 5000-5999, objects 1000-5999 except 5100)	0.00
6. Enterprise (Function 6000, objects 1000-5999 except 4700 and 5100)	0.00
7. Board and Superintendent (Functions 7100-7180, objects 1000-5999, minus Part III, Line A4)	70,232.64
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)	318,328.01
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)	66,348.05
12. Facilities Rents and Leases (all except portion relating to general administrative offices) (Function 8700, objects 1000-5999 except 5100, minus Part III, Line A6)	0.00
13. Adjustment for Employment Separation Costs	
a. Less: Normal Separation Costs (Part II, Line A)	0.00
b. Plus: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
14. Student Activity (Fund 08, functions 4000-5999, objects 1000-5999 except 5100)	0.00
15. Adult Education (Fund 11, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
16. Child Development (Fund 12, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	0.00
17. Cafeteria (Funds 13 & 61, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	0.00
18. Foundation (Funds 19 & 57, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	0.00
19. Total Base Costs (Lines B1 through B12 and Lines B13b through B18, minus Line B13a)	6,678,137.98

**C. Straight Indirect Cost Percentage Before Carry-Forward Adjustment**

(For information only - not for use when claiming/recovering indirect costs)

(Line A8 divided by Line B19)	3.54%
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**D. Preliminary Proposed Indirect Cost Rate**

(For final approved fixed-with-carry-forward rate for use in 2024-25 see [www.cde.ca.gov/fg/ac/ic/](http://www.cde.ca.gov/fg/ac/ic/))

(Line A10 divided by Line B19)	3.54%
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**Part IV - Carry-forward Adjustment**

The carry-forward adjustment is an after-the-fact adjustment for the difference between indirect costs recoverable using the indirect

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

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

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

236,589.38

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

1. Carry-forward adjustment from the second prior year

0.00

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

0.00

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

1. Under-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus (approved indirect cost rate (0%) times Part III, Line B19); zero if negative

0.00

2. Over-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus the lesser of (approved indirect cost rate (0%) times Part III, Line B19) or (the highest rate used to recover costs from any program (0%) times Part III, Line B19); zero if positive

0.00

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

0.00

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

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

Option 1. Preliminary proposed approved rate (Part III, Line D) if entire negative carry-forward

adjustment is applied to the current year calculation:

not  
applicable

Option 2. Preliminary proposed approved rate (Part III, Line D) if one-half of negative carry-forward adjustment is applied to the current year calculation and the remainder

is deferred to one or more future years:

not  
applicable

Option 3. Preliminary proposed approved rate (Part III, Line D) if one-third of negative carry-forward adjustment is applied to the current year calculation and the remainder

is deferred to one or more future years:

not  
applicable

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

1

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

0.00

Approved  
indirect  
cost rate: 0.00%

Highest  
rate used  
in any  
program: 0.00%

Fund	Resource	Eligible Expenditures (Objects 1000-5999 except 4700 & 5100)	Indirect Costs Charged (Objects 7310 and 7350)	Rate Used
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Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2023-24 Projection (C)	% Change (Cols. E-C/C) (D)	2024-25 Projection (E)
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
<b>A. REVENUES AND OTHER FINANCING SOURCES</b>						
1. LCFF/Revenue Limit Sources	8010-8099					
2. Federal Revenues	8100-8299	0.00	0.00%	0.00	0.00%	0.00
3. Other State Revenues	8300-8599	4,494,305.52	(19.27%)	3,628,121.62	.18%	3,634,773.69
4. Other Local Revenues	8600-8799	1,008,114.27	(1.01%)	997,886.00	98.83%	1,984,056.00
5. Other Financing Sources						
a. Transfers In	8900-8929	0.00	0.00%	0.00	0.00%	0.00
b. Other Sources	8930-8979	0.00	0.00%	0.00	0.00%	0.00
c. Contributions	8980-8999	0.00	0.00%	0.00	0.00%	0.00
6. Total (Sum lines A1 thru A5c)		5,502,419.79	(15.93%)	4,626,007.62	21.46%	5,618,829.69
<b>B. EXPENDITURES AND OTHER FINANCING USES</b>						
1. Certificated Salaries						
a. Base Salaries				2,224,741.00		2,295,753.34
b. Step & Column Adjustment				71,012.34		61,484.27
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				0.00		0.00
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	2,224,741.00	3.19%	2,295,753.34	2.68%	2,357,237.61
2. Classified Salaries						
a. Base Salaries				806,028.77		840,304.07
b. Step & Column Adjustment				34,275.30		32,912.42
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				0.00		0.00
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	806,028.77	4.25%	840,304.07	3.92%	873,216.49
3. Employee Benefits	3000-3999	1,384,183.77	2.62%	1,420,391.98	2.40%	1,454,475.88
4. Books and Supplies	4000-4999	1,716,351.80	(98.25%)	30,000.00	0.00%	30,000.00
5. Services and Other Operating Expenditures	5000-5999	783,422.02	(17.57%)	645,810.97	.92%	651,784.20
6. Capital Outlay	6000-6999	390,000.00	(100.00%)	0.00	0.00%	0.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	1,221,776.40	(19.55%)	982,915.80	0.00%	982,915.80
8. Other Outgo - Transfers of Indirect Costs	7300-7399	0.00	0.00%	0.00	0.00%	0.00
9. Other Financing Uses						
a. Transfers Out	7600-7629	0.00	0.00%	0.00	0.00%	0.00
b. Other Uses	7630-7699	0.00	0.00%	0.00	0.00%	0.00
10. Other Adjustments (Explain in Section G below)				0.00		0.00
11. Total (Sum lines B1 thru B10)		8,526,503.76	(27.11%)	6,215,176.16	2.16%	6,349,629.98
<b>C. NET INCREASE (DECREASE) IN FUND BALANCE</b>						
(Line A6 minus line B11)		(3,024,083.97)		(1,589,168.54)		(730,800.29)
<b>D. FUND BALANCE</b>						
1. Net Beginning Fund Balance (Form 011, line F1e)		7,554,116.72		4,530,032.75		2,940,864.21
2. Ending Fund Balance (Sum lines C and D1)		4,530,032.75		2,940,864.21		2,210,063.92
3. Components of Ending Fund Balance (Form 011)						
(Enter estimated projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
a. Nonspendable	9710-9719	10,000.00		10,000.00		10,000.00
b. Restricted	9740	4,353,726.37		2,309,864.21		1,565,563.92
c. Committed						
1. Stabilization Arrangements	9750	0.00		0.00		0.00
2. Other Commitments	9760	0.00		0.00		0.00
d. Assigned	9780	0.00		0.00		0.00

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2023-24 Projection (C)	% Change (Cols. E-C/C) (D)	2024-25 Projection (E)
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	166,306.38		621,000.00		634,500.00
2. Unassigned/Unappropriated	9790	0.00		0.00		0.00
f. Total Components of Ending Fund Balance (Line D3f must agree with line D2)		4,530,032.75		2,940,864.21		2,210,063.92
E. AVAILABLE RESERVES						
1. General Fund )						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	166,306.38		621,000.00		634,500.00
c. Unassigned/Unappropriated	9790	0.00		0.00		0.00
d. Negative Restricted Ending Balances (Negative resources 2000-9999) (Enter projections)	979Z			0.00		0.00
(Enter other reserve projections in Columns C and E for subsequent years 1 and 2; current year - Column A - is extracted.)						
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	0.00		0.00		0.00
c. Unassigned/Unappropriated	9790	0.00		0.00		0.00
3. Total Available Reserves - by Amount (Sum lines E1a thru E2c)		166,306.38		621,000.00		634,500.00
4. Total Available Reserves - by Percent (Line E3 divided by Line F2)		1.95%		9.99%		9.99%
F. RECOMMENDED RESERVES						
1. JPA ADA Used to determine the reserve standard percentage level on Line F5 (Enter ADA for current and two subsequent years, if applicable)		0.00		0.00		0.00
2. Total Expenditures and Other Financing Uses (Line B11)		8,526,503.76		6,215,176.16		6,349,629.98
3. Less: Special Education Pass-through (Not applicable for JPAs)		N/A		N/A		N/A
4. Sub-Total (Line F2 minus F3)		8,526,503.76		6,215,176.16		6,349,629.98
5. Reserve Standard Percentage Level (Refer to Form 01CSI, Criterion 10 for calculation details)		5%		5%		5%
6. Reserve Standard - By Percent (Line F4 times F5)		426,325.19		310,758.81		317,481.50
7. Reserve Standard - By Amount (Refer to Form 01CSI, Criterion 10 for calculation details)		75,000.00		75,000.00		75,000.00
8. Reserve Standard (Greater of Line F6 or F7)		426,325.19		310,758.81		317,481.50
9. Available Reserves (Line E3) Meet the Reserve Standard (Line F8)		NO		YES		YES
G. ASSUMPTIONS  Please provide below or on a separate attachment, the assumptions used to determine the projections for the first and second subsequent fiscal years. Further, please include an explanation for any significant expenditure adjustments projected in lines B1d, B2d, and B10. For additional information, please refer to the Budget Assumptions section of the SACS Financial Reporting Software User Guide.						

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

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

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#### CRITERIA AND STANDARDS

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

5. CRITERION: Salaries and Benefits

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

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

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

Fiscal Year	Unaudited Actuals		Ratio of Salaries and Benefits to Total Expenditures
	Salaries and Benefits	Total Expenditures	
	(Form 01, Objects 1000-3999)	(Form 01, Objects 1000-7499)	
Third Prior Year (2019-20)	2,592,343.97	4,027,131.14	64.4%
Second Prior Year (2020-21)	2,798,202.46	4,394,674.41	63.7%
First Prior Year (2021-22)	3,925,744.65	9,366,586.11	41.9%
	Historical Average Ratio:		56.7%

	Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
JPA's Reserve Standard Percentage (Criterion 10B, Line 4):	5%	5%	5%
JPA's Salaries and Benefits Standard (historical average ratio, plus/minus the greater of 3% or the JPA's reserve standard percentage):	51.7% to 61.7%	51.7% to 61.7%	51.7% to 61.7%

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

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

Fiscal Year	Projected Year Totals		Ratio of Salaries and Benefits to Total Expenditures	Status
	Salaries and Benefits	Total Expenditures		
	(Form 01, Objects 1000-3999) (Form MYPI, Lines B1-B3)	(Form 01, Objects 1000-7499) (Form MYPI, Lines B1-B8, B10)		
Current Year (2022-23)	4,414,953.54	8,526,503.76	51.8%	Met
1st Subsequent Year (2023-24)	4,556,449.39	6,215,176.16	73.3%	Not Met
2nd Subsequent Year (2024-25)	4,684,929.98	6,349,629.98	73.8%	Not Met

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

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

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

Explanation:  
(required if NOT met)

FY 2022/23 includes additional expenditures in Object Codes 4000-7499 to utilize one-time COVID Supplemental Funding received in FY 2021/22. Subsequent years (2023-24 and 2024-25) Salaries and Benefits will continue to rise, however expenditures for Object Codes 4000-7499 will be reduced to return to previous years levels, thus changing the percentages.

6. CRITERION: Other Revenues and Expenditures

STANDARD: Projected operating revenues (including federal, other state and other local) or expenditures (including books and supplies, and services and other operating), for any of the current fiscal year or two subsequent fiscal years, have not changed by more than five percent since budget adoption. Changes that exceed five percent in any major object category must be explained.

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

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

DATA ENTRY: Budget Adoption data that exist will be extracted; otherwise, enter data into the first column. First Interim data for Current Year are extracted. If First Interim Form MYPI exists, data for the two subsequent years will be extracted; if not, enter data for the two subsequent years into the second column. Explanations must be entered for each category if the percent change for any year exceeds the JPA's explanation percentage range.

Object Range / Fiscal Year	Budget Adoption	First Interim		
	Budget	Projected Year Totals		Change Is Outside
	(Form 01CS, Item 6B)	(Fund 01) (Form MYPI)	Percent Change	Explanation Range
Federal Revenue (Fund 01, Objects 8100-8299) (Form MYPI, Line A2)				
Current Year (2022-23)	0.00	0.00	0.0%	No
1st Subsequent Year (2023-24)	0.00	0.00	0.0%	No
2nd Subsequent Year (2024-25)	0.00	0.00	0.0%	No

Explanation  
(required if Yes)

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

Current Year (2022-23)	4,255,647.70	4,494,305.52	5.6%	Yes
1st Subsequent Year (2023-24)	3,628,121.62	3,628,121.62	0.0%	No
2nd Subsequent Year (2024-25)	3,634,773.69	3,634,773.69	0.0%	No

Explanation  
(required if Yes)

The \$238,657.82 increase in 2022-23 from Adopted Budget to First Interim was CTEIG 2019-20 Unearned Revenue/Passthrough to Capistrano USD for \$43,860 and \$194,797.82 K12 SWP 2021-22 Carry-Over/Unearned Revenue to be used in FY 2022-23.

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

Current Year (2022-23)	1,092,139.00	1,008,114.27	-7.7%	Yes
1st Subsequent Year (2023-24)	1,092,139.00	997,886.00	-8.6%	Yes
2nd Subsequent Year (2024-25)	2,078,309.00	1,984,056.00	-4.5%	No

Explanation  
(required if Yes)

California Adult Education Funding (CAEP) grant reduced by \$94,253 for 2022-23, 2023-24, 2024-25. The net change of \$84,024.73 for 2022-23 includes the reduction of \$94,253 plus a 2021-22 Carry-Over/Unearned Revenue increase of \$10,228.27 from 2021-22 to use in 2022-23. The change for 2023-24 and 2024-25 matches the reduction of \$94,253 from the CAEP Grant.

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

Current Year (2022-23)	624,090.22	1,716,351.80	175.0%	Yes
1st Subsequent Year (2023-24)	30,000.00	30,000.00	0.0%	No
2nd Subsequent Year (2024-25)	30,000.00	30,000.00	0.0%	No

Explanation  
(required if Yes)

The \$1,716,351.80 increase in the books and supplies projected expenditures for 2022-23 reflects the remaining COVID Supplemental Funding purchases, not purchased at the end of 2021-22. Subsequent Years the expenses return to regular funding levels.

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

Current Year (2022-23)	742,786.52	783,422.02	5.5%	Yes
1st Subsequent Year (2023-24)	644,752.28	645,810.97	.2%	No
2nd Subsequent Year (2024-25)	648,625.87	651,784.20	.5%	No

**Explanation**  
(required if Yes)

The \$40,635.50 increase to Services and Other Operating Expenditures reflects actual expenses for 2022-23 for OCDE and Auditor Services, Memberships, and COVID Operating Expenditures. Subsequent years have similar amounts adjusted for projections.

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

DATA ENTRY: All data are extracted or calculated.

Object Range / Fiscal Year	Budget Adoption	First Interim	Percent Change	Explanation Range
	Budget	Projected Year Totals		

**Total Federal, Other State, and Other Local Revenues (Section 6A)**

Current Year (2022-23)	5,347,786.70	5,502,419.79	2.9%	Met
1st Subsequent Year (2023-24)	4,720,260.62	4,626,007.62	-2.0%	Met
2nd Subsequent Year (2024-25)	5,713,082.69	5,618,829.69	-1.6%	Met

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

Current Year (2022-23)	1,366,876.74	2,499,773.82	82.9%	Not Met
1st Subsequent Year (2023-24)	674,752.28	675,810.97	.2%	Met
2nd Subsequent Year (2024-25)	678,625.87	681,784.20	.5%	Met

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

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

1a. STANDARD MET - Projected total operating revenues have not changed since budget adoption by more than the standard for the current and two subsequent fiscal years.

**Explanation:**  
Federal Revenue  
(linked from 6A  
if NOT met)

**Explanation:**  
Other State Revenue  
(linked from 6A  
if NOT met)

**Explanation:**  
Other Local Revenue  
(linked from 6A  
if NOT met)

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

**Explanation:**  
Books and Supplies  
(linked from 6A  
if NOT met)

The \$1,716,351.80 increase in the books and supplies projected expenditures for 2022-23 reflects the remaining COVID Supplemental Funding purchases, not purchased at the end of 2021-22. Subsequent Years the expenses return to regular funding levels.

**Explanation:**  
Services and Other Exps  
(linked from 6A  
if NOT met)

The \$40,635.50 increase to Services and Other Operating Expenditures reflects actual expenses for 2022-23 for OCDE and Auditor Services, Memberships, and COVID Operating Expenditures. Subsequent years have similar amounts adjusted for projections.

7.

**CRITERION: Facilities Maintenance**

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

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

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This criterion is not checked for JPAs.

**8. CRITERION: Deficit Spending**

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

<sup>1</sup>Available reserves are the amounts in the Stabilization Arrangements, Reserve for Economic Uncertainties, and Unassigned/Unappropriated accounts in the General Fund and the Special Reserve Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the General Fund. <sup>2</sup>A JPA that is the Administrative Unit of a Special Education Local Plan Area (SELPA) may exclude from its expenditures the distribution of funds to its participating members.

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

DATA ENTRY: All data are extracted or calculated.

	Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
JPA's Available Reserve Percentage (Criterion 10C, Line 9)	2.0%	10.0%	10.0%
JPA's Deficit Spending Standard Percentage Levels (one-third of available reserve percentage):	.7%	3.3%	3.3%

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

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

Fiscal Year	Projected Year Totals			
	Net Change in Fund Balance (Form 011, Section E)	Total Expenditures and Other Financing Uses (Form 011, Objects 1000- 7999)	Deficit Spending Level (If Net Change in Fund Balance is negative, else N/A)	Status
	(Form MYPI, Line C)	(Form MYPI, Line B11)		
Current Year (2022-23)	(3,024,083.97)	8,526,503.76	35.5%	Not Met
1st Subsequent Year (2023-24)	(1,589,168.54)	6,215,176.16	25.6%	Not Met
2nd Subsequent Year (2024-25)	(730,800.29)	6,349,629.98	11.5%	Not Met

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

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

- 1a. **STANDARD NOT MET** - Deficit spending has exceeded the standard percentage level in any of the current year or two subsequent fiscal years. Provide reasons for the deficit spending, a description of the methods and assumptions used in balancing both the unrestricted and restricted budgets, and what changes will be made to ensure that the budget deficits are eliminated or are balanced within the standard.

Explanation:  
(required if NOT met)

The Restricted 2021-2022 COVID Supplemental Funding was received in 2020, however the expenditures are allowed over the subsequent years. Since the funds are Restricted they are not carried over as revenue so it shows that the district is operating at a deficit, when the district is actually still using the COVID Supplemental Funding in reserve from object 9740. The district is also not recognizing Strong Workforce Program Grant funds for 2022-23, 2023-24 and 2024-25 as they are not on-going funds.



9. CRITERION: Fund and Cash Balances

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

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

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

Ending Fund Balance		
General Fund		
Projected Year Totals		
Fiscal Year	(Form 011, Line F2) (Form MYPI, Line D2)	Status
Current Year (2022-23)	4,530,032.75	Met
1st Subsequent Year (2023-24)	2,940,864.21	Met
2nd Subsequent Year (2024-25)	2,210,063.92	Met

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

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

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

Explanation:  
(required if NOT met)

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

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

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

Ending Cash Balance		
General Fund		
Fiscal Year	(Form CASH, Line F, June Column)	Status
Current Year (2022-23)	3,590,928.72	Met

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

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

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

Explanation:  
(required if NOT met)

10. CRITERION: Reserves

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

Percentage Level	JPA ADA	
5% or \$75,000 (greater of)	0	to 300
4% or \$75,000 (greater of)	301	to 1,000
3%	1,001	to 30,000
2%	30,001	to 400,000
1%	400,001	and over

<sup>1</sup> Available reserves are the amounts in the Stabilization Arrangements, Reserve for Economic Uncertainties, and Unassigned/Unappropriated accounts in the General Fund and the Special Reserve Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the General Fund. <sup>2</sup> Dollar amounts to be adjusted annually by the prior year statutory cost-of-living adjustment, as referenced in Education Code Section 42238.02, rounded to the nearest thousand.

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

	Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
JPA ADA (Form MYPI, Line F1, if available; else defaults to zero and may be overwritten)	0.00	0.00	0.00
JPA's Reserve Standard Percentage Level:	5%	5%	5%

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

Special education pass-through exclusions are not applicable for JPAs.

10B. Calculating the JPA's Reserve Standard

DATA ENTRY: All data are extracted or calculated.

	Current Year Projected Year Totals (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
1. Total Expenditures and Other Financing Uses (Criterion 8, Item 8B)	8,526,503.76	6,215,176.16	6,349,629.98
2. Plus: Special Education Pass-through (Not applicable for JPAs)	N/A	N/A	N/A
3. Net Expenditures and Other Financing Uses (Line B1 plus Line B2)	8,526,503.76	6,215,176.16	6,349,629.98
4. Reserve Standard Percentage Level	5%	5%	5%
5. Reserve Standard - by Percent (Line B3 times Line B4)	426,325.19	310,758.81	317,481.50
6. Reserve Standard - by Amount (\$75,000 for JPAs with less than 1,001 ADA, else 0)	75,000.00	75,000.00	75,000.00
7. JPA's Reserve Standard (Greater of Line B5 or Line B6)	426,325.19	310,758.81	317,481.50

# 10C. Calculating the JPA's Available Reserve Amount

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

Reserve Amounts	Current Year		
	Projected Year Totals	1st Subsequent Year	2nd Subsequent Year
	(2022-23)	(2023-24)	(2024-25)
1. General Fund - Stabilization Arrangements (Fund 01, Object 9750) (Form MYPI, Line E1a)	0.00	0.00	0.00
2. General Fund - Reserve for Economic Uncertainties (Fund 01, Object 9789) (Form MYPI, Line E1b)	166,306.38	621,000.00	634,500.00
3. General Fund - Unassigned/Unappropriated Amount (Fund 01, Object 9790) (Form MYPI, Line E1c)	0.00	0.00	0.00
4. General Fund - Negative Ending Balances in Restricted Resources (Fund 01, Object 979Z, if negative, for each of resources 2000-9999) (Form MYPI, Line E1d)		0.00	0.00
5. Special Reserve Fund - Stabilization Arrangements (Fund 17, Object 9750) (Form MYPI, Line E2a)	0.00	0.00	0.00
6. Special Reserve Fund - Reserve for Economic Uncertainties (Fund 17, Object 9789) (Form MYPI, Line E2b)	0.00	0.00	0.00
7. Special Reserve Fund - Unassigned/Unappropriated Amount (Fund 17, Object 9790) (Form MYPI, Line E2c)	0.00	0.00	0.00
8. JPA's Available Reserve Amount (Lines C1 thru C7)	166,306.38	621,000.00	634,500.00
9. JPA's Available Reserve Percentage (Information only) (Line 8 divided by Section 10B, Line 3)	1.95%	9.99%	9.99%
JPA's Reserve Standard (Section 10B, Line 7):	426,325.19	310,758.81	317,481.50
Status:	Not Met	Met	Met

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

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

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

Explanation:  
(required if NOT met)

For FY 2022-23 the report only shows the beginning fund balance for the Reserve for Economic Uncertainties, it does not include the value Fair Market Value Adjustment (GASB 31) that will be adjusted again at the end of year (\$127,571 in 2021-22). Also, the COVID funding is considered Restricted so it is not included in the District's Unrestricted Reserve. Most of the District's JPA ROP funding is restricted to CTE, therefore the standard 5% unrestricted reserve minimum reserves do not apply to JPA ROPs, refer to 9A and 9B to note the Ending Fund Balance and Ending Cash Balance are Positive and Meet the Standard Criteria. The District is projecting to build the Unrestricted Reserve over the next few years to stay between 5-10%.

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**SUPPLEMENTAL INFORMATION**

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

**S1. Contingent Liabilities**

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

No

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

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

- 1a. Does your JPA have ongoing general fund expenditures funded with one-time revenues that have changed since budget adoption by more than five percent?

No

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

**S3. Temporary Interfund Borrowings**

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

No

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

**S4. Contingent Revenues**

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

No

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

**S5. Contributions**

Identify projected contributions from unrestricted resources in the general fund to restricted resources in the general fund for the current fiscal year and two subsequent fiscal years. Provide an explanation if contributions have changed by more than \$20,000 and more than five percent since budget adoption.

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

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

JPA's Contributions and Transfers Standard: -5.0% to 5.0% or -\$20,000 to +\$20,000

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

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

Description / Fiscal Year	Budget Adoption (Form 01CS, Item S5A)	First Interim Projected Year Totals	Percent Change	Amount of Change	Status
1a.	<b>Contributions, Unrestricted General Fund</b>				
	This item is not applicable for JPAs.				
1b.	<b>Transfers In, General Fund *</b>				
Current Year (2022-23)	0.00	0.00	0.0%	0.00	Met
1st Subsequent Year (2023-24)	0.00	0.00	0.0%	0.00	Met
2nd Subsequent Year (2024-25)	0.00	0.00	0.0%	0.00	Met
1c.	<b>Transfers Out, General Fund *</b>				
Current Year (2022-23)	0.00	0.00	0.0%	0.00	Met
1st Subsequent Year (2023-24)	0.00	0.00	0.0%	0.00	Met
2nd Subsequent Year (2024-25)	0.00	0.00	0.0%	0.00	Met

**1d. Capital Project Cost Overruns**

Have capital project cost overruns occurred since budget adoption that may impact the general fund operational budget?

No

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

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

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

1a.

This item is not applicable for JPAs.

1b.

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

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

--

1c.

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

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

--

1d.

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

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




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

---

DATA ENTRY: Enter an explanation if Yes.

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

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

---

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

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

n/a

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



S7. **Unfunded Liabilities**

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

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

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

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

Yes

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

No

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

No

2	OPEB Liabilities	Budget Adoption (Form 01CS, Item S7A)		First Interim
	a. Total OPEB liability	351,778.00		360,716.00
	b. OPEB plan(s) fiduciary net position (if applicable)	0.00		0.00
	c. Total/Net OPEB liability (Line 2a minus Line 2b)	351,778.00		360,716.00
	d. Is total OPEB liability based on the JPA's estimate or an actuarial valuation?	Actuarial		Actuarial
	e. If based on an actuarial valuation, indicate the measurement date of the OPEB valuation	8/31/2021 7:00:00 AM +00:00		Aug 16, 2022

3	OPEB Contributions	Budget Adoption (Form 01CS, Item S7A)		First Interim
	a. OPEB actuarially determined contribution (ADC) if available, per actuarial valuation or Alternative Measurement Method			
	Current Year (2022-23)	80,572.00		72,359.00
	1st Subsequent Year (2023-24)	80,572.00		72,359.00
	2nd Subsequent Year (2024-25)	80,572.00		72,359.00
	b. OPEB amount contributed (for this purpose, include premiums paid to a self-insurance fund) (Funds 01-70, objects 3701-3752)			
	Current Year (2022-23)	3,442.73		3,442.73
	1st Subsequent Year (2023-24)	3,614.87		3,614.87
	2nd Subsequent Year (2024-25)	3,795.61		3,795.61
	c. Cost of OPEB benefits (equivalent of "pay-as-you-go" amount)			
	Current Year (2022-23)	3,865.00		4,200.00
	1st Subsequent Year (2023-24)	3,865.00		5,014.00
	2nd Subsequent Year (2024-25)	3,865.00		5,943.00
	d. Number of retirees receiving OPEB benefits			
	Current Year (2022-23)	4.00		4.00
	1st Subsequent Year (2023-24)	4.00		4.00
	2nd Subsequent Year (2024-25)	4.00		4.00

4.

Comments:

A large, empty rectangular box with a thin black border, intended for entering comments.

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

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

1	a. Does your JPA operate any self-insurance programs such as workers' compensation, employee health and welfare, or property and liability? (Do not include OPEB, which will be covered in Section S7A) (If No, skip items 1b-4)	Yes
	b. If Yes to Item 1a, have there been changes since budget adoption in self-insurance liabilities?	No
	c. If Yes to Item 1a, have there been changes since budget adoption in self-insurance contributions?	No

2	Budget Adoption		
	(Form 01CS, Item S7B)	First Interim	
	Self-Insurance Liabilities		
	a. Accrued liability for self-insurance programs	0.00	0.00
	b. Unfunded liability for self-insurance programs	0.00	0.00

3

Self-Insurance Contributions		Budget Adoption	
a. Required contribution (funding) for self-insurance programs		(Form 01CS, Item S7B)	First Interim
Current Year (2022-23)		0.00	0.00
1st Subsequent Year (2023-24)		0.00	0.00
2nd Subsequent Year (2024-25)		0.00	0.00
b. Amount contributed (funded) for self-insurance programs			
Current Year (2022-23)		0.00	0.00
1st Subsequent Year (2023-24)		0.00	0.00
2nd Subsequent Year (2024-25)		0.00	0.00

4	Comments:	
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**S8. Status of Labor Agreements**

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

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

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

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

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

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

**Status of Certificated Labor Agreements as of the Previous Reporting Period**

Were all certificated labor negotiations settled as of budget adoption?

n/a

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

If No, continue with section S8A.

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

	Prior Year (2nd Interim) (2021-22)	Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
Number of certificated (non-management) full-time-equivalent (FTE) positions	0.0	0.0	0.0	0.0

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

n/a

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

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

If No, complete questions 5 and 6.

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

No

If Yes, complete questions 5 and 6.

**Negotiations Settled Since Budget Adoption**

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

3. Period covered by the agreement:

Begin Date:

End Date:

4. Salary settlement:

Current Year

1st Subsequent Year

2nd Subsequent Year

(2022-23)

(2023-24)

(2024-25)

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

**One Year Agreement**

Total cost of salary settlement

% change in salary schedule from prior year

or

**Multiyear Agreement**

Total cost of salary settlement

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

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

**Negotiations Not Settled**

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

6. Amount included for any tentative salary schedule increases

Current Year

1st Subsequent Year

2nd Subsequent Year

(2022-23)

(2023-24)

(2024-25)

	Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
<b>Certificated (Non-management) Health and Welfare (H&amp;W) Benefits</b>			
1. Are costs of H&W benefit changes included in the interim and MYPs?			
2. Total cost of H&W benefits			
3. Percent of H&W cost paid by employer			
4. Percent projected change in H&W cost over prior year			

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

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

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

If Yes, explain the nature of the new costs:

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	Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
<b>Certificated (Non-management) Step and Column Adjustments</b>			
1. Are step & column adjustments included in the interim and MYPs?			
2. Cost of step & column adjustments			
3. Percent change in step & column over prior year			

	Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
<b>Certificated (Non-management) Attrition (layoffs and retirements)</b>			
1. Are savings from attrition included in the interim and MYPs?			
2. Are additional H&W benefits for those laid-off or retired employees included in the interim and MYPs?			

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

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


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

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

**Status of Classified Labor Agreements as of the Previous Reporting Period**

Were all classified labor negotiations settled as of budget adoption?

n/a

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

If No, continue with section S8B.

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

	Prior Year (2nd Interim) (2021-22)	Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
Number of classified (non-management) FTE positions	0.0	0.0	0.0	0.0

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

n/a

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

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

If No, complete questions 5 and 6.

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

No

If Yes, complete questions 5 and 6.

**Negotiations Settled Since Budget Adoption**

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

3. Period covered by the agreement:

Begin Date:

End Date:

4. Salary settlement:

Current Year

1st Subsequent Year

2nd Subsequent Year

(2022-23)

(2023-24)

(2024-25)

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

**One Year Agreement**

Total cost of salary settlement

% change in salary schedule from prior year

or

**Multiyear Agreement**

Total cost of salary settlement

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

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

**Negotiations Not Settled**

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

6. Amount included for any tentative salary schedule increases

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

1. Are costs of H&W benefit changes included in the interim and MYPs?

2. Total cost of H&W benefits

3. Percent of H&W cost paid by employer

4. Percent projected change in H&W cost over prior year

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

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

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

If Yes, explain the nature of the new costs:

--

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

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

Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)

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

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

Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)

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

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


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

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

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

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

n/a

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

If No, continue with section S8C.

**Management/Supervisor/Confidential Salary and Benefit Negotiations**

	Prior Year (2nd Interim) (2021-22)	Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
Number of management, supervisor, and confidential FTE positions	0.0	0.0	0.0	0.0

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

If Yes, complete question 2.

If No, complete questions 3 and 4.

n/a

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

If Yes, complete questions 3 and 4.

n/a

**Negotiations Settled Since Budget Adoption**

2. Salary settlement:

Current Year (2022-23) 1st Subsequent Year (2023-24) 2nd Subsequent Year (2024-25)

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

Total cost of salary settlement

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


**Negotiations Not Settled**

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

Current Year (2022-23) 1st Subsequent Year (2023-24) 2nd Subsequent Year (2024-25)

4. Amount included for any tentative salary schedule increases

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**Management/Supervisor/Confidential**

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

Current Year (2022-23) 1st Subsequent Year (2023-24) 2nd Subsequent Year (2024-25)

1. Are costs of H&W benefit changes included in the interim and MYPs?

2. Total cost of H&W benefits

3. Percent of H&W cost paid by employer

4. Percent projected change in H&W cost over prior year


**Management/Supervisor/Confidential**

**Step and Column Adjustments**

Current Year (2022-23) 1st Subsequent Year (2023-24) 2nd Subsequent Year (2024-25)

1. Are step & column adjustments included in the interim and MYPs?

2. Cost of step & column adjustments

3. Percent change in step & column over prior year


**Management/Supervisor/Confidential**

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

Current Year (2022-23) 1st Subsequent Year (2023-24) 2nd Subsequent Year (2024-25)

1. Are costs of other benefits included in the interim and MYPs?

2. Total cost of other benefits

3. Percent change in cost of other benefits over prior year




S9.

**Status of Other Funds**

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

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**S9A. Identification of Other Funds with Negative Ending Fund Balances**

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

1.

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

No

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

2.

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

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**ADDITIONAL FISCAL INDICATORS**

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The following fiscal indicators are designed to provide additional data for reviewing agencies. A "Yes" answer to any single indicator does not necessarily suggest a cause for concern, but may alert the reviewing agency to the need for additional review. DATA ENTRY: Click the appropriate Yes or No button for items A2 through A9 except items A3 and A4, which are not applicable for JPAs; Item A1 is automatically completed based on data from Criterion 9.

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

No

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

No

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

n/a

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

n/a

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

No

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

No

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

No

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

No

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

Yes

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

Comments:  
(optional)

FY 2022/23 New Executive Director, Dr. Paul Weir.

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End of Joint Powers Agency First Interim Criteria and Standards Review

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First Interim  
Projected Totals 2022-23  
**Technical Review Checks**  
Phase - All  
Display - All Technical Checks

Orange County

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

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

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

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

**IMPORT CHECKS**

<b>CHECKFUND</b> - (Fatal) - All FUND codes must be valid.	<b><u>Passed</u></b>
<b>CHECKRESOURCE</b> - (Warning) - All RESOURCE codes must be valid.	<b><u>Passed</u></b>
<b>CHK-RS-LOCAL-DEFINED</b> - (Fatal) - All locally defined resource codes must roll up to a CDE defined resource code.	<b><u>Passed</u></b>
<b>CHECKGOAL</b> - (Fatal) - All GOAL codes must be valid.	<b><u>Passed</u></b>
<b>CHECKFUNCTION</b> - (Fatal) - All FUNCTION codes must be valid.	<b><u>Passed</u></b>
<b>CHECKOBJECT</b> - (Fatal) - All OBJECT codes must be valid.	<b><u>Passed</u></b>
<b>CHK-FUNDxOBJECT</b> - (Fatal) - All FUND and OBJECT account code combinations must be valid.	<b><u>Passed</u></b>
<b>CHK-FDXRS7690xOB8590</b> - (Fatal) - Funds 19, 57, 63, 66, 67, and 73 with Object 8590, All Other State Revenue, must be used in combination with Resource 7690, STRS-On Behalf Pension Contributions.	<b><u>Passed</u></b>
<b>CHK-FUNDxRESOURCE</b> - (Warning) - All FUND and RESOURCE account code combinations should be valid.	<b><u>Passed</u></b>
<b>CHK-FUNDxGOAL</b> - (Warning) - All FUND and GOAL account code combinations should be valid.	<b><u>Passed</u></b>
<b>CHK-FUNDxFUNCTION-A</b> - (Warning) - All FUND (funds 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations should be valid.	<b><u>Passed</u></b>
<b>CHK-FUNDxFUNCTION-B</b> - (Fatal) - All FUND (all funds except for 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations must be valid.	<b><u>Passed</u></b>
<b>CHK-RESOURCExOBJECTA</b> - (Warning) - All RESOURCE and OBJECT (objects 8000 through 9999, except for 9791, 9793, and 9795) account code combinations should be valid.	<b><u>Passed</u></b>
<b>CHK-RESOURCExOBJECTB</b> - (Informational) - All RESOURCE and OBJECT(objects 9791, 9793, and 9795) account code combinations should be valid.	<b><u>Passed</u></b>

**CHK-RES6500XOBJ8091 - (Fatal)** - There is no activity in Resource 6500 (Special Education) with Object 8091 (LCFF Transfers-Current Year) or 8099 (LCFF/Revenue Limit Transfers-Prior Years). **Passed**

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

**CHK-GOALxFUNCTION-A - (Fatal)** - Goal and Function account code combinations (all goals with expenditure objects 1000-7999 in functions 1000-1999 and 4000-5999) must be valid. NOTE: functions not included in the GOALxFUNCTION table (0000, 2000-3999, 6000-6999, 7100-7199, 7210, 8000-8999) are not checked and will pass the TRC. **Passed**

**CHK-GOALxFUNCTION-B - (Fatal)** - General administration costs(functions 7200 - 7999, except 7210) must be direct - charged to an Undistributed, Nonagency, or County Services to Districts goal(Goal 0000, 7100 - 7199, or 8600 - 8699). **Passed**

**SPECIAL-ED-GOAL - (Fatal)** - Special Education revenue and expenditure transactions (resources 3300-3405, and 6500-6540, objects 1000-8999) must be coded to a Special Education 5000 goal or to Goal 7110, Nonagency-Educational. This technical review check excludes Early Intervening Services resources 3307, 3309, 3312, 3318, and 3332. **Passed**

## **GENERAL LEDGER CHECKS**

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

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

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

**INTERFD-IN-OUT - (Warning)** - Interfund Transfers In (objects 8910-8929) must equal Interfund Transfers Out (objects 7610-7629). **Passed**

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

**INTRA-FD-INDIRECT - (Fatal)** - Transfers of Indirect Costs (Object 7310) must net to zero by fund. **Passed**

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

**CONTRIB-UNREST-REV - (Fatal)** - Contributions from Unrestricted Revenues (Object 8980) must net to zero by fund. **Passed**

**CONTRIB-RESTR-REV - (Fatal)** - Contributions from Restricted Revenues (Object 8990) must net to zero by fund. **Passed**

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

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

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

**EXCESS-ASSIGN-REU - (Fatal)** - Amounts reported in Other Assignments (Object 9780) and/or Reserve for Economic Uncertainties (REU) (Object 9789) should not create a negative amount in Unassigned/Unappropriated (Object 9790) by fund and resource (for all funds except funds 61 through 95). **Passed**

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

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

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

**EFB-POSITIVE - (Warning)** - All ending fund balances (Object 979Z) should be positive by resource, by fund. **Passed**

**OBJ-POSITIVE - (Warning)** - All applicable objects should have a positive balance by resource, by fund. **Passed**

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

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

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

## **SUPPLEMENTAL CHECKS**

**CS-EXPLANATIONS - (Warning)** - Explanations must be provided in the Criteria and Standards Review (Form 01CSI) for all criteria and for supplemental information items S1 through S6 where the standard has not been met or where the status is Not Met or Yes. **Passed**

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

## **EXPORT VALIDATION CHECKS**

**INTERIM-CERT-PROVIDE - (Fatal)** - Interim Certification (Form CI) must be provided. **Passed**

**CS-PROVIDE - (Fatal)** - The Criteria and Standards Review (Form 01CSI) has been provided. **Passed**

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

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

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

SACS Web System - SACS V2  
30-40089-0000000 -- First Interim - Projected Totals 2022-23  
11/28/2022 3:39:22 PM

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

**Passed**

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

**Passed**

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

**Passed**

**VERSION-CHECK - (Warning)** - All versions are current.

**Passed**

## **COLLEGE AND CAREER ADVANTAGE**

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

TO: CCA Governing Board

FROM: Paul Weir, Executive Director

DATE: December 7, 2022

SUBJECT: ORGANIZATIONAL GOALS – 2022-2023

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#### **BACKGROUND INFORMATION**

The 2022-2023 Organizational Goals were presented to the Board for review and discussion at the September 14, 2022, Board meeting.

#### **CURRENT SITUATION**

A recommendation was made to include the word “eligible” in goal 1(f) so that the goal reads “Issue industry based certification to **eligible** CTE students.” The 2022-2023 Organizational Goals presented today include this recommendation.

#### **RECOMMENDATION**

It is respectfully requested the Board approve the 2022-2023 Organizational Goals which includes the addition of the word “eligible” in goal 1(f).

#### **ACTION/VOTE**



## College and Career Advantage Organizational Goals

2022-2023

### 1. Student Achievement

- a. Through the work of our Career Guidance Specialists, increase pathway completer numbers at all high schools.
- b. Partner with middle schools to provide CTE presentations aligned with feeder high schools, CTE programming and CCA after bell offerings to increase CCA enrollment.
- c. Continue the WASC Self-Study process in preparation for accreditation in Spring 2023.
- d. Complete remaining College and Career Guidance centers at each high school site; expand services to freshmen and sophomores in 22-23.
- e. Continue to expand CTE offerings in middle and elementary schools.
- f. Issue industry based certification to **eligible** CTE students.

### 2. Budget/Resource Management

- a. Work with CDE, Capitol Advisors and School Services to stabilize funding through a variety of sources.
- b. Closely monitor cash flow to ensure deficits are avoided and reserves are maintained.
- c. Develop and implement an annual review cycle for inventoried equipment.
- d. Implement two-year budget for JPA ROP emergency funds.

### 3. Community Engagement and Communication

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



## **COLLEGE AND CAREER ADVANTAGE**

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

TO: CCA Governing Board

FROM: Paul Weir, Executive Director

DATE: December 7, 2022

SUBJECT: WASC GOALS – 2022-2023

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#### **BACKGROUND INFORMATION**

College and Career Advantage is in the self-study phase of the WASC accreditation and is preparing for a WASC visit in April 2023.

#### **CURRENT SITUATION**

The 2022-2023 WASC goals are presented to the Board for review and approval. The WASC goals have been the organization's focus of attention during the self-study phase of the accreditation process and are aligned with the Organization's 2022-23 organizational goals.

#### **RECOMMENDATION**

It is respectfully requested the Board approve the 2022-2023 WASC Goals as the organization prepares the WASC self-study report.

#### **ACTION/VOTE**



## College and Career Advantage

### WASC Goals

2022-23

#### 1. Student Achievement

- a. Increase pathway completion by 10% by the end of the school year.
- b. Completion of College and Career Guidance centers at each high school, focusing on guidance for all grade levels. Staff centers with career guidance specialists focused on Career Technical Education and correct class placement

#### 2. Budget/Resource Management

- a. Establish a sustainable marketing program focused on enhancing visibility and awareness of CCA program offerings.

#### 3. Community Engagement and Communication

- a. Strengthen partnerships and collaboration with community-based organizations.
- b. Work with CDE, Capitol Advisors and School Services to stabilize funding through a variety of sources.
- c. Strengthen marketing strategies focused on parents, students, business partners, legislators, staff, and teachers in local and regional communities.