



LAGUNA BEACH
UNIFIED SCHOOL DISTRICT

AGENDA

**Regular Meeting
of the
Board of Education**

July 16, 2019

Vision:

We take ownership of each child's learning in our schools, accepting no limits on potential.

Mission:

Each student gains the knowledge, experience, world perspectives, and skills needed to become a lifelong learner and producer in a competitive and interconnected world.

ADMINISTRATION

Jason Vilorio, Ed.D., Superintendent of Schools
Jeff Dixon, Assistant Superintendent, Business Services
Leisa Winston, Assistant Superintendent Human Resources and
Public Communications

BOARD OF EDUCATION

Jan Vickers, President
Carol Normandin, Clerk
Jim Kelly, Member
Dee Perry, Member
Peggy Wolff, Member

For information regarding Laguna Beach Unified School District, please visit our website: www.lbusd.org

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
REGULAR MEETING
550 Blumont
Laguna Beach, CA 92651

July 16, 2019

Closed Session 5:00 P.M.
Open Session 6:00 P.M.

AGENDA

RECORDING OF SCHOOL BOARD MEETINGS

Open Session School Board Meetings will be video recorded.

- 1. CALL TO ORDER**
- 2. ROLL CALL TO ESTABLISH QUORUM**
- 3. PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS**
- 4. ADJOURN TO CLOSED SESSION**
 - A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – SIGNIFICANT EXPOSURE TO LITIGATION PURSUANT TO PARAGRAPH (2) OR (3) OF SUBDIVISION (D) OF GOVERNMENT CODE 54956.9**
One Potential Case
 - B. PUBLIC EMPLOYMENT**
Government Code §54957
Title: Deputy Superintendent
- 5. CALL TO ORDER - OPEN SESSION**
- 6. PLEDGE OF ALLEGIANCE**
- 7. REPORT ON CLOSED SESSION ACTION**
- 8. ADOPTION OF AGENDA**
- 9. RECOGNITIONS**
 - a. None**

10. PUBLIC COMMENT (Non- Agenda Items)

Opportunities for public input occur at each agenda item and at Public Comment. Members of the public may address the Board of Education regarding items not on the agenda, yet within the Board's subject matter jurisdiction, during Public Comment. The public may speak about items that are on the agenda during consideration of that item. Speaking time is limited to three (3) minutes per speaker with a maximum of twenty (20) minutes per topic.

Persons wishing to address the Board are asked to complete and submit a public comment card, available on the information table. Matters not on the agenda cannot be acted upon or discussed by the Board. The Board may ask staff to research and respond accordingly.

11. REPORTS

- *Bargaining Unit Representatives CSEA and LaBUFA*
 - *Board Members*
 - *Superintendent*
 - *Cabinet Members*
-

12. 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 as listed below. The Superintendent and the Staff recommend approval and or ratification of all Consent Calendar items. Any item may be removed from the Consent Calendar at the request of a Board member and acted on separately.

- a. Approval of Minutes
 - i. July 1, 2019 – Special Meeting Minutes
 - ii. June 27, 2019 – Special Meeting Minutes
 - iii. June 25, 2019 – Regular Meeting Minutes
- b. Approval/Ratification of Personnel Report
- c. Approval Conference/Workshops – Superintendent and Board
- d. Approval of Student Field Trips
- e. Approval of Agreements for Contracted Services – Special Education
- f. Approval of Agreements for Contracted Services – Technology Services
- g. Approval of Gifts – Checks Totaling \$213,650.14
- h. Approval/Ratification of Certificated Payroll 12A in the Amount of \$2,330,360.73
Approval/Ratification of Classified Payroll 12B in the Amount of \$797,008.83
Approval/Ratification of Classified Payroll 12C in the Amount of \$77,497.27
- i. Approval/Ratification of Warrants #398165 through #398369 in the amount of \$1,464,672.25 Dates: 06/17/2019 through 07/03/2019
- j. Approval of Renewal of Contract with File Keepers, LLC, to Perform Document Scanning, Conversion, and Shredding Services Per the Unit Cost Fee Schedule in an Amount Not-to-Exceed \$30,000 for Fiscal Year 2019-2020
- k. Approval of Agreement with Concordia University, Irvine, for Student Teaching for the Term of August 1, 2019 through December 31, 2022.

INFORMATION ITEMS

13. FOURTH QUARTER REPORT OF UNIFORM COMPLAINTS FOR THE WILLIAMS CASE SETTLEMENT

– **Leisa Winston, Assistant Superintendent, Human Resources/Public Communications**

Staff will present the fourth quarter summary report on the nature and resolution of all complaints, as required by the Williams Litigation Settlement. The report will also be submitted to the County Superintendent of Schools.

14. DISCUSSION REGARDING RETAINING SERVICES OF AGI ASPEN GROUP INTERNATIONAL LLC, TO DIRECT AND FACILITATE A COMPLETE COHERENT GOVERNMENT PROJECT WITH THE BOARD OF EDUCATION

– **Board of Education**

The Board of Education will discuss, review, and determine the potential next steps and desired outcome for contracting with The Aspen Group for training and implementation of Coherent Governance Project.

ACTION ITEMS

15. APPROVAL OF DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS FOR THE 2018-2019 SCHOOL YEAR

– Leisa Winston, Assistant Superintendent, Human Resources/Public Communications

On May 28, 2019, the Board of Education approved the Declaration of Need for Fully Qualified Educators to the California Commission on Teacher Credentialing for Limited Term Assignments for the 2018-2019 school year in consent/action. Staff has since learned that the requirements for approval have changed and the declaration of need must be approved as a stand-alone action item. Staff proposes the Board approve the item as stated.

16. APPROVAL OF DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS FOR THE 2019-2020 SCHOOL YEAR

– Leisa Winston, Assistant Superintendent, Human Resources/Public Communications

On May 28, 2019, the Board of Education approved the Declaration of Need for Fully Qualified Educators to the California Commission on Teacher Credentialing for Limited Term Assignments for the 2019-2020 school year in consent/action. Staff has since learned that the requirements for approval have changed and the declaration of need must be approved as a stand-alone action item. Staff proposes the Board approve the item as stated.

17. APPROVAL OF FOURTH AMENDMENT OF THE JOINT POWERS AGREEMENT WITH COLLEGE AND CAREER ADVANTAGE

– Jason Viloria, Ed.D., Superintendent

– Chad Mabery, Ed.D., Director, Assessment and Accountability

Staff proposes the Board of Education approve the fourth amendment to the Joint Powers Agreement (JPA) with College and Career Advantage (CCA) Regional Occupation Program.

18. PERSONNEL REIMBURSEMENT AGREEMENT BETWEEN THE ORANGE COUNTY SUPERINTENDENT OF SCHOOLS AND THE LAGUNA BEACH UNIFIED SCHOOL DISTRICT

– Jason Viloria, Ed.D., Superintendent

– Irene White, Director, Special Education

Staff proposes the Board of Education approve the Personnel Agreement between the Orange County Superintendent of Schools and Laguna Beach Unified School District for audiology services for the 2019-2020 school year.

19. APPROVAL OF RESOLUTION NUMBER 19-04: COOPERATIVE GRANT BETWEEN THE LAGUNA BEACH UNIFIED SCHOOL DISTRICT AND THE DEPARTMENT OF REHABILITATION TO PROVIDE VOCATIONAL REHABILITATION SERVICES THROUGH A TRANSITION PARTNERSHIP PROJECT (TPP)

– Jason Viloria, Ed.D., Superintendent

– Irene White, Director, Special Education

Staff proposes that the Board of Education approve Resolution Number 19-04: Cooperative Grant between the Laguna Beach Unified School District and the Department of Rehabilitation to Provide Vocational Rehabilitation Services through a Transition Partnership Project (TPP).

20. APPROVAL OF JOB DESCRIPTION AND POSITION OF DEPUTY SUPERINTENDENT, HUMAN RESOURCES AND INSTRUCTIONAL SERVICES

– Jason Viloria, Ed.D., Superintendent

Staff recommends the approval of a job description and position of Deputy Superintendent, Human Resources and Instructional Services.

21. APPROVAL OF AMENDED EMPLOYMENT CONTRACT FOR THE DEPUTY SUPERINTENDENT, HUMAN RESOURCES AND INSTRUCTIONAL SERVICES

– Jason Viloria, Ed.D., Superintendent

Staff recommends the Board of Education approve the proposed amended employment contract for Deputy Superintendent, Human Resources and Instructional Services. The amendment includes a title change for the position.

22. APPROVAL OF JOB DESCRIPTION AND POSITION OF DIRECTOR, HUMAN RESOURCES

– Leisa Winston, Assistant Superintendent, Human Resources/Public Communications

Staff recommends the Board of Education approve the job description and position of Director, Human Resources.

23. APPROVAL OF JOB DESCRIPTION REVISIONS AND RECLASSIFICATION OF EXECUTIVE ASSISTANT POSITION FROM CONFIDENTIAL TO CLASSIFIED MANAGEMENT

– Leisa Winston, Assistant Superintendent, Human Resources/Public Communications

Staff recommends the Board of Education approve job description revisions and reclassification of Executive Assistant from Confidential to Classified Management.

24. BOARD MEMBER REQUESTS FOR ITEMS FOR FUTURE MEETINGS AND BOARD MEMBER REQUESTS FOR INFORMATION

– Jan Vickers, President, Board of Education

25. ADJOURNMENT

– Jan Vickers, President, Board of Education

The next Regular Meeting of the Board of Education is **Tuesday, August 13, 2019, 6:00 PM**
at the Laguna Beach Unified School District Office Board Room
550 Blumont Street, Laguna Beach, CA
www.lbusd.org

INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS PRESENT AT THIS MEETING

We are pleased you have joined us for this meeting. Community interest in our schools is welcome and valued.

The members of the LBUUSD Board of Education are locally elected officials, serve four-year terms of office, and are responsible for the schools' educational programs, grades kindergarten through twelve. The Board is a policy-making body whose actions are guided by the District's vision, mission, and goals. Administration of the District is delegated to a professional administrative staff led by the Superintendent. Board members are required to conduct the programs of the schools in accordance with the Constitution of the State of California, the California Education Code, and other laws relating to schools enacted by the Legislature, in addition to policies and procedures adopted by the Board of Education.

Materials that are public records related to open session agenda items are occasionally distributed to Board members after the agenda has been posted. These materials will be available for public inspection in the Office of the Superintendent between the hours of 7:30 a.m. and 4:30 p.m.

WHAT TO DO IF YOU WISH TO ADDRESS THE BOARD OF TRUSTEES

ITEMS ON THE AGENDA: Members of the public may address the Board of Education on agenda items during consideration of that item. Speaking time is limited to three (3) minutes per speaker with a maximum of twenty (20) minutes per topic, unless the time limit is waived by a majority of the Board.

Persons wishing to address the Board are asked to complete and submit a public comment card, available on the information table.

PUBLIC COMMENT (Non-Agenda Items): Members of the public may address the Board of Education regarding items not on the agenda, yet within the Board's subject matter jurisdiction during public comment. Speaking time is limited to three (3) minutes per speaker with a maximum of twenty (20) minutes per topic, unless the time limit waived by a majority of the Board. Legally, the Board cannot take action on topics raised by speakers and discussion may not be held by the Board. The Board may ask staff to research and respond accordingly.

REASONABLE ACCOMMODATION

In accordance with the Americans with Disability Act, members of the public who require disability accommodation to participate in the meeting should contact the Office of the Superintendent in writing by noon on the Friday before the scheduled meeting.

Laguna Beach Unified School District

12.a.i. CONSENT/ACTION

July 16, 2019

Approve: Minutes - July 1, 2019 Special Meeting

Board of Education Minutes of Special Meeting July 1, 2019

Call to Order

The meeting was called to order at 1:00 p.m.

Roll Call to Establish Quorum

Roll call to establish Quorum:

Members Present: Jan Vickers
Carol Normandin
James Kelly
Peggy Wolff

Members Absent: Dee Perry - vacation

Staff Present: Jason Vilorio, Ed.D., Superintendent

Pledge of Allegiance

President Vickers led the Board, staff, and members of the audience in reciting the Pledge of Allegiance.

Adoption of Agenda

Member Normandin moved adoption of the agenda. Member Wolff seconded.

Discussion: None

Motion carried 4-0-1. Members Vickers, Normandin, Wolff, and Kelly voted yes to adopt the agenda. Member Perry was absent.

Public Comment (Items Not on the Agenda)

There was no public comment.

Public Comment on Closed Session Agenda Item

There was no public comment.

Adjourn to Closed Session

Member Normandin moved to adjourn to Closed Session. Member Wolff seconded.

Discussion: None

Motion carried 4-0-1. Members Vickers, Normandin, Wolff, and Kelly voted yes to adopt the agenda. Member Perry was absent.

The meeting adjourned to Closed Session at 1:02 p.m. for the discussion of the Superintendent evaluation.

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Government code 54957

Title: Superintendent of Schools

Adjournment of Closed Session

Member Kelly moved adjournment of Closed Session. Member Wolff seconded.

Motion carried 4-0-1. Members Vickers, Normandin, Kelly, and Wolff voted yes to adjourn. Member Perry was absent. Closed Session was adjourned at 2:05 p.m.

Report Out of Closed Session

President Vickers stated there was no action to report out of Closed Session.

Member Wolff moved to adjourn the meeting. Member Normandin seconded.

Motion carried 4-0-1. Members Vickers, Normandin, Kelly, and Wolff voted yes to adjourn. Member Perry was absent. Closed Session was adjourned at 2:06 p.m.

Carol Normandin
Clerk of the Board
July 16, 2019

Laguna Beach Unified School District

12.a.ii. CONSENT/ACTION

July 16, 2019

Approve: Minutes - June 27, 2019 Special Meeting

**Board of Education
Minutes of Special Meeting
June 27, 2019**

Call to Order

The meeting was called to order at 8:02 a.m.

Roll Call to Establish Quorum

Roll call to establish Quorum:

Members Present: Jan Vickers
Carol Normandin
James Kelly - arrived at 8:06 a.m.
Peggy Wolff

Members Absent: Dee Perry - vacation

Staff Present: Jason Vilorio, Ed.D., Superintendent

Pledge of Allegiance

President Vickers led the Board, staff, and members of the audience in reciting the Pledge of Allegiance.

Adoption of Agenda

Member Normandin moved adoption of the agenda. Member Wolff seconded.

Discussion: None

Motion carried 3-0-2. Members Vickers, Normandin, and Wolff voted yes to adopt the agenda. Member Kelly had not arrived yet and Member Perry was absent.

Public Comment (Items Not on the Agenda)

There was no public comment.

Public Comment on Closed Session Agenda Item

There was no public comment.

Adjourn to Closed Session

Member Normandin moved to adjourn to Closed Session. Member Wolff seconded.

Discussion: None

Motion carried 3-0-2. Members Vickers, Normandin, and Wolff voted yes to adopt the agenda. Member Kelly had not arrived yet and Member Perry was absent.

The meeting adjourned to Closed Session at 8:03 a.m. for the discussion of the Superintendent evaluation.

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Government code 54957

Title: Superintendent of Schools

Adjournment of Closed Session

Member Kelly moved adjournment of Closed Session. Member Wolff seconded.

Motion carried 4-0-1. Members Vickers, Normandin, Kelly, and Wolff voted yes to adjourn. Member Perry was absent. Closed Session was adjourned at 12:15 p.m.

Report Out of Closed Session

President Vickers stated there was no action to report out of Closed Session.

Member Normandin moved to adjourn the meeting. Member Wolff seconded.

Motion carried 4-0-1. Members Vickers, Normandin, Kelly, and Wolff voted yes to adjourn. Member Perry was absent. Closed Session was adjourned at 12:15 p.m.

Carol Normandin
Clerk of the Board
July 16, 2019

Laguna Beach Unified School District

12.a.iii. CONSENT/ACTION

July 16, 2019

Approve: Minutes – June 25, 2019 Regular Meeting

Board of Education Minutes of Regular Meeting June 25, 2019

Call to Order

The Regular Meeting of the Board of Education was called to order at 5:00 p.m., at the Central Offices for Laguna Beach Unified, 550 Blumont, Laguna Beach, California.

Roll Call to Establish Quorum

Quorum was established.

Members Present: Jan Vickers
Carol Normandin
Peggy Wolff
Jim Kelly

Member Absent: Dee Perry - vacation

Public Comment on Closed Session Items

There were no members of the public present.

Adjourn to Closed Session

Member Normandin moved to adjourn to Closed Session. Member Wolff seconded. Motion carried 4-0-1. Members Vickers, Normandin, Wolff, and Kelly voted yes to adjourn to Closed Session at 5:00 p.m. Member Perry was absent. The following topics were discussed.

A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Government Code §54957

B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Government Code §54957

Title: Superintendent of Schools

C. CONFERENCE WITH LABOR NEGOTIATORS

Government Code §54957.6

- i. Employee Organization: LaBUFA
District Negotiator: Leisa Winston
- ii. Employee Organization: CSEA
District Negotiator: Leisa Winston

- | | |
|-----------------------------|-------------------------------------|
| iii. Employee Organization: | Unrepresented Employees |
| District Negotiator: | Leisa Winston |
| iv. Employee Organization: | Superintendent |
| District Negotiator: | Jan Vickers, School Board President |

Member Normandin moved to adjourn from Closed Session. Member Wolff seconded.

Motion carried 4-0-1. Members Vickers, Normandin, Wolff, and Kelly voted yes to adjourn to from Closed Session at 6:08 p.m. Member Perry was absent.

Present at Board Meeting

Members Present: Jan Vickers
Carol Normandin
Peggy Wolff
Jim Kelly

Member Absent: Dee Perry - vacation

Employee Group
Representatives: Sara Hopper, President, LaBUFA
Margaret Warder, President, CSEA

Staff: Jason Vilorio, Ed.D., Superintendent
Jeff Dixon, Assistant Superintendent, Business Services
Leisa Winston, Assistant Superintendent, Human Resources/Public
Communications
Victoria Webber, Executive Assistant
Anakaren Ureno, Communications Specialist
Mike Morrison, Chief Technology Officer
Chad Mabery, Director, Assessment & Accountability
Irene White, Director, Special Education
Ryan Zajda, Director, Facilities
Chris Duddy, Principal, El Morro Elementary
Mike Conlon, Principal, Top of the World Elementary
Jenny Salberg, Principal, Thurston Middle School

Pledge of Allegiance

President Vickers invited Member Normandin to lead the Board, staff, and members of the audience in reciting The Pledge of Allegiance to the Flag of the United States of America.

Report of Closed Session Action

President Vickers stated in Closed Session, by a vote of 4-0-1, with Member Perry absent, the Board considered options related to an employee and took action to accept a resignation agreement with the employee.

Adoption of Agenda

Public Comment: None

Member Normandin moved to adopt the agenda. Member Wolff seconded.

Discussion: None

Motion carried 4-0-1. Members Vickers, Normandin, Wolff, and Kelly voted yes to adopt the agenda. Member Perry was absent.

Recognitions

The Board of Education recognized the Outstanding Business and Community Leaders and Partners for 2019:

- a. SchoolPower Endowment President – Chris Clark
The school board recognized outgoing SchoolPower Endowment President Chris Clark for his service and dedication to the students of LBUSD.
- b. Outstanding Business Partner – Staff Members from the City of Laguna Beach
The LBUSD Board of Education recognized staff members from the City of Laguna Beach, including the Laguna Beach Police Department and the Laguna Beach Fire Department, for outstanding contributions and service to the students of Laguna Beach Unified School District.
- c. Outstanding Service to the Students and Staff of LBUSD – Kathleen Fay
The school board recognized parent Kathleen Fay for her years of service to the students and staff of LBUSD.

Public Comment (Non- Agenda Items)

Beau Bianchi addressed the Board regarding the hiring of a new volleyball coach at the high school.

Michelle Monda addressed the Board to provide a rebuttal to the article Member Wolff wrote that was published in Stu News.

Jennifer Zeiter addressed the Board calling for transparency and reinstatement of live streaming Board meetings.

Reports

LaBUFA Representative – Sara Hopper, LaBUFA President

- LaBUFA contract passed and was ratified by a vote of 106 to 3.

CSEA Representative – Margaret Warder, CSEA President

- Great year-end
- Correction to the CSEA scholarship information
 - Three scholarships were presented to high school seniors

Board Members

Board members reported as follows:

Member Kelly

- No report

Member Perry

- Absent

Member Wolff

- Attended promotions and graduation

Member Normandin

- Attended promotions and graduation

President Vickers

- Attended the staff appreciation BBQ. Thanked administration for hosting and serving staff
- Attended promotions and graduation
- Complimented Leisa Winston and Anakaren Ureno on the Annual Report

Superintendent Vilorio

- Thanked LaBUFA and CSEA Presidents and Vice Presidents for having a representative attend all Board meetings
 - He is appreciative of the partnership and communication with both bargaining units
- Complimented Dawn Hunnicutt on her commencement speech at the LBHS graduation
- Stated his appreciation for staff

Cabinet

Leisa Winston, Assistant Superintendent, Human Resources and Public Communications

- No report

Jeff Dixon, Assistant Superintendent, Business Services

- No report

Alysia Odipo, Assistant Superintendent, Instructional Services

- No report - absent

PUBLIC HEARINGS

President Vickers read each public hearing title and opened and closed each accordingly.

- a. Public Disclosure of Collective Bargaining Agreement in Accordance with AB 1200 (Chapter 1213/1991), Government Code 3547.5 and CCR, Title V, Section 15449; and 2019-2020 Negotiated Agreement with the California School Employees Association (CSEA) and its Laguna Beach Chapter #131

Opened: 6:35 p.m.

Public Comment: None

Closed: 6:35 p.m.

- b. Public Disclosure of Collective Bargaining Agreement in Accordance with AB 1200 (Chapter 1213/1991), Government Code 3547.5 and CCR, Title V, Section 15449; and 2019-2020 Negotiated Agreement with Laguna Beach Unified Faculty Association (LaBUFA) (*Action item 18*)

Opened: 6:35 p.m.

Public Comment: None

Closed: 6:35 p.m.

- c. Public Disclosure of Proposal in Accordance with AB 1200 (Chapter 1213/1991), Government Code 3547.5 and CCR, Title V, Section 15449; and 2019-20 Proposal with Non-Represented Classified and Certificated Employees (*Action item 19*)

Opened: 6:35 p.m.

Public Comment: None

Closed: 6:36 p.m.

CONSENT CALENDAR

President Vickers pulled item 13. a., approval of June 11 minutes to be voted on separately. Member Kelly moved approval of Consent Calendar items b – k. Member Wolff seconded.

Public Comment: None

Discussion:

- a. Approval of Minutes – June 11, 2019 Regular Meeting
- b. Approval/Ratification of Personnel Report
- c. Approval Conference/Workshops - Superintendent
- d. Approval of Agreements for Contracted Services – Special Education
- e. Approval of Agreements for Contracted Services – Technology Services
- f. Approval of Gifts – Checks Totaling \$3,400.00
- g. Approval/Ratification of Certificated Payroll 11A in the Amount of \$2,237,962.13
Approval/Ratification of Classified Payroll 11B in the Amount of \$867,251.16
Approval/Ratification of Classified Payroll 11C in the Amount of \$45,189.53
- h. Approval/Ratification of Warrants #398023 through #398164 in the amount of \$480,035.76 Dates: 06/03/2019 through 06/14/2019
- i. Approval. Of the Consolidated Application Reporting Systems (CARS) Application for Funding for the 2019-20 School Year
- j. Approval of Memorandum of Understanding (MOU) Between the Orange County Superintendent of Schools and the Laguna Beach Unified School District for the Provision of Special Education Students
- k. Approval of Independent Contractor Agreement with Chris McNeany for the Rescue Bear Program at Thurston Middle School in an Amount Not-to-Exceed \$8,640

Motion carried 4-0-1. Members Vickers, Normandin, Wolff, and Kelly voted yes. Member Perry was absent.

Member Normandin moved to approve item 13. a., approval of June 11 minutes. Member Wolff seconded. President Vickers requested it be noted in the minutes that Member Perry was not excluded from Closed Session on June 11, but was absent on her own accord.

Motion carried 4-0-1. Members Vickers, Normandin, Wolff, and Kelly voted yes. Member Perry was absent.

INFORMATION ITEMS

None

ACTION ITEMS

Approval of the Local Control and Accountability Plan

Dr. Vilorio introduced the item, stating the public hearing was held on June 11, 2019.

Public Comment: None

Board Member Questions: None

Member Normandin moved approval. Member Kelly seconded.

Motion carried 4-0-1. Members Vickers, Normandin, Wolff, and Kelly voted yes. Member Perry was absent.

Approval of the Final 2019-2020 All Funds Budget

Mr. Dixon introduced the item, stating the public hearing was held on June 11, 2019 and noting one change to the components of the ending fund balance, which included approved salary increases.

Public Comment: None

Board Member Questions: None

Member Kelly moved approval. Member Wolff seconded.

Motion carried 4-0-1. Members Vickers, Normandin, Wolff, and Kelly voted yes. Member Perry was absent.

Approval of Resolution #19-03: Resolution of the Board of Education Acting as the Legislative Body of Community Facilities District No. 98-1 of the Laguna Beach Unified School District Authorizing the Levy of Special Taxes Within Community Facilities District No. 98-1 for Fiscal Year 2019-2020

Mr. Dixon introduced the item.

Public Comment: None

Board Member Questions: None

Member Kelly moved approval. Member Wolff seconded.

Motion carried 4-0-1 by a roll call vote. Members Vickers, Normandin, Wolff, and Kelly voted yes. Member Perry was absent.

Approval/Ratification of Collective Bargaining Agreement in Accordance with AB 1200 (Chapter 1213/1991), Government Code 3547.5 and CCR, Title V, Section 15449; and 2019-2020 Negotiated Agreement with the California School Employees Association (CSEA) and its Laguna Beach Chapter #131

Mrs. Winston introduced the item. The public hearing was conducted earlier in the meeting.

Public Comment: None

Board Member Questions: None

Member Kelly moved approval. Member Wolff seconded.

The Board continues to be impressed with the Interest Based Bargaining process and appreciates the work and partnerships with the CSEA.

Motion carried 4-0-1. Members Vickers, Normandin, Wolff, and Kelly voted yes. Member Perry was absent.

Approval/Ratification of Collective Bargaining Agreement in Accordance with AB 1200 (Chapter 1213/1991), Government Code 3547.5 and CCR, Title V, Section 15449; and 2019-2020 Negotiated Agreement with Laguna Beach Unified Faculty Association (LaBUFA)

Mrs. Winston introduced the item. The public hearing was conducted earlier in the meeting.

Public Comment: None

Board Member Questions: None

Member Kelly moved approval. Member Wolff seconded.

The Board continues to be impressed with the Interest Based Bargaining process and appreciates the work and partnerships with the CSEA.

Motion carried 4-0-1. Members Vickers, Normandin, Wolff, and Kelly voted yes. Member Perry was absent.

Approval/Ratification of Proposal in Accordance with AB 1200 (Chapter 1213/1991), Government Code 3547.5 and CCR, Title V, Section 15449; and 2019-20 Proposal with Non-Represented Classified and Certificated Employees

Mrs. Winston introduced the item. There are 27 employees represented in this proposal.

Public Comment: None

Board Member Questions: None

Member Kelly moved approval. Member Wolff seconded.

Motion carried 4-0-1. Members Vickers, Normandin, Wolff, and Kelly voted yes. Member Perry was absent.

Agreement with Harbottle Law Group for Legal Counsel for 2019-2020 with a Not-to-Exceed Amount of \$100,000

Dr. Vilorio introduced the item.

Public Comment: None

Board Member Questions: None

Member Kelly moved approval. Member Wolff seconded.

Motion carried 4-0-1. Members Vickers, Normandin, Wolff, and Kelly voted yes. Member Perry was absent.

Agreement with the Law Firm of Fagen Friedman & Fulfrost for General Legal Services to the Laguna Beach Unified School District's Instructional Services Office with a Not-to-Exceed Amount of \$30,000

Dr. Vilorio introduced the item.

Public Comment: None

Board Member Questions: None

Member Wolff moved approval. Member Normandin seconded.

Motion carried 4-0-1. Members Vickers, Normandin, Wolff, and Kelly voted yes. Member Perry was absent.

Approval of Amended Employment Contracts for the Assistant Superintendent, Business Services

and Assistant Superintendent, Human Resources and Public Communications Effective Through June 20, 2022

Dr. Vilorio introduced the item.

Public Comment: None

Board Member Questions: None

Member Wolff moved approval. Member Normandin seconded.

There is a correction needed to page 2 on Mr. Dixon's contract to amend the pronoun from her to his.

Motion carried 4-0-1. Members Vickers, Normandin, Wolff, and Kelly voted yes. Member Perry was absent.

Approval of Employment Contract Amendment for the Superintendent

President Vickers introduced the item.

Public Comment: None

Board Member Questions: None

Member Normandin moved approval. Member Wolff seconded.

Motion carried 4-0-1. Members Vickers, Normandin, Wolff, and Kelly voted yes. Member Perry was absent.

Board Member Requests for Items for Future Meetings and Board Member Requests for Information

Public Comment: None

Member Kelly asked to bring forward a contract for the Aspen Group for discussion and potential approval by the Board for the complete Coherent Governance Project.

Member Wolff read the letter she submitted to Stu News into the record.

Member Normandin commented on the Board's responsibility to the District. She stated she would like to create a Board subcommittee for Board communication. Consensus was reached and she will talk to attorney Mark Bresee. Member Normandin also asked that the rules for public comment be posted on the screens while people are speaking so there is no confusion as to the rules set forth by the Board.

President Vickers commented on the importance of confidentiality and that the Board owes it to the employees and students to keep information private.

She also noted the Bruce Hopping commemorative plaque at the high school is not current.

President Vickers noted a special meeting will take place on Thursday, June 27 at 8:00 a.m. Member Perry will be absent due to vacation.

Adjournment

Member Normandin moved to adjourn. Member Wolff seconded.

The next regular Board meeting is scheduled for July 16, 2019.

Motion carried 4-0-1. Members Vickers, Normandin, Wolff, and Kelly voted yes to adjourn the meeting. Member Perry was absent. The meeting adjourned at 7:10 p.m.

Carol Normandin
Clerk of the Board
July 16, 2019

Laguna Beach Unified School District

12.b. CONSENT/ACTION

July 16, 2019

Approval/Ratification: Personnel Report

Proposal

Staff proposes the Board of Education approve the Personnel Report, including various actions that are required to meet the needs of the District.

Background

It is necessary to process various personnel actions to meet staffing and operational needs. Compensation to personnel is within budgeted amounts in accordance with Board of Education policy.

Budget Impact

Expenditures are within budgeted appropriations as indicated.

Recommended Action

Staff recommends the Board of Education approve/ratify the Personnel Report and direct the Superintendent to authorize the actions requested in the report.

PERSONNEL REPORT**July 16, 2019****I. RESIGNATIONS:**

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
None.		

II. EMPLOYMENT:

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Aubrey Garcia PC06CSS102	Middle School Counselor Thurston Middle School General Fund 01060111-1008 Probationary Contract Range: 05 Step: 03 \$90,441.36 annually 7 hours per day/5 days per week/197 days per year Replaces: Nance Morrissey	August 6, 2019
Crystal Hsiao PC05MDRN01	High School Teacher - Mandarin Laguna Beach High School General Fund 01050111-1012 60% Probationary Contract Range: 05 Step: 05 \$54,759.52 annually Replaces: Ermei Fan	August 20, 2019
Kellee Shearer PC02CCRD01	Career Counseling Coordinator Laguna Beach High School General Fund 0102114760-1230 Temporary Contract Range: 05 Step: 05 \$100,859.85 annually New position Board Approved May 28, 2019	August 6, 2019

III. EMPLOYMENT: Short Term Assignments - Extra Duty

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Joseph Do	Chromebook Collection and Graduation Support Thurston Middle School General Fund 0113057175-2450 \$31.49 per hour NTE: 3 hours	June 19, 2019 to June 20, 2019
Elizabeth Harris	Research Math Interventions K-12 El Morro Elementary Special Ed Fund 0104612310-1130 \$42.61 per hour NTE: 12 hours	July 1, 2019 to August 20, 2019
Louise Hendrickson	Tech Academy Honesty Laguna Beach High School General Fund 0113017175-1130 \$28.11 per hour NTE: 1 hour	April 23, 2019
April Keller	Data Entry for Residency Verification for 2019-20 Laguna Beach High School General Fund 0105091012-2450 \$23.59 per hour NTE: 32 hours	June 3, 2019 to June 20, 2019

III. EMPLOYMENT: Short Term Assignments - Extra Duty (continued)

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Jennifer Lundblad	AER Course Development Laguna Beach High School General Fund 0113017175-1130 \$40.97 per hour NTE: 27 hours	February 14, 2019 to June 4, 2019
Kim Mattson	Illuminate Assessment Rollover and Prep Districtwide General Fund 0102015380-1130 \$42.61 per hour NTE: 12 hours	July 1, 2019 to August 26, 2019
Kim Mattson	Illuminate Training Prep and Planning Districtwide General Fund 0102015380-1130 \$42.61 per hour NTE: 12 hours	July 1, 2019 to August 26, 2019
Kim Mattson	Illuminate Training Instructor Districtwide General Fund 0102015380-1130 \$48.70 per hour NTE: 7 hours	August 19, 2019
Kim Mattson	OG and Wonders Alignment Districtwide General Fund 0102015380-1130 \$42.61 per hour NTE: 10 hours	July 1, 2019 to August 26, 2019
Kim Mattson	Professional Development Planning Districtwide General Fund 0108011005/0107011005-1130 \$42.61 per hour NTE: 16 hours	July 1, 2019 to September 30, 2019
Alexandra Olvey	Instagram Maintenance Thurston Middle School General Fund 0106011008-1130 \$42.61 per hour NTE: 12 hours	July 1, 2019 to August 31, 2019
Ivonne Redard	Data Confirmation and Backpack Distribution Districtwide General Fund 0102013040-2955 \$28.29 per hour NTE: 20 hours	August 5, 2019 to August 26, 2019
Yadhira Rojas	Summer Professional Development Prep & Planning Districtwide General Fund 0102011500-1130 \$42.61 per hour NTE: 30 hours	July 1, 2019 to August 23, 2019

III. EMPLOYMENT: Short Term Assignments - Extra Duty (continued)

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Yadhira Rojas	Enhancing Communication in Classroom Instructor Districtwide 0102011500-1130 NTE: 7 hours	August 16, 2019 General Fund \$48.70 per hour
Yadhira Rojas	Summer Professional Development Prep & Planning Districtwide 0102011500-1130 NTE: 30 hours	July 1, 2019 to August 23, 2019 General Fund \$42.61 per hour
See Employee List	Attendance at Leadership Meetings Districtwide 0104132750-1240 NTE: 12 hours each Employees: Grace Jones, Luisa Mossa, Brad Rush, Lila Samia	August 8, 2019 to August 9, 2019 General Fund \$42.61 per hour
See Employee List	Tech Academy Honesty Laguna Beach High School 0113017175-1130 NTE: 1 hour each Employees: Carita Garcia, Mindy Hawkins	April 23, 2019 General Fund \$40.97 per hour
See Employee List	Nepris Curriculum Integration & Training Districtwide 0113015040-1130 NTE: 2 hours each Employees: Mike Bair, Marie Bammer, Megan Bhaskaran, Brooke Bismack, Cassandra Brooker, April Coffman, Andy Crisp, Cory Day, Michelle Foster, Alonda Hartford, Mindy Hawkins, Penny Herrick-Dressler, Sandra Johnson, Alexis Karol, Jennifer Lundblad, Kathleen Margaretich, Michelle Martinez, Jennifer Merritt, Parta Perkins, Sara Perrault-Hopper, Kim Rood, Heather Rosenthal, Sarah Schaeffer	July 1, 2019 to August 25, 2019 General Fund \$40.97 per hour
See Employee List	Elementary Digital Literacy Continuum Districtwide 0113015040-1130 NTE: 20 hours each Employees: Carrie Denton, Brian Kull	July 1, 2019 to August 20, 2019 General Fund \$42.61 per hour
See Employee List	Learning Together Strengths Academy Districtwide 0113015040-1130 NTE: 24 hours each Employees: Mary Blanton, Marianne Bynum, Shannon Chastain, Alexis Karol, Kim Krause, Jennifer Lundblad, Laura Silver	July 22, 2019 to July 24, 2019 General Fund \$42.61 per hour

III. EMPLOYMENT: Short Term Assignments - Extra Duty (continued)

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Nicole Stewart	OG and Wonders Alignment	July 1, 2019 to
	Districtwide	August 26, 2019
	General Fund	
	0102015380-1130	
	\$42.61 per hour	
	NTE: 10 hours	

IV. EMPLOYMENT: Summer School 2019

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Kimberly Jennings	Summer School APE Teacher	June 21, 2019 to
	Top of the World Elementary	July 19, 2019
	Summer School Fund	
	0104602650-1130	
	\$52.67 per hour	
	NTE: 8 hours total	
Marlo Jensma	Substitute Summer School Teacher - Preschool SDC	June 26, 2019 to
	Top of the World Elementary	June 28, 2019
	Summer School Fund	
	0104602650-1190	
	\$46.83 per hour	
	NTE: 4 hours per day	
Kim Mattson	Summer School Coordinator	June 21, 2019 to
	Top of the World Elementary	July 19, 2019
	Summer School Fund	
	0112091055-1995	
	\$70.00 per hour	
	NTE: 5 hours per day	
Kim Mattson	Summer School Coordinator - Planning	June 21, 2019 to
	Top of the World Elementary	July 19, 2019
	Summer School Fund	
	0112091055-1995	
	\$46.83 per hour	
	NTE: 25 hours total	
Teren Neuhausel	Summer School Substitute	June 24, 2019 to
	Districtwide	July 19, 2019
	Summer School Fund	
	0112011500-1190	
	\$130.00 per day	
Parta Perkins	Summer School Coordinator	June 21, 2019 to
	Laguna Beach High School	July 26, 2019
	Summer School Fund	
	0112091055-1995	
	\$70.00 per hour	
	NTE: 5 hours per day	
Parta Perkins	Summer School Coordinator - Planning	June 21, 2019 to
	Laguna Beach High School	July 26, 2019
	Summer School Fund	
	0112091055-1995	
	\$46.83 per hour	
	NTE: 25 hours total	
April Smith	Summer School Psychologist	July 1, 2019 to
	Districtwide	July 5, 2019
	Summer School Fund	
	0112011500-1190	
	\$46.83 per hour	
	5 hours per day/NTE: 4 days/Summer School Calendar	

V. EMPLOYMENT: Stipends

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Sarah Schaeffer	Oral History Coordinator Thurston Middle School 0106311008-1170	January 7, 2019 to April 30, 2019 General Fund NTE: \$1233.00
See Employee List	School Psychologist Intern Districtwide 0108131005/0107131005-2255 Employees: Justine Caranto, Maria Farlas	August 21, 2019 to June 11, 2020 General Fund NTE: \$3500 each

VI. EMPLOYMENT: Short Term Assignments - Performing Arts

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
None.		

VII. EMPLOYMENT: Short Term Assignments - Performing Arts/Booster Funds

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
None		

VIII. EMPLOYMENT: Short Term Assignments - ASB Funds

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
None		

IX. EMPLOYMENT: Short Term Assignments - PTA

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
None		

X. EMPLOYMENT/RELEASES: Short Term Assignments - Coaches/General Fund

Work Site: Laguna Beach High School
General Fund Account: 0105311075-1185/2140

Fall Sports Calendar 2018/19:

In-Season: August 6 - November 2, 2018
CIF Playoff: November 2 - December 8, 2018

Winter Sports Calendar 2018/19:

In-Season: November 12 - February 1, 2019
CIF Playoff: February 5 to March 9, 2019

Spring Sports Calendar 2018/19:

In-Season: February 9 - May 11, 2019
CIF Playoff: April 27 - May 29, 2019

X. **EMPLOYMENT/RELEASES: Short Term Assignments - Coaches/General Fund (continued)**

Work Site: Laguna Beach High School

General Fund Account: 0105311075-1185/2140

Baseball Summer Camp - Returning Players

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
Jeff Sears	Head Coach	NTE: \$5131.04
Jairo Ochoa	Assistant Coach	NTE: \$3463.45
Austin Paxson	Assistant Coach	NTE: \$3463.45

Baseball Summer Camp - Incoming Players

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
Jeff Sears	Head Coach	NTE: \$5131.04
Jairo Ochoa	Assistant Coach	NTE: \$3463.45
Austin Paxson	Assistant Coach	NTE: \$2000.00

Baseball Summer Camp - Youth Baseball Camp

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
Jeff Sears	Head Coach	NTE: \$3000.00
Jairo Ochoa	Assistant Coach	NTE: \$2000.00
Austin Paxson	Assistant Coach	NTE: \$2000.00

Basketball - Boys Summer Camp - Returning Players

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
Bret Fleming	Head Coach	NTE: \$5900.79
Jim Garvey	Assistant Coach	NTE: \$3463.45
Enver Soobzokov	Assistant Coach	NTE: \$3463.45
Rus Soobzokov	Assistant Coach	NTE: \$3463.45

Basketball - Boys Summer Camp - Incoming Players

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
Bret Fleming	Head Coach	NTE: \$5900.79
Jim Garvey	Assistant Coach	NTE: \$3463.45
Enver Soobzokov	Assistant Coach	NTE: \$3463.45
Rus Soobzokov	Assistant Coach	NTE: \$3463.45

Basketball - Boys Summer Camp - Youth Camp

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
Bret Fleming	Head Coach	NTE: \$2500.00
Rus Soobzokov	Assistant Coach	NTE: \$1500.00

Basketball - Girls Summer Camp

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
Matt Tietz	Head Coach	NTE: \$5131.46
Brianna Tietz	Assistant Coach	NTE: \$3463.45

X. **EMPLOYMENT/RELEASES: Short Term Assignments - Coaches/General Fund (continued)**

Work Site: Laguna Beach High School

General Fund Account: 0105311075-1185/2140

Cross Country - Boys Strength & Conditioning Summer Camp

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
Scott Wittkop	Head Coach	NTE: \$6926.90
Tommy Newton-Neal	Assistant Coach	NTE: \$3463.45

Cross Country - Boys Running Summer Camp

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
Scott Wittkop	Head Coach	NTE: \$6926.90
Tommy Newton-Neal	Assistant Coach	NTE: \$3463.45

Cross Country - Girls Strength & Conditioning Summer Camp

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
Steve Lalim	Head Coach	NTE: \$6926.90
Tyre Hines	Assistant Coach	NTE: \$3463.45
Aliya Shah	Assistant Coach	NTE: \$3463.45

Cross Country - Girls Running Summer Camp

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
Steve Lalim	Head Coach	NTE: \$6926.90
Tyre Hines	Assistant Coach	NTE: \$3463.45
Aliya Shah	Assistant Coach	NTE: \$3463.45

Dance - Summer Camp

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
Estee Fratzke	Head Coach	NTE: \$3000.00

Drama - Summer Camp

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
Alexis Karol	Head Coach	NTE: \$3000.00
Roxanna Ward	Assistant Coach	NTE: \$3000.00

Football - Summer Camp

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
Hunter Braun	Assistant Coach	NTE: \$3463.45
Zevario Brenner	Assistant Coach	NTE: \$3463.45
Jake Ricci	Assistant Coach	NTE: \$1000.00

Lacrosse - Boys - Summer Camp

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
Chris Nunziata	Head Coach	NTE: \$3000.00
Richard Knox	Assistant Coach	NTE: \$2500.00
Richard Morrison	Assistant Coach	NTE: \$2500.00

X. EMPLOYMENT/RELEASES: Short Term Assignments - Coaches/General Fund (continued)

Work Site: Laguna Beach High School

General Fund Account: 0105311075-1185/2140

Lacrosse - Girls - Summer Camp

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
Haley O'Donoghue	Head Coach	NTE: \$3000.00

Sand Volleyball- Summer Camp

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
Doug Mauro	Head Coach	NTE: \$3000.00
Paul Cuevas	Assistant Coach	NTE: \$2000.00

Soccer- High School Boys Summer Camp

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
Dan Richards	Head Coach	NTE: \$5131.04
Franz Guldner	Assistant Coach	NTE: \$3000.00
Dan Harrison	Assistant Coach	NTE: \$3000.00
Ben Helm	Assistant Coach	NTE: \$3000.00
Alec Williams	Assistant Coach	NTE: \$3000.00

Soccer- High School Girls Summer Camp

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
Ben Helm	Head Coach	NTE: \$5131.04
Kelly Latimer	Assistant Coach	NTE: \$3000.00
Dan Richards	Assistant Coach	NTE: \$3000.00
Sidney Zuccolotto	Assistant Coach	NTE: \$3000.00

Softball - Summer Camp

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
James Crawford	Head Coach	NTE: \$3000.00
Scott Crawford	Assistant Coach	NTE: \$2000.00

Surf - Summer Camp

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
Scott Finn	Head Coach	NTE: \$1500.00
Alisa Cairns	Assistant Coach	NTE: \$1500.00

Tennis - High School Summer Camp

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
Rick Conkey	Head Coach	NTE: \$5131.04
Alec Dardis	Assistant Coach	NTE: \$3463.45
Audrey Le Pottier	Assistant Coach	NTE: \$3463.45
Nicholas Radissay	Assistant Coach	NTE: \$3463.45

Resignation:

<u>Name:</u>	<u>Position:</u>	<u>Date:</u>
Devon Mayfield	Assist Cheer Coach	June 18, 2019

X. EMPLOYMENT/RELEASES: Short Term Assignments - Coaches/General Fund (continued)

Work Site: Laguna Beach High School

General Fund Account: 0105311075-1185/2140

Tennis - Middle School Summer Camp

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
Rick Conkey	Head Coach	NTE: \$5131.04
Alec Dardis	Assistant Coach	NTE: \$3463.45
Audrey Le Pottier	Assistant Coach	NTE: \$3463.45
Nicholas Radissay	Assistant Coach	NTE: \$3463.45

Volleyball - Girls Summer Camp

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
Shawn Patchell	Head Coach	NTE: \$5131.04
Isaiah Pono Kaa	Assistant Coach	NTE: \$3463.45
Mitzi Kincaid	Assistant Coach	NTE: \$3463.45

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Volleyball - Youth Summer Camp

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
Shawn Patchell	Head Coach	NTE: \$5131.04
Isaiah Pono Kaa	Assistant Coach	NTE: \$3463.45
Mitzi Kincaid	Assistant Coach	NTE: \$3463.45

XI. EMPLOYMENT/RELEASES: Short Term Assignments - Coaches/Booster Funded

Work Site: Laguna Beach High School

Booster Account: 0105315310-1185/2140

Fall Sports Calendar 2018/19:

In-Season: August 6 - November 2, 2018
CIF Playoff: November 2 - December 8, 2018

Winter Sports Calendar 2018/19:

In-Season: November 12 - February 1, 2019
CIF Playoff: February 5 to March 9, 2019

Spring Sports Calendar 2018/19:

In-Season: February 9 - May 11, 2019
CIF Playoff: April 27 - May 29, 2019

None

XII. Employment, Resignation and Release- Substitute Teachers & Classified Substitutes:

Release:

<u>Name:</u>	<u>Classification:</u>	<u>Effective Date:</u>
Anthony Sanclair	Substitute Teacher	June 10, 2019

XII. Employment, Resignation and Release- Substitute Teachers & Classified Substitutes: (continued)

Resignations:

<u>Name:</u>	<u>Classification:</u>	<u>Effective Date:</u>
Kristin Alfonso	Substitute Teacher	July 2, 2019
Elizabeth Ambrosino	Substitute Teacher	July 2, 2019
Michelle Ascher-Weinberg	Substitute Teacher	July 2, 2019
Blakely Burns	Substitute Teacher	July 2, 2019
Cheryl Calhoun	Substitute Teacher	July 2, 2019
Jimmy Cao	Substitute Teacher	July 2, 2019
Christina Chormann	Substitute Teacher	July 2, 2019
Anthony Diaz	Substitute Teacher	July 2, 2019
Marisa George	Substitute Teacher	July 2, 2019
Joseph Garcia	Substitute Teacher	July 2, 2019
Kellie Gowan	Classified Substitute	July 2, 2019
Sabrina Johnson	Classified Substitute	July 2, 2019
Christie Olsen	Substitute Teacher	July 2, 2019
Colleen Ortiz	Substitute Teacher	July 2, 2019
Johana Rabadan	Substitute Teacher	July 2, 2019
Jaskiran Singh	Substitute Teacher	July 2, 2019
Tonya Tardd	Substitute Teacher	July 2, 2019
Dakota Voas	Substitute Teacher	July 2, 2019
Jordan Visser	Substitute Teacher	July 2, 2019
Bridgette Young	Substitute Teacher	July 2, 2019

Laguna Beach Unified School District

12.c. CONSENT/ACTION

July 16, 2019

Approve: Conference/Workshop Attendance

Proposal

Staff proposes the Board of Education approve the following request for attendance at a conference/workshop.

Conferences

Peggy Wolff – “Nurturing the Board Member and Superintendent Relationship” - August 1, 2019 - Irvine, CA. AALRR provides straightforward, practical information that helps Board members and staff meet daily challenges with confidence.

Fiscal Impact:

\$ 99.00 Registration
\$ 99.00 Total

Jan Vickers, Carol Normandin, Peggy Wolff, Dee Perry, Jim Kelly, Jason Viloria, Leisa Winston, and Victoria Webber – “CSBA Annual Education Conference” – December 4 - 7, 2019 - San Diego, CA. Board Members and staff will participate in various workshops and sessions designed to provide the most comprehensive professional development specifically for governance teams.

Fiscal Impact:

\$ 4,400.00 Registration
\$ 200.00 Transportation
\$ 7,000.00 Lodging
\$ 1,200.00 Meals
\$ 12,800.00 Total

Account #0101377100 - 5220 Superintendent/Board Travel/Conference

Total Fiscal Impact: \$ 12,899.00

Laguna Beach Unified School District

12.d. CONSENT/ACTION

July 16, 2019

Approval: Student Field Trips

Proposal

Staff proposes the Board of Education approve the following student field trips:

1. Thurston Middle School

Destination:	Emerald Bay, Catalina Island - 6th Grade Science Camp
Date:	September 17-20, 2019
Chaperone(s):	Lisa Brackez, Six Staff Members, 18 Parent Chaperones
Cost to Student:	\$525.00
Number of Students:	200
Transportation:	Bus, Boat
Accommodations:	Tents on Site

Students will explore a variety of field studies related to 6th-grade science standards in a natural setting off the coast of Catalina Island. Activities include labs, hikes, investigations, snorkeling, and journaling.

2. Laguna Beach High School

Destination:	Durango High School, Las Vegas, NV - Girls Volleyball Tournament
Date:	September 19-21, 2019
Chaperone(s):	Shawn Patchell and Four Chaperones
Cost to Student:	\$150.00
Number of Students:	12
Transportation:	District vans
Accommodations:	Courtyard Marriott

This team competition is one of the top tournaments in the nation. Students will compete at a high level and participate in team building and interact with students from other states

Background

The principals of Thurston Middle School and Laguna Beach High School have approved the Applications for Field Trip requests and submitted the applications for approval in accordance with Board Policy 6153, School Sponsored Trips. This policy provides forms for use by parents/guardians that give permission for their students to participate in field trips, along with authorization for medical care and a waiver in conformance with Ed Code Section 35330.

The District's liability insurance through ASCIP provides field trip coverage in the following areas: (1) coverage against claims by a parent for negligence by the District if the student is injured, and (2) coverage for any damage caused by a student.

Laguna Beach Unified School District

12.e. CONSENT/ACTION

July 16, 2019

Approval: Agreements for Contracted Services - Special Education

Proposal

Staff proposes the Board of Education approve the attached list of contracts required to secure necessary services for special education students.

Background

Approval by the Board of Education will provide necessary services for eligible special education students that cannot presently be provided by District staff. Approval will maintain District compliance with Education Codes.

Budget Impact

The expenses associated with the attached contracts are included in the current Special Education budget.

Recommended Action

Staff recommends the Board of Education approve the contracts as listed.

Laguna Beach Unified School District

Agreements for Contracted Services – July 16, 2019

Contractor	Description of Services	Term	Funding	Estimated Cost
Addendum The Mardan Foundation of Educational Therapy, Inc.	ESY services for a special education student	06/22/20- 06/30/20	Non Public School 0104632210-5875	\$ 1,354
Addendum Beacon Day School	APE consultation for a special education student	07/01/19- 06/30/20	Non Public School 0104632210-5875	\$ 520
Independent Contract New Haven Youth & Family Services	Community Based Services to include therapy, behavioral specialist, crisis management, case management (WRAP) for special education student	07/01/19- 06/30/20	Non Public Agency 0104132750-5889	\$66,000
Independent Contract Advancement for Behavior & Educational Development & Interventions DBA ABEDI, Inc.	Behavior Supervision for a special education student	06/24/19- 06/30/20	Non Public Agency 0104602140-5894	\$12,320
Independent Contract Orange County Therapy, Inc.	Occupational & Physical Therapy for special education students	07/01/19- 06/30/20	Non Public Agency 0104632900-5885 - \$25,000 0104632900-5100 - \$80,000 0104632900-5886 - \$25,000	\$130,000

Independent Contract Integrity Therapy for Kids DBA The LaunchPad Therapy for Kids	Occupational Therapy for special education students	07/01/19-06/30/20	Non Public Agency 0104632900-5885 - \$ 25,000 0104632900-5886 - \$115,000	\$140,000
Parent Reimbursement/Legal	Reimbursement per settlement agreement for educational placement	07/01/19-06/30/20	Parent Reimbursement/Legal 0104632900-5878	\$26,100
Parent Reimbursement/Legal	Reimbursement per settlement agreement for educational placement	07/01/19-06/30/20	Parent Reimbursement/Legal 0104632900-5878	\$30,850
Attorneys' Fees Adams & Associates APLC Client Trust Account	Settlement of all outstanding claims for attorneys' fees and legal costs relating to the Disputes and/or Student's education for a special education student	07/01/19-06/30/20	Parent Reimbursement/Legal 0104632900-5878	\$4,000
Parent Reimbursement	Reimbursement per settlement agreement for mileage to Johnson Academy	07/01/19-06/30/20	Parent Reimbursement/Mileage 0104256700-5880	\$5,508
Individual Contract The Mardan Foundation of Educational Therapy, Inc.	Non-Public School for a special education student	07/01/19-06/30/20	Non-Public School 0104632210-5875	\$3,525
Parent Reimbursement/Legal	Reimbursement per settlement agreement for educational placement	07/01/19-06/30/20	Parent Reimbursement/Legal 0104632900-5878	\$34,600

Laguna Beach Unified School District

12.f. CONSENT/ACTION

July 16, 2019

Approval/Ratification: Agreements and Contracts - Technology Services

Proposal

Staff proposes the Board of Education approve the attached list of contracts required to secure necessary technology and services for Technology Services.

Background

Approval by the Board of Education will provide needed technology and services for the Students, Teachers, and staff.

Budget Impact

The expenses associated with the attached contracts are included in current and proposed Technology Services budgets.

Recommended Action

Staff recommends the Board of Education approve the following contracts.

Laguna Beach Unified School District

Technology Contracts/Licenses - July 16, 2019

Contractor	Description of Services	Term	Funding	Estimated Cost
Hapara	Teacher Dashboard Software for Google Apps (TOW, EMS)	10/1/19-9/30/20 Renewal	0113015175-5805	\$14,940
XVR Software	District FortiGate Firewall Software	5/11/19-5/10/20 Renewal	0113015175-5805	\$11,000
Follett	Library Resource Inventory Management Software (TOW/EMS)	7/1/19-6/30/20 Renewal	0113015175-5805	\$1,620

Laguna Beach Unified School District

12.g. CONSENT/ACTION

July 16, 2019

Approval: Acceptance of Gifts – Check Totaling \$213,650.14

Proposal

Staff proposes the Board of Education accept the following gift(s) to the District – check totaling \$213,650.14.

Background

After acceptance by the Board of Education, a letter of thanks and acknowledgement will be mailed to the donor(s).

Recommended Action

Staff recommended that the Board of Education accept the following gift(s), as presented:

Type of Gift	Donor	Amount/Gift	Disposition
Check	SchoolPower Endowment	\$ 111,450.14	2019-20 Teacher Grants
Check	SchoolPower	\$ 5,000.00	Fund-a-Need Extension of Digital Literacy
Check	SchoolPower	\$ 45,000.00	LBHS Athletics Sparta Science System
Check	SchoolPower	\$ 21,200.00	Library - Overdrive reading books
Check	SchoolPower	\$ 16,000.00	TMS - STEAM Resources
Check	SchoolPower	\$ 5,000.00	VAPA - Art Field Trips
Total		\$ 213,650.14	

Laguna Beach Unified School District

12.h. CONSENT/ACTION

July 16, 2019

**Approval: Ratification of Certificated Payroll 12A in the Amount of \$2,330,260.73
 Ratification of Classified Payroll 12B in the Amount of \$797,008.83
 Ratification of Certificated Payroll 12C in the Amount of \$77,497.27**

Proposal

Staff proposes the Board of Education ratify the expenditure of funds from the General Fund to cover:

1. Certificated Payroll 12A in the amount of \$2,330,260.73; and,
2. Classified Payroll 12B in the amount of \$797,008.83; and,
3. Certificated Payroll 12C in the amount of \$77,497.27 for the month of June 2019 totaling \$3,204,766.83.

Background

Payroll is in conformity with the annual All Funds Budget adopted by the Board of Education.

Recommended Action

Staff recommends the Board of Education approve:

1. Certificated Payroll 12A in the amount of \$2,330,260.73; and,
2. Classified Payroll 12B in the amount of \$797,008.83; and,
3. Certificated Payroll 12C in the amount of \$77,497.27 for the month of June 2019 totaling \$3,204,766.83.

Laguna Beach Unified School District

12.i. CONSENT/ACTION

July 16, 2019

Approval: Warrants #398165 Through #398369 in the Amount of \$1,464,672.25
Dates: 06/17/2019 through 07/03/2019

Proposal

Staff proposes the Board of Education approve/ratify Warrants #398165 through #398369 in the amount of \$1,464,672.25.

Background

Warrants are issued for necessary equipment, supplies and services. The warrants processed include previously Board approved contracts and/or budgeted expenditures within the Board approved operating budget.

The warrant list is generated in our business office in accordance with supporting documentation and coded in compliance with the State Account Code Structure (SACS). The list is then transmitted to the Orange County Department of Education where requests are audited and warrants are ultimately issued.

Budget Impact

The warrants are in accordance with the approved 2018/2019 and 2019/2020 District Operating Budgets.

Recommended Action

Staff recommends the Board of Education approve/ratify the warrants in the amount of \$1,464,672.25.

Check Stock: 76

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00398165	06/17/19	AGI Aspen Group Intern	CONSULTANTS-OTHER	0101377100	5831	CONSULTANTS-OTHER	7,216.37
						CHECK TOTAL:	7,216.37
00398166	06/17/19	All American Trophy &	GENERAL SUPPLIES-NON INSTRUCT	0105091012	4340	GENERAL SUPPLIES-NON INS	90.12
						CHECK TOTAL:	90.12
00398167	06/17/19	Barber & Gonzales Cons	CONSULTANTS-OTHER	0101377130	5831	CONSULTANTS-OTHER	3,017.01
						CHECK TOTAL:	3,017.01
00398168	06/17/19	Best Best & Krieger LL	APRIL 2019	0104072000	5835	LEGAL EXPENSE	9,236.89
			MAY 2019	0104072000	5835	LEGAL EXPENSE	3,640.00
						CHECK TOTAL:	12,876.89
00398169	06/17/19	BEST Contracting Servi	CONTRACT SERVICES	0105477408	5610	CONTRACT SERVICES	11,776.20
						CHECK TOTAL:	11,776.20
00398170	06/17/19	Boys & Girls Club of L	MISC OUTSIDE VENDOR	0109156100	5860	MISC OUTSIDE VENDOR	17,010.00
						CHECK TOTAL:	17,010.00
00398171	06/17/19	Cintas Corporation Loc	OTHER CUSTODIAL SUPPLIES	0105477409	4361	OTHER CUSTODIAL SUPPLIES	206.63
						CHECK TOTAL:	206.63
00398172	06/17/19	Coyne & Associates Inc	MAY 2019	0104602140	5894	IBI SUPERVISION	6,929.56
						CHECK TOTAL:	6,929.56
00398173	06/17/19	CUTTING EDGE SYSTEMS	MATERIALS & SUPPLIES-INSTRUCT	0105114695	4310	MATERIALS & SUPPLIES-INS	2,196.39
						CHECK TOTAL:	2,196.39
00398174	06/17/19	Ferguson Enterprises L	PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	2,367.73
						CHECK TOTAL:	2,367.73
00398175	06/17/19	Ganahl Lumber	PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	33.83
						CHECK TOTAL:	33.83
00398176	06/17/19		JUNE 2019	0104632900	5878	PARENT REIMBURSEMENT (LE	3,950.00
			MILEAGE - MAY 2019	0104256700	5880	TRANSPORTATION-IN LIEU	475.76
						CHECK TOTAL:	4,425.76
00398177	06/17/19	Home Depot	PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	76.78
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	763.29
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	100.95
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	112.40
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	112.40
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	8.59

LAGUNA BEACH USD
MON, JUN 17, 2019,

06/17/19
7:52 AM --req: RGHAUG----leg: 76

Commercial Check Register
----loc: 94DISB----job: 21370205

All Entries Requested
#J186--prog: BK514 <1.3 >--report id: CKOCLIST

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			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	237.92
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	924.42
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	13.20
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	21.33
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	59.08
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	38.54
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	96.57
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	42.99
			MAINTENANCE SUPPLIES	0108477408	4362	MAINTENANCE SUPPLIES	268.50
						CHECK TOTAL:	2,876.96
00398178	06/17/19		5/23/19 - 5/24/19	0104632900	5878	PARENT REIMBURSEMENT (LE	650.00
			5/28/19 - 5/31/19	0104632900	5878	PARENT REIMBURSEMENT (LE	1,300.00
			6/3/19 - 6/7/19	0104632900	5878	PARENT REIMBURSEMENT (LE	1,722.50
						CHECK TOTAL:	3,672.50
00398179	06/17/19	OC Register	ADVERTISING	0102397406	5815	ADVERTISING	269.32
						CHECK TOTAL:	269.32
00398180	06/17/19	OCEAN Institute	MISC OUTSIDE VENDOR	0108015570	5860	MISC OUTSIDE VENDOR	301.00
						CHECK TOTAL:	301.00
00398181	06/17/19	Southwest School and O	MATERIALS & SUPPLIES-INSTRUCT	0107011005	4310	MATERIALS & SUPPLIES-INS	30.41
						CHECK TOTAL:	30.41
00398182	06/17/19	SPEAR Sports Performan	5/20/19 - 5/31/19	0105315040	5860	MISC OUTSIDE VENDOR	1,900.00
						CHECK TOTAL:	1,900.00
00398183	06/17/19	Staff Rehab	MAY 2019	0104172860	5831	CONSULTANTS-OTHER	6,578.00
						CHECK TOTAL:	6,578.00
00398184	06/17/19	THE GARLAND COMPANY IN	ROOFING	0105497411	6209	ROOFING	2,687.82
			ROOFING	0105497411	6209	ROOFING	9,263.44
						CHECK TOTAL:	11,951.26
00398185	06/17/19	Hollandia Dairy Inc	FOOD	1302277426	4700	FOOD	145.29
						CHECK TOTAL:	145.29
00398186	06/17/19	THE GARLAND COMPANY IN	ROOFING	4005498440	6209	ROOFING	3,097.60
						CHECK TOTAL:	3,097.60
00398187	06/17/19	JL Surveying	PLANNING/ENGINEERING FEES	4206498700	6219	PLANNING/ENGINEERING FEE	4,320.00
						CHECK TOTAL:	4,320.00

LAGUNA BEACH USD
MON, JUN 17, 2019,

06/17/19

Commercial Check Register

All Entries Requested

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7:52 AM --req: RGHAUG----leg: 76 ----loc: 94DISB----job: 21370205 #J186--prog: BK514 <1.3 >--report id: CKOCLIST

Check Stock: 76

<u>Check #</u>	<u>Register</u>	<u>Payee Name</u>	<u>Description</u>	<u>Key</u>	<u>Object</u>	<u>Object Description</u>	<u>Check Amount</u>
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							103,288.83

Check Stock: 76

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00398188	06/18/19	Air-Ex Air Conditionin	HVAC HVAC	0107477408	5660	HVAC	702.18
				0108477408	5660	HVAC	270.13
						CHECK TOTAL:	972.31
00398189	06/18/19	AMERICAN LOGISTICS COM	MAY 2019	0104256700	5100	SUBAGREEMENTS FOR SERVIC	32,130.00
						CHECK TOTAL:	32,130.00
00398190	06/18/19	BEST Contracting Servi	ROOFING	0105497411	6209	ROOFING	945.25
						CHECK TOTAL:	945.25
00398191	06/18/19	Eagle Software	TRAVEL & CONFERENCE	0113457175	5220	TRAVEL & CONFERENCE	1,800.00
						CHECK TOTAL:	1,800.00
00398192	06/18/19	Fisher Science Educati	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	75.43
			MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	127.47
						CHECK TOTAL:	202.90
00398193	06/18/19	Flinn Scientific	MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	31.25
						CHECK TOTAL:	31.25
00398194	06/18/19	JFK Transportation	6/5 - GETTY CENTER	0105011012	5865	CHARTER BUS-ATHLETIC/FIE	750.25
			6/5 - BROAD MUSEUM	0105011012	5865	CHARTER BUS-ATHLETIC/FIE	596.25
			5/21 - BROAD MUSEUM	0105011012	5865	CHARTER BUS-ATHLETIC/FIE	769.50
						CHECK TOTAL:	2,116.00
00398195	06/18/19	Lordsburg Communicatio	OUTSIDE PRINTING	0110397140	5870	OUTSIDE PRINTING	188.35
						CHECK TOTAL:	188.35
00398196	06/18/19	Office Depot	PRINTERS <\$250 & INK/SUPPLIES	0102397406	4322	PRINTERS <\$250 & INK/SUP	132.62
			GENERAL SUPPLIES-NON INSTRUCT	0102397406	4340	GENERAL SUPPLIES-NON INS	37.22
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	183.07
			GENERAL SUPPLIES-NON INSTRUCT	0108091005	4340	GENERAL SUPPLIES-NON INS	28.93
						CHECK TOTAL:	381.84
00398197	06/18/19	Penske Truck Leasing C	RENTAL EXPENSE	0105315015	5620	RENTAL EXPENSE	224.21
						CHECK TOTAL:	224.21
00398198	06/18/19	PITNEY BOWES GLOBAL FI	3/24/19 - 6/23/19	0106091008	5910	POSTAGE/DELIVERY	189.39
						CHECK TOTAL:	189.39
00398199	06/18/19	SCHNEIDER ELECTRIC BUI	ACCOUNTS PAYABLE MANUAL	0100004910	9510	ACCOUNTS PAYABLE MANUAL	143,502.00
						CHECK TOTAL:	143,502.00
00398200	06/18/19	Southern California Ed	MAY 2019	0102477409	5520	LIGHT & PCWER	1,665.20

Check Stock: 76

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
			MAY 2019	0105477409	5520	LIGHT & POWER	8,237.76
			MAY 2019	0106477409	5520	LIGHT & PCWER	5,215.54
			MAY 2019	0107477409	5520	LIGHT & PCWER	10.32
			MARCH 2019	0107477409	5520	LIGHT & PCWER	2,637.77
						CHECK TOTAL:	17,766.59
00398201	06/18/19	SPEAR Sports Performan	5/1/19 - 5/31/19	0105315040	5860	MISC OUTSIDE VENDOR	462.50
						CHECK TOTAL:	462.50
00398202	06/18/19	Staples Advantage	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	618.59
			MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	13.41
			MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	13.41
						CHECK TOTAL:	645.41
00398203	06/18/19	STONEMAN, DAVID	MISC OUTSIDE VENDOR	0105091012	5860	MISC OUTSIDE VENDOR	125.00
						CHECK TOTAL:	125.00
00398204	06/18/19	West Coast Fire & Inte	JUNE 2019	0105477409	5560	ALARM SERVICES	50.00
			JUNE 2019	0105477409	5560	ALARM SERVICES	90.00
			JUNE 2019	0106477409	5560	ALARM SERVICES	50.00
			JUNE 2019	0107477409	5560	ALARM SERVICES	50.00
			JUNE 2019	0108477409	5560	ALARM SERVICES	50.00
			JUNE 2019	0102477409	5560	ALARM SERVICES	80.00
						CHECK TOTAL:	370.00
00398205	06/18/19	Ruhnau Clarke Architec	ARCHITECTURAL DESIGN FEES	2505498410	6220	ARCHITECTURAL DESIGN FEE	1,400.00
						CHECK TOTAL:	1,400.00
00398206	06/18/19	BEST Contracting Servi	ADMINISTRATIVE STIPENDS	4005498440	6209	ROOFING	2,470.00
			ROOFING	4007498440	6209	ROOFING	2,945.00
						CHECK TOTAL:	5,415.00
00398207	06/18/19	SCHNEIDER ELECTRIC BUI	ACCOUNTS PAYABLE MANUAL	4000008440	9510	ACCOUNTS PAYABLE MANUAL	156,641.42
			HVAC	4005498946	6205	HVAC	20,332.48
						CHECK TOTAL:	176,973.90
00398208	06/18/19	Ruhnau Clarke Architec	PLANNING/ENGINEERING FEES	4206498510	6219	PLANNING/ENGINEERING FEE	866.25
			PLANNING/ENGINEERING FEES	4206498700	6219	PLANNING/ENGINEERING FEE	1,515.00
						CHECK TOTAL:	2,381.25
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							388,223.15

Check Stock: 76

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00398209	06/19/19	Air-Ex Air Conditionin	HVAC	0105477408	5660	HVAC	878.62
						CHECK TOTAL:	878.62
00398210	06/19/19	All American Trophy &	MATERIALS & SUPPLIES-INSTRUCT	0105015590	4310	MATERIALS & SUPPLIES-INS	428.85
						CHECK TOTAL:	428.85
00398211	06/19/19	ANCHOR ELECTRIC	ELECTRICAL REPAIRS	0105477408	5661	ELECTRICAL REPAIRS	90.00
						CHECK TOTAL:	90.00
00398212	06/19/19	Apple Computer Inc.	EQUIPMENT-COMPUTER \$500-\$5000	0113457175	4460	EQUIPMENT-COMPUTER \$500-	106.67
						CHECK TOTAL:	106.67
00398213	06/19/19	BrightView Landscape S	LANDSCAPE/IRRIGATION	0105477409	5680	LANDSCAPE/IRRIGATION	1,004.00
			LANDSCAPE/IRRIGATION	0107477409	5680	LANDSCAPE/IRRIGATION	609.00
			MAY 2019	0102477409	5680	LANDSCAPE/IRRIGATION	621.94
			MAY 2019	0105477409	5680	LANDSCAPE/IRRIGATION	5,904.69
			MAY 2019	0106477409	5680	LANDSCAPE/IRRIGATION	3,109.70
			MAY 2019	0107477409	5680	LANDSCAPE/IRRIGATION	4,249.93
			MAY 2019	0108477409	5680	LANDSCAPE/IRRIGATION	3,627.99
						CHECK TOTAL:	19,127.25
00398214	06/19/19	CDW GOVERNMENT LLC	COMPUTER SUPPLIES	0113457175	4320	COMPUTER SUPPLIES	262.50
			COMPUTER EQUIPMENT>\$5000	0113457175	6460	COMPUTER EQUIPMENT>\$5000	35,941.24
						CHECK TOTAL:	36,203.74
00398215	06/19/19	Cintas Corporation Loc	OTHER CUSTODIAL SUPPLIES	0106477409	4361	OTHER CUSTODIAL SUPPLIES	218.37
			OTHER CUSTODIAL SUPPLIES	0107477409	4361	OTHER CUSTODIAL SUPPLIES	143.86
						CHECK TOTAL:	362.23
00398216	06/19/19	Cox Communications	JUNE 2019	0100005090	8699	ALL OTHER LOCAL REVENUE	-6,222.28
			JUNE 2019	0100005090	8699	ALL OTHER LOCAL REVENUE	-75.00
			JUNE 2019	0113457175	5940	INTERNET CONNECTIVITY	11,983.13
			JUNE 2019	0113457175	5940	INTERNET CONNECTIVITY	268.21
			MAY 2019	0113457175	5940	INTERNET CONNECTIVITY	2,076.29
						CHECK TOTAL:	8,030.35
00398217	06/19/19	Dunn Edwards Paint	MAINTENANCE SUPPLIES	0107477408	4362	MAINTENANCE SUPPLIES	7,915.32
						CHECK TOTAL:	7,915.32
00398218	06/19/19	Void - Continued Stub	Undefined.....	Undef.	Unde	CHECK TOTAL:	0.00*
00398219	06/19/19	Durham School Services	5/1 - CREAN LUTHERAN	0105311075	5865	CHARTER BUS-ATHLETIC/FIE	398.75
			5/1 - NEWLAND STREET	0105311075	5865	CHARTER BUS-ATHLETIC/FIE	366.25
			5/2 - GS VBALL	0105311075	5865	CHARTER BUS-ATHLETIC/FIE	350.00

Check Stock: 76

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
			5/3 - SAGE HILL	0105311075	5865	CHARTER BUS-ATHLETIC/FIE	382.50
			5/7 - NEWLAND STREET	0105311075	5865	CHARTER BUS-ATHLETIC/FIE	366.25
			5/9 - NEWLAND STREET	0105311075	5865	CHARTER BUS-ATHLETIC/FIE	350.00
			4/1 - MISSION VIEJO HS	0105311075	5865	CHARTER BUS-ATHLETIC/FIE	350.00
			4/2 - HUNTINGTON BEACH H.S.	0105311075	5865	CHARTER BUS-ATHLETIC/FIE	1,062.70
			4/2 - SAN CLEMENTE H.S.	0105311075	5865	CHARTER BUS-ATHLETIC/FIE	452.70
			4/2 - EDISON H.S.	0105311075	5865	CHARTER BUS-ATHLETIC/FIE	474.80
			4/17 - NEWLAND STREET	0105311075	5865	CHARTER BUS-ATHLETIC/FIE	415.00
			4/3 - MARINA H.S.	0105311075	5865	CHARTER BUS-ATHLETIC/FIE	431.25
			4/4 - HARBOR H.S.	0105311075	5865	CHARTER BUS-ATHLETIC/FIE	463.75
			4/4 - NEWPORT HARBOR H.S.	0105311075	5865	CHARTER BUS-ATHLETIC/FIE	361.05
			4/5 - MARINA H.S.	0105311075	5865	CHARTER BUS-ATHLETIC/FIE	512.50
			4/5 - CORONA DEL MAR H.S.	0105311075	5865	CHARTER BUS-ATHLETIC/FIE	393.55
			4/5 - CORONA DEL MAR H.S.	0105311075	5865	CHARTER BUS-ATHLETIC/FIE	436.45
			4/10 - CANCELLATION	0105311075	5865	CHARTER BUS-ATHLETIC/FIE	75.00
			4/17 - FOUNTAIN VALLEY H.S.	0105311075	5865	CHARTER BUS-ATHLETIC/FIE	463.75
			4/17 - MARINA H.S.	0105311075	5865	CHARTER BUS-ATHLETIC/FIE	452.70
			4/30 - NEWPORT HARBOR H.S.	0105311075	5865	CHARTER BUS-ATHLETIC/FIE	545.00
			4/23 - CORONA DEL MAR H.S.	0105311075	5865	CHARTER BUS-ATHLETIC/FIE	458.55
			4/23 - GOLDENWEST COLLEGE	0105311075	5865	CHARTER BUS-ATHLETIC/FIE	1,187.50
			4/22 - MARINA & EDISON H.S.	0105311075	5865	CHARTER BUS-ATHLETIC/FIE	512.50
			4/19 - REDONDO UNION H.S.	0105311075	5865	CHARTER BUS-ATHLETIC/FIE	350.00
			4/19 - PROSPECT ELEMENTARY	0105311075	5865	CHARTER BUS-ATHLETIC/FIE	426.05
			4/19 - SAGE HILL H.S.	0105311075	5865	CHARTER BUS-ATHLETIC/FIE	393.55
			4/19 - FOUNTAIN VALLEY H.S.	0105311075	5865	CHARTER BUS-ATHLETIC/FIE	436.45
			4/18 - MARINA H.S.	0105311075	5865	CHARTER BUS-ATHLETIC/FIE	366.25
			4/18 - NEWPORT HARBOR H.S.	0105311075	5865	CHARTER BUS-ATHLETIC/FIE	501.45
			4/30 - LOYOLA H.S.	0105311075	5865	CHARTER BUS-ATHLETIC/FIE	350.00
			4/26 - ORANGE COAST COLLEGE	0105311075	5865	CHARTER BUS-ATHLETIC/FIE	420.20
			4/25 - CORONA DEL MAR H.S.	0105311075	5865	CHARTER BUS-ATHLETIC/FIE	350.00
			4/25 - GOLDENWEST COLLEGE	0105311075	5865	CHARTER BUS-ATHLETIC/FIE	1,388.35
			4/30 - NEWLAND STREET	0105311075	5865	CHARTER BUS-ATHLETIC/FIE	355.20
			4/3 - HUNTINGTON BEACH H.S.	0105311075	5865	CHARTER BUS-ATHLETIC/FIE	398.75
						CHECK TOTAL:	16,998.75
00398220	06/19/19	Jenny Salberg	REFRESHMENTS - NOT FOOD SERV	0106011008	4325	REFRESHMENTS - NOT FOOD	63.30
						CHECK TOTAL:	63.30
00398221	06/19/19	Konica Minolta	MAY 2019	0102397400	5650	SOFTWARE/COPIER MAINTENA	46.71
			MAY 2019	0102397400	5650	SOFTWARE/COPIER MAINTENA	51.54
			MAY 2019	0102397400	5650	SOFTWARE/COPIER MAINTENA	194.61
			MAY 2019	0102397400	5650	SOFTWARE/COPIER MAINTENA	491.09
			MAY 2019	0102397400	5650	SOFTWARE/COPIER MAINTENA	360.83
			MAY 2019	0105091012	5650	SOFTWARE/COPIER MAINTENA	1,275.20

LAGUNA BEACH USD
WED, JUN 19, 2019,

06/19/19
8:49 AM --req: JUNLXO----leg: 76

Commercial Check Register
----loc: 94DISB----job: 21378776

All Entries Requested

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#J209--prog: BK514 <1.3 >--report id: CKOCLIST

Check Stock: 76

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
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			MAY 2019	0105091012	5650	SOFTWARE/COPIER MAINTENA	111.51
			MAY 2019	0106091008	5650	SOFTWARE/COPIER MAINTENA	241.19
			MAY 2019	0106091008	5650	SOFTWARE/COPIER MAINTENA	360.23
			MAY 2019	0107091005	5650	SOFTWARE/COPIER MAINTENA	171.11
			MAY 2019	0107091005	5650	SOFTWARE/COPIER MAINTENA	105.66
			MAY 2019	0108091005	5650	SOFTWARE/COPIER MAINTENA	166.45
			MAY 2019	0108091005	5650	SOFTWARE/COPIER MAINTENA	221.51
						CHECK TOTAL:	3,853.26
00398222	06/19/19	Lemme, Rebecca Kristen	MISC OUTSIDE VENDOR	0105315017	5860	MISC OUTSIDE VENDOR	255.71
						CHECK TOTAL:	255.71
00398223	06/19/19	New Vista School	MAY 2019	0104632210	5875	TUITION	4,210.71
						CHECK TOTAL:	4,210.71
00398224	06/19/19	Rojas, Yadhira	MILEAGE - 5/13/19-5/31/19	0102013060	5210	MILEAGE REIMBURSEMENT	40.37
						CHECK TOTAL:	40.37
00398225	06/19/19	Smardan Supply Co	PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	110.57
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	452.27
			EQUIPMENT-NEW \$500-\$5000	0102477408	4410	EQUIPMENT-NEW \$500-\$5000	266.97
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	92.34
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	143.22
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	19.07
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	10.37
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	0.01
						CHECK TOTAL:	1,094.82
00398226	06/19/19	State of CA/Department	MAY 2019	0110397140	5845	FINGER PRINTING	96.00
						CHECK TOTAL:	96.00
00398227	06/19/19	Sutkowi, Jacquelyn	MISC OUTSIDE VENDOR	0105315017	5860	MISC OUTSIDE VENDOR	255.71
						CHECK TOTAL:	255.71
00398228	06/19/19	XVR Software LLC	CONSULTANTS-COMPUTER SERVICES	0113457175	5832	CONSULTANTS-COMPUTER SER	592.00
						CHECK TOTAL:	592.00
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							100,603.66

Check Stock: 76

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00398229	06/20/19	Aardvark Clay & Suppli	MATERIALS & SUPPLIES-INSTRUCT	0105015060	4310	MATERIALS & SUPPLIES-INS	593.70
			MATERIALS & SUPPLIES-INSTRUCT	0105015060	4310	MATERIALS & SUPPLIES-INS	-123.27
						CHECK TOTAL:	470.43
00398230	06/20/19	Barber & Gonzales Cons	CONSULTANTS-OTHER	0101377130	5831	CONSULTANTS-OTHER	2,663.82
						CHECK TOTAL:	2,663.82
00398231	06/20/19	Capano, Ignazio	MILEAGE - 1/11/19-5/10/19	0113457175	5210	MILEAGE REIMBURSEMENT	17.40
						CHECK TOTAL:	17.40
00398232	06/20/19	DOHENY PLUMBING INC.	PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	608.00
						CHECK TOTAL:	608.00
00398233	06/20/19	Dunn Edwards Paint	MAINTENANCE SUPPLIES	0108477408	4362	MAINTENANCE SUPPLIES	78.53
						CHECK TOTAL:	78.53
00398234	06/20/19	Firebrand Media LLC	MISC OUTSIDE VENDOR	0110377145	5860	MISC OUTSIDE VENDOR	2,334.50
						CHECK TOTAL:	2,334.50
00398235	06/20/19	ImPACT Applications In	SOFTWARE - NON INSTRUCTIONAL	0102395980	4350	SOFTWARE - NON INSTRUCTI	875.00
						CHECK TOTAL:	875.00
00398236	06/20/19	LBHS ASB	ADVERTISING	0102014345	5815	ADVERTISING	390.00
						CHECK TOTAL:	390.00
00398237	06/20/19	LBUSD Revolving Cash F	MID MONTH PAYROLL-S.MURPHY	01	9360	MID MONTH PAYROLL	-538.25
			BANK SVC CHRG - MAY 2019	0102397400	5820	BANKING SERVICES	14.92
			MISC OUTSIDE VENDOR	0108015570	5860	MISC OUTSIDE VENDOR	667.50
						CHECK TOTAL:	144.17
00398238	06/20/19	Office Depot	MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	299.14
						CHECK TOTAL:	299.14
00398239	06/20/19	PAPER RECYCLING AND SH	OTHER MAINTENANCE SERVICES	0101377100	5692	OTHER MAINTENANCE SERVIC	50.00
						CHECK TOTAL:	50.00
00398240	06/20/19	ProGroup	MISC OUTSIDE VENDOR	0106011008	5860	MISC OUTSIDE VENDOR	629.63
						CHECK TOTAL:	629.63
00398241	06/20/19	Staples Advantage	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	446.00
						CHECK TOTAL:	446.00
00398242	06/20/19	U.S. Bank National Ass	REFRESHMENTS - NOT FOOD SERV	0101377100	4325	REFRESHMENTS - NOT FOOD	556.74
			REFRESHMENTS - NOT FOOD SERV	0101377100	4325	REFRESHMENTS - NOT FOOD	213.65

LAGUNA BEACH USD
THU, JUN 20, 2019,

06/20/19
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Commercial Check Register
----loc: 94DISB----job: 21383343

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Check Stock: 76

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
			GENERAL SUPPLIES-NON INSTRUCT	0101377100	4340	GENERAL SUPPLIES-NON INS	48.48
			GENERAL SUPPLIES-NON INSTRUCT	0101377100	4340	GENERAL SUPPLIES-NON INS	364.03
			PUBLICATIONS & JOURNALS	0101377100	4365	PUBLICATIONS & JOURNALS	15.96
			SUBSCRIPTIONS	0101377100	4368	SUBSCRIPTIONS	14.99
			TRAVEL & CONFERENCE	0101377100	5220	TRAVEL & CONFERENCE	220.35
			TRAVEL & CONFERENCE	0101377350	5220	TRAVEL & CONFERENCE	955.70
			TRAVEL & CONFERENCE	0101377350	5220	TRAVEL & CONFERENCE	764.78
			TRAVEL & CONFERENCE	0101377350	5220	TRAVEL & CONFERENCE	1,578.80
			REFRESHMENTS - NOT FOOD SERV	0102013060	4325	REFRESHMENTS - NOT FOOD	851.09
			REFRESHMENTS - NOT FOOD SERV	0102013075	4325	REFRESHMENTS - NOT FOOD	3,420.51
			REFRESHMENTS - NOT FOOD SERV	0102014345	4325	REFRESHMENTS - NOT FOOD	167.75
			TRAVEL & CONFERENCE	0102014740	5220	TRAVEL & CONFERENCE	5,132.40
			TRAVEL & CONFERENCE	0102014740	5220	TRAVEL & CONFERENCE	935.88
			TRAVEL & CONFERENCE	0102014740	5220	TRAVEL & CONFERENCE	6,679.29
			REFRESHMENTS - NOT FOOD SERV	0102015380	4325	REFRESHMENTS - NOT FOOD	1,146.45
			REFRESHMENTS - NOT FOOD SERV	0102015380	4325	REFRESHMENTS - NOT FOOD	213.93
			GENERAL SUPPLIES-NON INSTRUCT	0102175425	4340	GENERAL SUPPLIES-NON INS	1,871.88
			REFRESHMENTS - NOT FOOD SERV	0104072000	4325	REFRESHMENTS - NOT FOOD	115.44
			PUBLICATIONS & JOURNALS	0104072000	4365	PUBLICATIONS & JOURNALS	58.82
			MATERIALS & SUPPLIES-INSTRUCT	0104613150	4310	MATERIALS & SUPPLIES-INS	27.94
			TRAVEL & CONFERENCE	0104613150	5220	TRAVEL & CONFERENCE	1,136.68
			TRAVEL & CONFERENCE	0104644575	5220	TRAVEL & CONFERENCE	189.75
			MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	582.33
			MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	347.31
			TRAVEL & CONFERENCE	0105011012	5220	TRAVEL & CONFERENCE	-14.64
			REFRESHMENTS - NOT FOOD SERV	0105015040	4325	REFRESHMENTS - NOT FOOD	-254.69
			REFRESHMENTS - NOT FOOD SERV	0105091012	4325	REFRESHMENTS - NOT FOOD	26.25
			GENERAL SUPPLIES-NON INSTRUCT	0105091012	4340	GENERAL SUPPLIES-NON INS	109.91
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	383.80
			REFRESHMENTS - NOT FOOD SERV	0106011008	4325	REFRESHMENTS - NOT FOOD	377.63
			TRAVEL & CONFERENCE	0106011008	5220	TRAVEL & CONFERENCE	1,383.82
			MISC OUTSIDE VENDOR	0106011008	5860	MISC OUTSIDE VENDOR	585.60
			GENERAL SUPPLIES-NON INSTRUCT	0106091008	4340	GENERAL SUPPLIES-NON INS	36.11
			POSTAGE/DELIVERY	0106091008	5910	POSTAGE/DELIVERY	110.00
			REFRESHMENTS - NOT FOOD SERV	0107091005	4325	REFRESHMENTS - NOT FOOD	36.96
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	52.19
			TRAVEL & CONFERENCE	0108011005	5220	TRAVEL & CONFERENCE	3,698.64
			MATERIALS & SUPPLIES-INSTRUCT	0108015040	4310	MATERIALS & SUPPLIES-INS	8.40
			GENERAL SUPPLIES-NON INSTRUCT	0108091005	4340	GENERAL SUPPLIES-NON INS	167.69
			MISC OUTSIDE VENDOR	0109116100	5860	MISC OUTSIDE VENDOR	370.98
			MATERIALS & SUPPLIES-INSTRUCT	0109156100	4310	MATERIALS & SUPPLIES-INS	234.96
			MATERIALS & SUPPLIES-INSTRUCT	0109156100	4310	MATERIALS & SUPPLIES-INS	32.47
			GENERAL SUPPLIES-NON INSTRUCT	0109156100	4340	GENERAL SUPPLIES-NON INS	63.20
			ANNUAL SOFTWARE LICENSE FEE	0109156100	5805	ANNUAL SOFTWARE LICENSE	338.94

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Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
			OTHER BOOKS	0109397150	4220	OTHER BOOKS	50.00
			OTHER BOOKS	0109397150	4220	OTHER BOOKS	889.76
			REFRESHMENTS - NOT FOOD SERV	0109397150	4325	REFRESHMENTS - NOT FOOD	120.84
			GENERAL SUPPLIES-NON INSTRUCT	0109397150	4340	GENERAL SUPPLIES-NON INS	53.94
			GENERAL SUPPLIES-NON INSTRUCT	0109397150	4340	GENERAL SUPPLIES-NON INS	452.22
			DUES & MEMBERSHIPS	0109397150	5310	DUES & MEMBERSHIPS	89.00
			REFRESHMENTS - NOT FOOD SERV	0110397140	4325	REFRESHMENTS - NOT FOOD	477.93
			REFRESHMENTS - NOT FOOD SERV	0110397140	4325	REFRESHMENTS - NOT FOOD	94.39
			REFRESHMENTS - NOT FOOD SERV	0110397140	4325	REFRESHMENTS - NOT FOOD	80.05
			REFRESHMENTS - NOT FOOD SERV	0110705380	4325	REFRESHMENTS - NOT FOOD	139.85
			REFRESHMENTS - NOT FOOD SERV	0113457175	4325	REFRESHMENTS - NOT FOOD	252.14
			TRAVEL & CONFERENCE	0113457175	5220	TRAVEL & CONFERENCE	721.07
			ANNUAL SOFTWARE LICENSE FEE	0113457175	5805	ANNUAL SOFTWARE LICENSE	99.99
						CHECK TOTAL:	38,880.33
00398243	06/20/19	VORTEX INDUSTRIES INC.	CONTRACT SERVICES	0106477408	5610	CONTRACT SERVICES	815.00
						CHECK TOTAL:	815.00
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							48,701.95

Check Stock: 76

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00398244	06/24/19	Baker Party Rentals In	MISC OUTSIDE VENDOR	0105015350	5860	MISC OUTSIDE VENDOR	2,726.00
						CHECK TOTAL:	2,726.00
00398245	06/24/19	BrightView Landscape S	LANDSCAPE/IRRIGATION	0105477409	5680	LANDSCAPE/IRRIGATION	349.94
			LANDSCAPE/IRRIGATION	0107477409	5680	LANDSCAPE/IRRIGATION	360.00
						CHECK TOTAL:	709.94
00398246	06/24/19	Durham School Services	MAY 2019	0102256700	5100	SUBAGREEMENTS FOR SERVIC	138,225.16
			MAY 2019	0107011005	5855	CHARTER BUS-HOME TO SCHO	1,586.70
			4/4 - OCEAN INSTITUTE	0107011005	5865	CHARTER BUS-ATHLETIC/FIE	147.06
			5/31 - NIX NATURE	0107011005	5865	CHARTER BUS-ATHLETIC/FIE	172.00
			5/29 - TMS	0107011005	5865	CHARTER BUS-ATHLETIC/FIE	221.88
			4/2 - LB ART MUSEUM	0107015570	5865	CHARTER BUS-ATHLETIC/FIE	103.63
			4/25 - OC ROPES	0107015600	5865	CHARTER BUS-ATHLETIC/FIE	239.94
			5/22 - RANCHO WILDLIFE	0107015600	5865	CHARTER BUS-ATHLETIC/FIE	179.31
			5/3 - KNOTT'S	0107015600	5865	CHARTER BUS-ATHLETIC/FIE	526.75
			MAY 2019	0108011005	5855	CHARTER BUS-HOME TO SCHO	691.23
			5/22 - TMS	0108011005	5865	CHARTER BUS-ATHLETIC/FIE	218.87
			4/1 - SHIPLEY NATURE	0108015570	5865	CHARTER BUS-ATHLETIC/FIE	444.19
			5/2 - LAGUNA ART MUSEUM	0108015570	5865	CHARTER BUS-ATHLETIC/FIE	118.25
			5/3 - LAGUNA ART MUSEUM	0108015570	5865	CHARTER BUS-ATHLETIC/FIE	139.75
			MAY 2018	0108015600	5855	CHARTER BUS-HOME TO SCHO	691.22
			4/25 - OC ROPES	0108015600	5865	CHARTER BUS-ATHLETIC/FIE	225.75
						CHECK TOTAL:	143,931.69
00398247	06/24/19	Follett School Solutio	MATERIALS & SUPPLIES-INSTRUCT	0108015040	4310	MATERIALS & SUPPLIES-INS	821.86
						CHECK TOTAL:	821.86
00398248	06/24/19	JW Pepper	MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	85.44
						CHECK TOTAL:	85.44
00398249	06/24/19	Office Depot	PRINTERS <\$250 & INK/SUPPLIES	0101377100	4322	PRINTERS <\$250 & INK/SUP	577.59
			GENERAL SUPPLIES-NON INSTRUCT	0101377100	4340	GENERAL SUPPLIES-NON INS	51.77
			EQUIPMENT-NEW \$500-\$5000	0102014345	4410	EQUIPMENT-NEW \$500-\$5000	646.49
			GENERAL SUPPLIES-NON INSTRUCT	0102397406	4340	GENERAL SUPPLIES-NON INS	54.94
			GENERAL SUPPLIES-NON INSTRUCT	0102397406	4340	GENERAL SUPPLIES-NON INS	-54.94
			GENERAL SUPPLIES-NON INSTRUCT	0102397406	4340	GENERAL SUPPLIES-NON INS	43.09
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	15.65
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	15.65
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	-15.65
			GENERAL SUPPLIES-NON INSTRUCT	0108091005	4340	GENERAL SUPPLIES-NON INS	40.54
			MATERIALS & SUPPLIES-INSTRUCT	0108091005	4340	GENERAL SUPPLIES-NON INS	-356.22
			GENERAL SUPPLIES-NON INSTRUCT	0108091005	4340	GENERAL SUPPLIES-NON INS	53.07
						CHECK TOTAL:	1,071.98

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Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00398250	06/24/19	Regents of UCI	CONSULTANTS-INSTRUCTIONAL	0102015380	5830	CONSULTANTS-INSTRUCTIONAL	11,000.00
						CHECK TOTAL:	11,000.00
00398251	06/24/19	Southern California Ed	APRIL 2019	0102477409	5520	LIGHT & POWER	1,616.89
			APRIL 2019	0105477409	5520	LIGHT & POWER	7,804.26
			APRIL 2019	0106477409	5520	LIGHT & POWER	5,446.14
			APRIL 2019	0107477409	5520	LIGHT & POWER	10.56
						CHECK TOTAL:	14,877.85
00398252	06/24/19	SPEAR Sports Performan	12/6/18 - 12/19/18	0105315040	5860	MISC OUTSIDE VENDOR	1,400.00
			2/4/19 - 2/15/19	0105315040	5860	MISC OUTSIDE VENDOR	1,700.00
						CHECK TOTAL:	3,100.00
00398253	06/24/19	UCI Writing Project	TRAVEL & CONFERENCE	0105011012	5220	TRAVEL & CONFERENCE	580.00
						CHECK TOTAL:	580.00
00398254	06/24/19	VICIS Inc.	MISC REPAIR	0105311075	5690	MISC REPAIR	7,675.00
						CHECK TOTAL:	7,675.00
00398255	06/24/19	WINSOR LEARNING INC.	MATERIALS & SUPPLIES-INSTRUCT	0102014105	4310	MATERIALS & SUPPLIES-INS	3,537.97
						CHECK TOTAL:	3,537.97
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							190,117.73

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Check Stock: 76

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00398256	06/25/19	Harbottle Law Group	MAY 2019	0109397150	5835	LEGAL EXPENSE	602.00
			MAY 2019	0104072000	5835	LEGAL EXPENSE	11,260.38
						CHECK TOTAL:	11,862.38

TOTAL FOR STOCK 76 Laguna Beach's check stock ID 11,862.38

Check Stock: 76

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00398257	07/02/19	AA Beekeeper	CONTRACT SERVICES	0105477408	5610	CONTRACT SERVICES	350.00
						CHECK TOTAL:	350.00
00398258	07/02/19	ABEDI Inc.	MAY 2019	0104602140	5894	IBI SUPERVISION	880.00
			MAY 2019	0104602140	5894	IBI SUPERVISION	7,629.00
			MAY 2019	0104602140	5894	IBI SUPERVISION	102.52
						CHECK TOTAL:	8,611.52
00398259	07/02/19	Air-Ex Air Conditionin	HVAC	0105477408	5660	HVAC	583.90
			HVAC	0108477408	5660	HVAC	529.87
						CHECK TOTAL:	1,113.77
00398260	07/02/19	ALL CITY MANAGEMENT SE	5/19/19 - 6/1/19	0106098040	5860	MISC OUTSIDE VENDOR	668.59
						CHECK TOTAL:	668.59
00398261	07/02/19	American Science & Sur	MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	227.85
						CHECK TOTAL:	227.85
00398262	07/02/19	Ann Moneymaker	MILEAGE - 5/7/19-6/20/19	0102477408	5220	TRAVEL & CONFERENCE	40.14
						CHECK TOTAL:	40.14
00398263	07/02/19	AT&T	MAY 2019	0102477409	5920	TELEPHONE SERVICE	30.10
			MAY 2019	0106477409	5920	TELEPHONE SERVICE	9.15
						CHECK TOTAL:	39.25
00398264	07/02/19	Atkinson Andelson Loya	MAY 2019	0102397400	5835	LEGAL EXPENSE	4,232.81
			MAY 2019	0110397140	5835	LEGAL EXPENSE	9,556.31
						CHECK TOTAL:	13,789.12
00398265	07/02/19	Bergen, Ana	MATERIALS & SUPPLIES-INSTRUCT	0105014730	4310	MATERIALS & SUPPLIES-INS	157.51
						CHECK TOTAL:	157.51
00398266	07/02/19	BERTRAND'S HORN IMPROV	MISC REPAIR	0102011190	5690	MISC REPAIR	211.90
						CHECK TOTAL:	211.90
00398267	07/02/19	BEST Contracting Servi	ROOFING	0107477408	5609	ROOFING	5,000.00
						CHECK TOTAL:	5,000.00
00398268	07/02/19		MARCH 2019 - ACAD SUPPORT	0104632900	5878	PARENT REIMBURSEMENT (LE	495.00
			APRIL 2019	0104632900	5878	PARENT REIMBURSEMENT (LE	2,230.00
			MAY 2019	0104632900	5878	PARENT REIMBURSEMENT (LE	2,230.00
			APRIL 2019 - ACAD SUPPORT	0104632900	5878	PARENT REIMBURSEMENT (LE	495.00
			MAY 2019 - ACAD SUPPORT	0104632900	5878	PARENT REIMBURSEMENT (LE	570.00
						CHECK TOTAL:	6,020.00

Check Stock: 76

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00398269	07/02/19	Cintas Corporation Loc	OTHER CUSTODIAL SUPPLIES	0105477409	4361	OTHER CUSTODIAL SUPPLIES	366.44
						CHECK TOTAL:	366.44
00398270	07/02/19		JUNE 2019 - EXTENDED DAY	0104602150	5877	PRESCHOOL TUITION	165.00
						CHECK TOTAL:	165.00
00398271	07/02/19	College and Career Adv	ALL OTHER TRANSFERS TO JPA	0100546206	7283	ALL OTHER TRANSFERS TO J	175,820.88
						CHECK TOTAL:	175,820.88
00398272	07/02/19	Conlay, James	MISC OUTSIDE VENDOR	0106011008	5860	MISC OUTSIDE VENDOR	200.00
						CHECK TOTAL:	200.00
00398273	07/02/19	Cox Communications	JUNE 2019	0106091008	5860	MISC OUTSIDE VENDOR	18.00
			JUNE 2019	0113457175	5940	INTERNET CONNECTIVITY	97.69
						CHECK TOTAL:	115.69
00398274	07/02/19	Culver Newlin Inc.	EQUIPMENT-NEW \$500-\$5000	0105091012	4410	EQUIPMENT-NEW \$500-\$5000	176.55
						CHECK TOTAL:	176.55
00398275	07/02/19	Dan's Thermal Services	CONTRACT SERVICES	0106477408	5610	CONTRACT SERVICES	212.50
			CONTRACT SERVICES	0105477408	5610	CONTRACT SERVICES	483.31
						CHECK TOTAL:	695.81
00398276	07/02/19	Durham Schcol Services	5/28 - OCEAN INSTITUTE	0104256700	5100	SUBAGREEMENTS FOR SERVIC	175.44
			MAY 2019	0104256700	5100	SUBAGREEMENTS FOR SERVIC	33,658.62
			5/2 - SADDLEBACK	0104644575	5865	CHARTER BUS-ATHLETIC/FIE	161.25
			5/15 - HURLEY	0104644575	5865	CHARTER BUS-ATHLETIC/FIE	215.00
			MAY 2019	0106011008	5855	CHARTER BUS-HOME TO SCHO	2,243.74
			4/6 - LAX	0106015570	5865	CHARTER BUS-ATHLETIC/FIE	175.44
			4/13 - LAX	0106015570	5865	CHARTER BUS-ATHLETIC/FIE	164.69
			5/23 - SHUTTLE	0106015570	5865	CHARTER BUS-ATHLETIC/FIE	121.69
			5/28 - OCEAN INSTITUTE	0108015570	5865	CHARTER BUS-ATHLETIC/FIE	164.69
						CHECK TOTAL:	37,080.56
00398277	07/02/19	Family Tree Optometric	MAY 2019	0104632900	5888	VISION THERAPY	696.00
			APRIL 2019	0104632900	5888	VISION THERAPY	480.00
						CHECK TOTAL:	1,176.00
00398278	07/02/19	Ferguson Enterprises L	PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	37.34
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	52.89
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	37.52
						CHECK TOTAL:	127.75

LAGUNA BEACH USD
TUE, JUL 02, 2019,

07/02/19
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Commercial Check Register

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----loc: 94DISB----job: 21420576 #J138--prog: BK514 <1.3 >--report id: CKOCLIST

Check Stock: 76

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00398279	07/02/19	Finished Results	MISC OUTSIDE VENDOR	0106011008	5860	MISC OUTSIDE VENDOR	750.00
						CHECK TOTAL:	750.00
00398280	07/02/19	Fisher Science Educati	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	130.69
						CHECK TOTAL:	130.69
00398281	07/02/19	Follett School Solutio	MATERIALS & SUPPLIES-INSTRUCT	0107015040	4310	MATERIALS & SUPPLIES-INS	115.23
						CHECK TOTAL:	115.23
00398282	07/02/19	Frontier California In	JUNE 2019	0105477409	5920	TELEPHONE SERVICE	68.15
						CHECK TOTAL:	68.15
00398283	07/02/19	Frontier California In	JUNE 2019	0102477409	5920	TELEPHONE SERVICE	398.56
			JUNE 2019	0105477409	5920	TELEPHONE SERVICE	197.64
			JUNE 2019	0106477409	5920	TELEPHONE SERVICE	114.93
			JUNE 2019	0107477409	5920	TELEPHONE SERVICE	167.03
			JUNE 2019	0108477409	5920	TELEPHONE SERVICE	114.31
						CHECK TOTAL:	992.47
00398284	07/02/19	Ganahl Lumber	PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	5.37
						CHECK TOTAL:	5.37
00398285	07/02/19	Glass, Alicia	JUNE 2019 - MILEAGE	0104256700	5880	TRANSPORTATION-IN LIEU	250.40
						CHECK TOTAL:	250.40
00398286	07/02/19	Golden State Fence Com	CONTRACT SERVICES	0108477408	5610	CONTRACT SERVICES	957.45
						CHECK TOTAL:	957.45
00398287	07/02/19		JUNE 2019 - EXTENDED DAY	0104602150	5877	PRESCHOOL TUITION	165.00
						CHECK TOTAL:	165.00
00398288	07/02/19	GST	COMPUTER SUPPLIES	0113457175	4320	COMPUTER SUPPLIES	295.92
			COMPUTER SUPPLIES	0113457175	4320	COMPUTER SUPPLIES	3,625.07
			EQUIPMENT-NEW \$500-\$5000	0106011008	4410	EQUIPMENT-NEW \$500-\$5000	1,175.84
						CHECK TOTAL:	5,096.83
00398289	07/02/19	HARTFORD, ALONDA	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	54.35
						CHECK TOTAL:	54.35
00398290	07/02/19	HIDDLESON LISTENING LA	MAY 2019	0104632900	5889	OTHER THERAPY	1,725.00
						CHECK TOTAL:	1,725.00
00398291	07/02/19	Hunnicutt, Dawn	MATERIALS & SUPPLIES-INSTRUCT	0105015040	4310	MATERIALS & SUPPLIES-INS	157.62
			MATERIALS & SUPPLIES-INSTRUCT	0105015040	4310	MATERIALS & SUPPLIES-INS	262.16

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Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
CHECK TOTAL:							419.78
00398292	07/02/19	Irvine Ranch Water Dis	SEWER FEES	0107477409	5555	SEWER FEES	152.37
CHECK TOTAL:							152.37
00398293	07/02/19	Jenny's Fabrics	MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	169.91
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	86.57
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	37.93
CHECK TOTAL:							294.41
00398294	07/02/19	Maintex	OTHER CUSTODIAL SUPPLIES	0105477409	4361	OTHER CUSTODIAL SUPPLIES	47.58
			OTHER CUSTODIAL SUPPLIES	0105477409	4361	OTHER CUSTODIAL SUPPLIES	-47.58
			OTHER CUSTODIAL SUPPLIES	0108477409	4361	OTHER CUSTODIAL SUPPLIES	39.87
CHECK TOTAL:							39.87
00398295	07/02/19	Mardan Center of Educa	JUNE 2019	0104632210	5875	TUITION	1,829.70
CHECK TOTAL:							1,829.70
00398296	07/02/19		6/10/19	0104632900	5878	PARENT REIMBURSEMENT (LE	357.50
CHECK TOTAL:							357.50
00398297	07/02/19	Midas of Laguna Beach	VEHICLE REPAIR	0102477408	5640	VEHICLE REPAIR	539.95
CHECK TOTAL:							539.95
00398298	07/02/19	Mossa, Luisa	6/11-6/13 - RTC TESTING	0104613150	5220	TRAVEL & CONFERENCE	693.72
CHECK TOTAL:							693.72
00398299	07/02/19	New Vista School	JUNE 2019	0104632210	5875	TUITION	2,015.10
CHECK TOTAL:							2,015.10
00398300	07/02/19	OCDE	OUTSIDE PRINTING	0110377145	5870	OUTSIDE PRINTING	5,764.63
			JUNE 2019	0104542110	7142	IAA-PAYMENTS TO COUNTY O	9,049.16
CHECK TOTAL:							14,813.79
00398301	07/02/19	Office Depot	GENERAL SUPPLIES-NON INSTRUCT	0101377100	4340	GENERAL SUPPLIES-NON INS	80.17
			PRINTERS <\$250 & INK/SUPPLIES	0110397140	4322	PRINTERS <\$250 & INK/SUP	1,360.66
			PRINTERS <\$250 & INK/SUPPLIES	0113457175	4322	PRINTERS <\$250 & INK/SUP	203.41
CHECK TOTAL:							1,644.24
00398302	07/02/19	Procure America Inc	APRIL 2019 - WIRELESS	0102477409	5831	CONSULTANTS-OTHER	1,129.84
			APRIL 2019 - WIRELESS	0102477409	5831	CONSULTANTS-OTHER	73.69
CHECK TOTAL:							1,203.53
00398303	07/02/19	Quality Office Furnish	EQUIPMENT-NEW \$500-\$5000	0101377100	4410	EQUIPMENT-NEW \$500-\$5000	1,864.38

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						CHECK TOTAL:	1,864.38
00398304	07/02/19	Ralphs Grocery Company	MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	64.90
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	89.01
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	50.97
						CHECK TOTAL:	204.88
00398305	07/02/19	Safety 1st Pest Contro	MAY 2019	0102477409	5550	PEST CONTROL	50.00
			MAY 2019	0105477409	5550	PEST CONTROL	175.00
			MAY 2019	0106477409	5550	PEST CONTROL	125.00
			MAY 2019	0107477409	5550	PEST CONTROL	125.00
			MAY 2019	0108477409	5550	PEST CONTROL	125.00
						CHECK TOTAL:	600.00
00398306	07/02/19	Satellite Phone Store	MOBILE COMMUNICATIONS	0113457175	5930	MOBILE COMMUNICATIONS	906.66
						CHECK TOTAL:	906.66
00398307	07/02/19	Seneca Family of Agenc	MAY 2019	0104132750	5889	OTHER THERAPY	300.00
						CHECK TOTAL:	300.00
00398308	07/02/19	Southern Calif Gas Co.	MAY 2019	0107477409	5510	HEAT - UTILITIES	112.24
						CHECK TOTAL:	112.24
00398309	07/02/19	Southern California Ed	APRIL 2019	0108477409	5520	LIGHT & POWER	2,817.21
						CHECK TOTAL:	2,817.21
00398310	07/02/19	Southern California Se	OTHER MAINTENANCE SERVICES	0102477408	5692	OTHER MAINTENANCE SERVIC	140.50
						CHECK TOTAL:	140.50
00398311	07/02/19	Southwest Binding & La	MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	179.02
						CHECK TOTAL:	179.02
00398312	07/02/19	Staples Advantage	EQUIPMENT-NEW \$500-\$5000	0106011008	4310	MATERIALS & SUPPLIES-INS	50.21
			COPIER PAPER	0106011008	4312	COPIER PAPER	860.38
						CHECK TOTAL:	910.59
00398313	07/02/19	Steven Sogo	EQUIPMENT-NEW \$500-\$5000	0105015060	4410	EQUIPMENT-NEW \$500-\$5000	1,154.86
						CHECK TOTAL:	1,154.86
00398314	07/02/19	The LifeTrends Group T	GENERAL SUPPLIES-NON INSTRUCT	0102477408	4340	GENERAL SUPPLIES-NON INS	1,551.82
						CHECK TOTAL:	1,551.82
00398315	07/02/19	University of Oregon	CONSULTANTS-INSTRUCTIONAL	0108011005	5830	CONSULTANTS-INSTRUCTIONA	6.00
						CHECK TOTAL:	6.00

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Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00398316	07/02/19	William V MacGill & Co	GENERAL SUPPLIES-NON INSTRUCT	0106171008	4340	GENERAL SUPPLIES-NON INS	427.40
						CHECK TOTAL:	427.40
00398317	07/02/19		JUNE 2019 - EXTENDED DAY	0104602150	5877	PRESCHOOL TUITION	140.00
						CHECK TOTAL:	140.00
00398318	07/02/19	WINSOR LEARNING INC.	CONSULTANTS-INSTRUCTIONAL	0102015380	5830	CONSULTANTS-INSTRUCTIONA	2,750.00
						CHECK TOTAL:	2,750.00
00398319	07/02/19	CDW GOVERNMENT LLC	EQUIPMENT-NEW \$500-\$5000	1119054680	4410	EQUIPMENT-NEW \$500-\$5000	7,170.94
			EQUIPMENT-NEW \$500-\$5000	1119054680	4410	EQUIPMENT-NEW \$500-\$5000	488.35
			EQUIPMENT-NEW \$500-\$5000	1119054680	4410	EQUIPMENT-NEW \$500-\$5000	179.34
						CHECK TOTAL:	7,838.63
00398320	07/02/19	Bread Artisan Bakery L	FOOD	1302277426	4700	FOOD	107.72
						CHECK TOTAL:	107.72
00398321	07/02/19	Chavez, Maria Rocio	BANKING SERVICES	1308277426	5220	TRAVEL & CONFERENCE	149.00
						CHECK TOTAL:	149.00
00398322	07/02/19	Gold Star Foods	FOOD	1302277426	4700	FOOD	78.31
			FOOD	1302277426	4700	FOOD	136.76
			FOOD	1302277426	4700	FOOD	479.36
			FOOD	1302277426	4700	FOOD	68.02
			FOOD	1302277426	4700	FOOD	10.59
			FOOD	1302277426	4700	FOOD	106.07
			FOOD	1302277426	4700	FOOD	76.03
			FOOD	1302277426	4700	FOOD	128.66
			FOOD	1302277426	4700	FOOD	63.47
			FOOD	1302277426	4700	FOOD	151.95
			FOOD	1302277426	4700	FOOD	101.03
			FOOD	1302277426	4700	FOOD	34.01
			FOOD	1302277426	4700	FOOD	85.56
			FOOD	1302277426	4700	FOOD	287.62
						CHECK TOTAL:	1,807.44
00398323	07/02/19	Harper, Susan	FOOD SERVICE SALES	1300007426	8634	FOOD SERVICE SALES	15.00
						CHECK TOTAL:	15.00
00398324	07/02/19	Hollandia Dairy Inc	FOOD	1302277426	4700	FOOD	246.24
			FOOD	1302277426	4700	FOOD	94.10
			FOOD	1302277426	4700	FOOD	132.59
			FOOD	1302277426	4700	FOOD	57.47

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			FOOD	1302277426	4700	FOOD	42.96
			FOOD	1302277426	4700	FOOD	-169.68
			FOOD	1302277426	4700	FOOD	52.26
			FOOD	1302277426	4700	FOOD	155.02
			FOOD	1302277426	4700	FOOD	128.53
			FOOD	1302277426	4700	FOOD	131.48
			FOOD	1302277426	4700	FOOD	81.40
			FOOD	1302277426	4700	FOOD	85.92
			FOOD	1302277426	4700	FOOD	85.92
			FOOD	1302277426	4700	FOOD	142.81
			FOOD	1302277426	4700	FOOD	130.53
			FOOD	1302277426	4700	FOOD	137.34
			FOOD	1302277426	4700	FOOD	103.94
			FOOD	1302277426	4700	FOOD	99.85
			FOOD	1302277426	4700	FOOD	38.32
			FOOD	1302277426	4700	FOOD	61.56
			FOOD	1302277426	4700	FOOD	89.92
			FOOD	1302277426	4700	FOOD	181.87
						CHECK TOTAL:	2,110.35
00398325	07/02/19	Jenkins, Olivia	FOOD SERVICE SALES	1300007426	8634	FOOD SERVICE SALES	318.00
						CHECK TOTAL:	318.00
00398326	07/02/19	Mandarin King	FOOD	1302277426	4700	FOOD	220.00
			FOOD	1302277426	4700	FOOD	220.00
						CHECK TOTAL:	440.00
00398327	07/02/19	STIX HOLDINGS LLC	FOOD	1302277426	4700	FOOD	183.75
			FOOD	1302277426	4700	FOOD	105.75
			FOOD	1302277426	4700	FOOD	175.00
						CHECK TOTAL:	464.50
00398328	07/02/19	SUNRISE PRODUCE	FOOD	1302277426	4700	FOOD	23.13
			FOOD	1302277426	4700	FOOD	89.79
			FOOD	1302277426	4700	FOOD	75.06
			FOOD	1302277426	4700	FOOD	62.03
			FOOD	1302277426	4700	FOOD	16.20
			FOOD	1302277426	4700	FOOD	197.37
			FOOD	1302277426	4700	FOOD	23.70
			FOOD	1302277426	4700	FOOD	38.71
			FOOD	1302277426	4700	FOOD	6.06
			FOOD	1302277426	4700	FOOD	23.70
			FOOD	1302277426	4700	FOOD	88.27
			FOOD	1302277426	4700	FOOD	61.21

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Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
			FOOD	1302277426	4700	FOOD	23.70
			FOOD	1302277426	4700	FOOD	248.98
			FOOD	1302277426	4700	FOOD	37.87
						CHECK TOTAL:	1,015.78
00398329	07/02/19	Sysco Food Service of	FOOD	1302277426	4700	FOOD	42.50
			FOOD	1302277426	4700	FOOD	53.85
			FOOD	1302277426	4700	FOOD	38.24
			FOOD	1302277426	4700	FOOD	26.19
			FOOD	1302277426	4700	FOOD	69.84
			FOOD	1302277426	4700	FOOD	15.92
			FOOD	1302277426	4700	FOOD	382.18
			FOOD	1302277426	4700	FOOD	268.50
			FOOD	1302277426	4700	FOOD	-38.25
			FOOD	1302277426	4700	FOOD	-17.46
						CHECK TOTAL:	841.51
00398330	07/02/19	US Foodservice Inc.	FOOD	1302277426	4700	FOOD	75.49
			FOOD	1302277426	4700	FOOD	819.23
			FOOD	1302277426	4700	FOOD	165.95
			FOOD	1302277426	4700	FOOD	114.06
			FOOD	1302277426	4700	FOOD	-26.71
			FOOD	1302277426	4700	FOOD	-40.06
						CHECK TOTAL:	1,107.96
00398331	07/02/19	Yeager, William	FOOD SERVICE SALES	1300007426	8634	FOOD SERVICE SALES	27.50
			FOOD SERVICE SALES	1300007426	8634	FOOD SERVICE SALES	75.00
						CHECK TOTAL:	102.50
00398332	07/02/19	Z PIZZA INC	FOOD	1302277426	4700	FOOD	90.00
			FOOD	1302277426	4700	FOOD	168.00
			FOOD	1302277426	4700	FOOD	171.00
			FOOD	1302277426	4700	FOOD	273.00
			FOOD	1302277426	4700	FOOD	90.00
			FOOD	1302277426	4700	FOOD	144.00
			FOOD	1302277426	4700	FOOD	133.00
			FOOD	1302277426	4700	FOOD	250.00
						CHECK TOTAL:	1,319.00
00398333	07/02/19	MOBILE MODULAR MANAGEM	JUNE 2019	2506498410	5620	RENTAL EXPENSE	1,104.02
						CHECK TOTAL:	1,104.02
00398334	07/02/19	Southwest Inspection &	SOFT COSTS - OTHER (SPECIFY)	4205498650	6282	SOFT COSTS - OTHER (SPEC	1,480.00
						CHECK TOTAL:	1,480.00

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TOTAL FOR STOCK 76 Laguna Beach's check stock ID							320,756.20

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Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00398335	07/03/19	ACSA	DUES & MEMBERSHIPS	0101377100	5310	DUES & MEMBERSHIPS	1,681.00
						CHECK TOTAL:	1,681.00
00398336	07/03/19	ACSA	DUES & MEMBERSHIPS	0101377100	5310	DUES & MEMBERSHIPS	1,041.00
						CHECK TOTAL:	1,041.00
00398337	07/03/19	ACSA Foundation Educa	DUES & MEMBERSHIPS	0108091005	5310	DUES & MEMBERSHIPS	1,681.01
						CHECK TOTAL:	1,681.01
00398338	07/03/19	ALL CITY MANAGEMENT SE	6/2/19 - 6/15/19	0106098040	5860	MISC OUTSIDE VENDOR	307.84
						CHECK TOTAL:	307.84
00398339	07/03/19	ASCD	DUES & MEMBERSHIPS	0101377100	5310	DUES & MEMBERSHIPS	288.00
						CHECK TOTAL:	288.00
00398340	07/03/19	Beacon Day School	JUNE 2019	0104632210	5875	TUITION	9,809.12
						CHECK TOTAL:	9,809.12
00398341	07/03/19	California School Boar	DUES & MEMBERSHIPS	0101377100	5310	DUES & MEMBERSHIPS	2,810.00
						CHECK TOTAL:	2,810.00
00398342	07/03/19	California School Boar	DUES & MEMBERSHIPS	0101377100	5310	DUES & MEMBERSHIPS	13,858.00
						CHECK TOTAL:	13,858.00
00398343	07/03/19	CASBO	DUES & MEMBERSHIPS	0102397406	5310	DUES & MEMBERSHIPS	1,000.00
						CHECK TOTAL:	1,000.00
00398344	07/03/19	Digital Networks Group	OTHER MAINTENANCE SERVICES	0106477408	5692	OTHER MAINTENANCE SERVIC	2,365.78
						CHECK TOTAL:	2,365.78
00398345	07/03/19	Durham School Services	JUNE 2019	0102256700	5100	SUBAGREEMENTS FOR SERVIC	89,327.58
			JUNE 2019	0104256700	5100	SUBAGREEMENTS FOR SERVIC	21,475.26
			JUNE 2019	0106011008	5855	CHARTER BUS-HOME TO SCHO	1,001.47
			JUNE 2019	0107011005	5855	CHARTER BUS-HOME TO SCHO	110.51
			JUNE 2019	0108011005	5855	CHARTER BUS-HOME TO SCHO	66.00
			JUNE 2019	0108015600	5855	CHARTER BUS-HOME TO SCHO	66.01
						CHECK TOTAL:	112,046.83
00398346	07/03/19	GST	EQUIPMENT-NEW >\$5000	0113018640	6410	EQUIPMENT-NEW >\$5000	12,818.03
			COMPUTER SUPPLIES	0113457175	4320	COMPUTER SUPPLIES	2,743.97
						CHECK TOTAL:	15,562.00
00398347	07/03/19	Intermountain	MAY 2019	0104632210	5100	SUBAGREEMENTS FOR SERVIC	4,015.00
			MAY 2019	0104632210	5889	OTHER THERAPY	8,060.00

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Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
			MAY 2019	0104632210	5898	AB3632 ROOM & BOARD	1,550.00
						CHECK TOTAL:	13,625.00
00398348	07/03/19	JENNIFER TONEY SPEECH	JUNE 2019	0104632900	5887	SPEECH THERAPY	4,675.00
						CHECK TOTAL:	4,675.00
00398349	07/03/19	Laguna Beach Chamber o	DUES & MEMBERSHIPS	0101377100	5310	DUES & MEMBERSHIPS	150.00
						CHECK TOTAL:	150.00
00398350	07/03/19	LOVELADY, MARY E.	MISC OUTSIDE VENDOR	0102397454	5860	MISC OUTSIDE VENDOR	10,008.00
						CHECK TOTAL:	10,008.00
00398351	07/03/19	Matter Hackers Inc.	MATERIALS & SUPPLIES-INSTRUCT	0105114695	4310	MATERIALS & SUPPLIES-INS	612.43
						CHECK TOTAL:	612.43
00398352	07/03/19	McGill, Loryn Rachel	JUNE 2019	0104632900	5887	SPEECH THERAPY	750.00
						CHECK TOTAL:	750.00
00398353	07/03/19	Mountain & Sea Educati	MISC OUTSIDE VENDOR	0106015455	5860	MISC OUTSIDE VENDOR	42,593.43
						CHECK TOTAL:	42,593.43
00398354	07/03/19	Mystery Science Inc.	SUBSCRIPTIONS	0108011005	4368	SUBSCRIPTIONS	999.00
						CHECK TOTAL:	999.00
00398355	07/03/19	New Haven Youth & Fami	MAY 2019	0104132750	5889	OTHER THERAPY	7,877.42
						CHECK TOTAL:	7,877.42
00398356	07/03/19	OC School Board Associ	DUES & MEMBERSHIPS	0101377100	5310	DUES & MEMBERSHIPS	175.00
						CHECK TOTAL:	175.00
00398357	07/03/19	Ocean View School	JUNE 2019	0104632210	5100	SUBAGREEMENTS FOR SERVIC	1,907.49
						CHECK TOTAL:	1,907.49
00398358	07/03/19	Schools for Sound Fina	DUES & MEMBERSHIPS	0101377100	5310	DUES & MEMBERSHIPS	4,000.00
						CHECK TOTAL:	4,000.00
00398359	07/03/19	Small School District	DUES & MEMBERSHIPS	0101377100	5310	DUES & MEMBERSHIPS	775.00
						CHECK TOTAL:	775.00
00398360	07/03/19	Sparkletts	MISC OUTSIDE VENDOR	0102397400	5860	MISC OUTSIDE VENDOR	294.19
						CHECK TOTAL:	294.19
00398361	07/03/19	SPERAKOS, ROBERT	MILEAGE - 5/15/19-6/28/19	0113457175	5210	MILEAGE REIMBURSEMENT	58.06
						CHECK TOTAL:	58.06

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Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00398362	07/03/19	Staff Rehab	JUNE 2019	0104172860	5831	CONSULTANTS-OTHER	4,290.00
						CHECK TOTAL:	4,290.00
00398363	07/03/19	Tangram Interiors	EQUIPMENT-NEW >\$5000	0113018640	6410	EQUIPMENT-NEW >\$5000	16,051.98
						CHECK TOTAL:	16,051.98
00398364	07/03/19	THE AWNING COMPANY INC	CONTRACT SERVICES	0105477408	5610	CONTRACT SERVICES	1,220.00
						CHECK TOTAL:	1,220.00
00398365	07/03/19	The LaunchPad Therapy	JUNE 2019	0104632900	5885	OCCUPATIONAL THERAPY	2,640.00
						CHECK TOTAL:	2,640.00
00398366	07/03/19	University of Californ	DUES & MEMBERSHIPS	0101377100	5310	DUES & MEMBERSHIPS	595.00
						CHECK TOTAL:	595.00
00398367	07/03/19	Ward's Natural Science	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	114.69
						CHECK TOTAL:	114.69
00398368	07/03/19	THE GARLAND COMPANY IN	ROOFING	4007498440	6209	ROOFING	12,874.64
						CHECK TOTAL:	12,874.64
00398369	07/03/19	KYA SERVICES LLC	BUILDING IMPROVEMENTS	4205498008	6230	BUILDING IMPROVEMENTS	12,381.44
						CHECK TOTAL:	12,381.44
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							301,118.35

Laguna Beach Unified School District

12.j. CONSENT/ACTION

July 16, 2019

Approval: Renewal of Contract With File Keepers, LLC, to Perform Document Scanning, Conversion, and Shredding Services Per The Unit Cost Fee Schedule for an Amount Not-to-Exceed \$30,000 for Fiscal Year 2019-2020

Proposal

Staff proposes the Board of Education approve a contract with File Keepers, LLC to provide document scanning, conversion, and shredding services per the unit cost fee schedule for an amount not-to-exceed \$30,000 for fiscal year 2019-20.

Background

The District has utilized the services of File Keepers, LLC, (formerly AMI) since 2016 to scan and shred documents related to the scanning process. To date, a total of 29,780 documents have been scanned and uploaded for electronic viewing and download options and the process remains ongoing.

Budget Impact

The fiscal impact will be based on the unit cost pricing within the contract, not-to-exceed \$30,000 paid from the General Fund.

Recommended Action

Staff recommends the Board of Education approve a contract with File Keepers, LLC to provide document scanning, conversion, and shredding services per the unit cost fee schedule for an amount not-to-exceed \$30,000 for fiscal year 2019-20.



Document Scanning / Imaging Services Agreement

For



LAGUNA BEACH

UNIFIED SCHOOL DISTRICT



Project Assumptions

- Work will be done at FILE KEEPERS.
- Volume
 - 300 – 400 boxes
 - Each box typically contains 1 document type
- Document Census
 - Size – Primarily letter size documents 8.5 x 11, 8.5 x 14 & 11 x 17 are uncommon
 - Vast majority is B&W scanning. Color or grey scale options if necessary for legibility.
 - DPI – 200-300 dpi – optimal per image and size.
- Timeline
 - 3 year contract with 2 additional 1 year extensions.
- Project Management
 - FILE KEEPERS/Client Kickoff Meeting per requesting department
 - Review and confirmation of specifications of project inclusive of proper identification of type by source, index fields/values, setting of pickup dates. Establishment of update meetings per client's schedule.
 - FILE KEEPERS Begins working per requesting department
 - Pickups Scheduled
 - Transport documents to FILE KEEPERS
 - Documents received and confirmed vs. listing provided
 - Pilot Benchmark Sample provided and approved
 - Regular production begins
- Production Days
 - Estimated 2 to 3 weeks from each pickup based on inventory
 - Production start date is the date each LBUSD Department/Project Manager approves Pilot Sample

Client Responsibilities

- *Client to prepare boxes for transport with manifest of contents and box numbers.*
- *Client will provide access to current files*
- *Client will provide input and direction on indexing methodology per document type*
- *Client will provide listing of document types*
- *Client will provide an electronic file consisting of data required for indexing*
- *Client to QC images and provide any error or rework requests within 30 days of delivery.*

Methodology

Initial Transfer of Customer Information Inventory / Pick-Up

- Company shall provide labor and vehicles needed to pick up and transport Customer's designated inventory of Customer Information from Customer's place of business referenced in the opening paragraph of this Agreement (or any other location mutually agreed to between the parties) and shall deliver the Customer Information to Company's Imaging Center.
 - Boxes will be picked up by FILE KEEPERS
 - Manifest will be provided and signed listing boxes and contents
 - Electronic detail will be sent to FILE KEEPERS of contents
 - Receipt & Inventory
 - Delivery arrives at FILE KEEPERS
 - Boxes and folders are confirmed and logged into FILE KEEPERS Database



Document Preparation and File Disassembly

- Document sized items (Letter, Legal, Tabloid or similar)
 - Remove all staples, clips, or other fasteners.
 - Small documents properly positioned
 - Corners and edges will be straightened
 - Creases and folds will be cleared to make image readable
- All items outside the norm or requiring special handling will be addressed with client

Precision Document Scanning

- Scan at 200-300 DPI
- Standard size documents will be done on InoTec or Kodak Scanners
 - Double sided imaging
 - Auto delete blank pages
 - Auto Image Rotate
 - Auto Deskew, despeckle and fill holes
 - Image enhancement enabled

Document Indexing

- Indexing scheme to be determined by document type
 - Board agendas, minutes by date
 - Student/staff records by name
- Index file provided by Client electronically when available
- Index fields may vary as project is discovered

Document QC

- FILE KEEPERS will use standard quality control measures to ensure documents in each file are scanned and at least as readable as the original paper document.

Client Approval

- FILE KEEPERS will provide initial sample delivery to Client to serve as Benchmark samples for approval of quality.
 - Approval of this Pilot Benchmark sample will serve as authorization to continued work.

De-Prep

- Documents to be returned to original folders and boxes (Optional)
 - Documents do not require reassembly



- Document disposal after approved QC by District is available

Export

- PDF compatible and comparable with Kofax 10.2.

Deliverables

- Physical – Taxable - DVD/Flash Drive/External Hard Drive PDF format.
- Electronic – Non Taxable – Secure FTP for authorized download

Hardcopy Disposition

- Return to LBUSD
- Document disposition approved by District
 - Document shredding option is available in this agreement

Image Disposition

- After 30 days of delivery to Client, FILE KEEPERS will delete local copy of images.

Out of Scope Items

- No additional time will be spent reading pages for any reason, including to separate files or discard duplicates.
- All items outside the norm will be addressed with client



Fee Schedule:

For all Services performed under this Agreement, Customer shall pay the Fees and Company shall be compensated pursuant to the Fee rates set forth in the following Fee Schedule:

DESCRIPTION OF SERVICES	QUANTITY	UNIT PRICE	UNITS	TOTAL PRICE
Document Preparation – assumes light prep, low staples	500	\$30.00	Per Hour	\$15,000.00
Document Scanning – 200 or 300 dpi	1,000,000	\$0.010	Per Image	\$10,000.00
Document Indexing – includes Barcode/Zone OCR of key field plus unlimited additional indexes	20,000	\$0.020	Per Documents	\$400.00
Manual Document Indexing (if necessary)	-	\$35.00	Per Hour	-
Image & Index Standard QC	1,000,000	\$0.009	Per Image	\$9,000
OCR, Convert to PDF and Export to OCDE Kofax Format	1,000,000	\$0.0025	Per Image	\$2,500.00
Pickup / Delivery	400	\$3.00	Per Box	\$1,200.00
Special Handling – for any manual processing, data entry, and any other special handling as required	-	\$35.00	Per Hour	-
Document Destruction – Shredding per box on LBUSD authorization	400	\$3.50	Per Box	\$1,400.00

Notes:

1. The page volume is an estimate only. The invoice will be based on the actual number of images scanned at the quoted rate per image.
2. The price per image includes scanning and quality control outlined in this proposal.
3. File requests billed at \$10 per file per request. Files will be scanned and delivered electronically via the hosting site.
4. New boxes can be purchased at a rate of \$2.25 per box.

The File Keepers' Document Imaging Services Agreement ("Services Agreement") is provided at <https://filekeepers.com/imaging-policy>. File Keepers' document imaging services ("Services") are provided pursuant to the Services Agreement and its schedules.

By signing below, you hereby accept the terms and conditions of the Services Agreement and its schedules, including this price schedule. The Services Agreement is effective as of the date you sign below ("Effective Date"). In the event of any conflict between the Services Agreement at <https://filekeepers.com/imaging-policy> and this price schedule, the terms of the Services Agreement shall govern.



FOR FILE KEEPERS LLC

_____ Signature	Juan Avila _____ Printed Name	President _____ Title	_____ Date
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FOR LAGUNA BEACH UNIFIED SCHOOL DISTRICT

_____ Signature	_____ Printed Name	_____ Title	_____ Date
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Laguna Beach Unified School District

12.k. CONSENT/ACTION

July 16, 2019

Approval: **Concordia University of Irvine Agreement for Student Teacher with Laguna Beach Unified from August 1, 2019, through December 31, 2022.**

Proposal

Staff proposes the Board of Education approve a Student Teacher Agreement with Concordia University of Irvine from August 1, 2019, through December 31, 2022.

Background

The District routinely enters into agreements with various local universities in order to provide the educational fieldwork experience to students in the area of student teaching, administration and/or pupil services.

Budget Impact

There is no financial impact to the District.

Recommended Action

Staff recommends the Board of Education approve a Student Teacher Agreement with Concordia University of Irvine from August 1, 2019, through December 31, 2022.

Concordia University

of Irvine, California

AGREEMENT

THIS AGREEMENT entered into this first day of August, 2019, by and between Concordia University of Irvine, California, hereinafter called the University, and
Laguna Beach Unified School District

hereinafter called the District:

WITNESSETH

WHEREAS, pursuant to the provisions of Section 44320 of the Education Code, the governing board of any school district is authorized to enter into agreements with a state college, the University of California, or any other university or college accredited by the State Board of Education as a teacher education institution, to provide teaching experience through student teaching to students enrolled in teacher training curricula of such institutions; and

WHEREAS, any such agreement may provide for the payment in money or in services for the services rendered by the school district of an amount not to exceed the actual cost to the school district of the services rendered; and

WHEREAS, it has been determined between the parties hereto that the payments to be made to the District under this agreement do not exceed the actual cost to the District of the services rendered by the District;

NOW, THEREFORE, it is mutually agreed between the parties hereto as follows:

GENERAL TERMS

1. "Student teaching" as used herein and elsewhere in this agreement means active participation in the duties and functions of classroom teaching under the direct supervision and instruction of District employees holding valid credentials issued by the State of California, Commission on Teacher Credentialing, other than emergency or provisional credentials, authorizing them to serve as classroom teachers in the schools or classes in which the student teaching is provided.
2. The District shall provide teaching experience through student teaching in schools and classes of the District in terms of a defined unit of time for students of the University possessing valid preliminary certificates and assigned by the University to student teaching in schools or classes of the District, and under the direct supervision and instruction of such employees of the District, as the District and the University through their duly authorized representatives may agree upon.
3. If either the District or the University concludes that a particular assignment is not beneficial to the elementary or secondary school class(es) involved, and/or the cooperating teacher, and/or the student teacher, that assignment may be terminated. If the District and the University mutually agree, another assignment within the District may be pursued.
4. Cooperating teachers agree to (a) participate in training to develop and maintain the skills needed to work effectively with student teachers, including the provisions of SB2042; (b) provide a model for the student teacher by demonstrating effective teaching strategies on a regular basis; (c) develop a plan that progresses from observation to increased responsibility for teaching as the student teacher demonstrates enhanced skills in delivering the curriculum; (d) keep the site principal and university supervisor informed of the student teacher's progress; (e) meet with the University supervisor periodically to discuss the student teacher's progress; and (f) complete and submit documentation and

evaluations as required by the University. Site principals, in consultation with the District, will assign cooperating teachers. Student teachers will be matched with cooperating teachers by site principals and University Director of Student Teaching.

5. The University will pay cooperating teachers a stipend at the completion of each semester or quarter. The University determines the rate, as set forth in Attachment A. The University will make such payment directly to the cooperating teacher. In the event the University terminates the assignment of a student teacher for any reason, the cooperating teacher shall receive payment on account of such student teacher for time spent working with the student teacher. If a student teacher is reassigned to another cooperating teacher, this shall be considered for payment purposes as an entirely new and separate assignment.
6. The University will assign a supervisor to work with the cooperating teachers and student teachers at District schools. The University supervisor will (a) work in concert with the cooperating teacher and the site principal in the supervision of the student teacher; (b) communicate regularly with the cooperating teacher to discuss the student teacher's progress; (c) monitor the quality of the match between the cooperating teacher and the student teacher and notify the principal and University Director of Student Teaching if there is a mismatch; (d) provide regular written and oral feedback to the student teacher about his or her progress and inform the cooperating teacher about the nature of this feedback; and (e) compile a written evaluation of the student teacher at the end of the semester or quarter.
7. Student teachers holding 30-day substitute permits may substitute for their cooperating teacher (if District policy permits) when (a) he/she is out ill; (b) when it is determined by the principal that this is in the best interest of the students in the classroom as well as the student teacher; (c) only after the first four (4) weeks of the first assignment; and (d) the student teacher is paid. Substitute teaching days are to be counted toward student teaching days.

8. The terms of this agreement shall commence on the first day of August, 2019, and shall continue through December 31, 2022 or until amended as provided in Section 9 of the agreement.
9. Notwithstanding anything herein contained to the contrary, this Agreement may be terminated, altered, changed, or amended in writing by mutual consent of the parties hereto.
10. Notwithstanding any other provisions of this Agreement, details such as maximum number of students, the defined unit of time, or the distribution of assignments of said students to training levels, shall be arranged for by and between the University and the District; it being understood that the District shall not be obligated to accept assignments of training students beyond the ability of the District, within their established training programs, to effectively provide services pursuant to this agreement; and, further, that the University shall not be obligated to pay the District for services in any amount in excess of that provided for under the terms of this agreement.
11. Except as otherwise may be provided in this Agreement, each party shall indemnify, hold harmless and defend the other party from any and all loss, liability, claim, lawsuit, injury, expense or damage whatsoever including but not limited to attorneys' fees and court costs, arising out of, incident to or in any manner occasioned by the performance or nonperformance by such indemnifying party, its officers, directors, regents, agents, employees, students, or subcontractors, of any covenant or condition of this Agreement or by the negligence, improper conduct or intentional acts or omissions of such indemnifying parties, its officers, directors, regents, agents, employees, students, or subcontractors. If any legal action is necessary to enforce the terms of this Agreement or to settle a dispute concerning this agreement, the prevailing party shall be entitled to reasonable attorney's fees and court costs in addition to any other relief to which that

party may be entitled.

12. University shall ensure that all students are covered under their professional liability insurance coverage at a minimum of One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in aggregate throughout the course of this Agreement. Further, University agrees to maintain comprehensive general liability insurance at a minimum of One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in aggregate throughout the course of this Agreement. University also agrees to maintain statutory Workers' Compensation coverage on any individuals characterized as employees of University working at District pursuant to this Agreement at all times during the course of this Agreement. The University shall provide the District with 30 days written notice before cancellation, or any reduction or material change in coverage. The University shall provide the District with a certificate of insurance at the District's request.
13. District agrees to maintain professional liability insurance at a minimum of One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in aggregate throughout the course of this Agreement. Further, District agrees to maintain comprehensive general liability insurance at a minimum of One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in aggregate throughout the course of this Agreement. District also agrees to maintain statutory Workers' Compensation coverage on any individuals characterized as employees of School District working at School District pursuant to this Agreement at all times during the course of this Agreement. The District shall provide the University with 30 days written notice before cancellation, or any reduction or material change in coverage. The District shall provide the University with a certificate of insurance at the University's request.
14. The University shall establish a procedure acceptable to the District to ensure that student

teachers assigned to the District are informed regarding an educator's responsibilities to report child abuse or neglect to a child protective agency as defined in California Penal Code Section 11166.

15. The University will verify that student teachers have a negative Tuberculin test and Certificate of Clearance from the State of California on file prior to beginning student teaching

EXECUTION

This Agreement (a) shall be binding upon and inure to the benefit and be enforceable by the parties hereto and their respective legal representatives, successors, or assigns, (b) may be executed in any number of counter-parts, each of which may be deemed to be an original, but all of which together shall constitute one and the same instrument, (c) shall be construed and enforced in accordance with the laws of the State of California, and (d) has been executed at Irvine, California as of the last date set forth below. In witness thereof, the parties hereto have caused this Agreement to be signed by its duly authorized representatives.

University:

Laguna Beach Unified School District:

By: *Peter Senkbeil*
(Signature)

By: _____
(Signature)

Peter Senkbeil, Ph.D.
Provost and Executive Vice President
Concordia University
1530 Concordia West
Irvine, CA 92612
949-214-3203

Leisa Winston
(Name typed or printed)

Asst. Supt. Human Resources & Public Comm
Title

Date: *7-1-19*

Date: *7/16/19*

ATTACHMENT A

University Name: Concordia University
1530 Concordia West
Irvine, CA 92612

Rate of Pay for Cooperating Teachers:

Elementary = \$150* per 8-9 week assignment

Secondary = \$300* per semester

*Additional \$50 for attending University sponsored Cooperating Teacher
Training and Orientation

Student Teacher Assignment Time Period:

Elementary = 5 full days per week for 8-9 weeks
(Two 8-9 week assignments – one in K-2 and one in 3-5 make up the entire experience)

Secondary = 5 full days per week for a semester
(4-5 periods of teaching and one period of observation per day)

Laguna Beach Unified School District

13. INFORMATION

July 16, 2019

Fourth Quarter Report of Uniform Complaints for the Williams Case Settlement

Proposal

Staff will present the fourth quarter summary report on the nature and resolution of all complaints, as required by the Williams Litigation Settlement. The report will also be submitted to the County Superintendent of Schools.

Background

As a result of the State of California's settlement of the Williams class action lawsuit, Education Code Section 35186 requires school districts to: 1) provide an opportunity to file formal complaints under the district's Uniform Complaint Procedures; and, 2) report the number of complaints filed and the area to the Board of Education and the public four times per year.

The second quarter report recaps the number of Uniform Complaints received by the District in the three areas governed by the Williams Case Settlement for the period of April 1 – June 30, 2019. The three targeted areas are:

1. According to Education Code Section 60119, "Sufficient textbooks or instructional materials" means that each pupil, including English learners, has a standards-aligned textbook or instructional materials, or both, to use in class and to take home in each of the core subject areas: Mathematics, Science, History Social-Science and English/language arts, including the English language development component of an adopted program. This paragraph does not require two sets of textbooks or instructional materials for each pupil.

The materials may be in a digital format as long as each pupil, at a minimum, has and can access the same materials in the class and to take home, as all other pupils in the same class or course in the district and has the ability to use and access them at home.

2. There should be no teacher vacancies or misassignments.
3. School facilities must be clean, safe, and maintained in good repair.

The District's report is as follows:

Report Period:	Quarter #4 - April 1 – June 30, 2019
Number of Complaints Received:	None
Nature of Complaints:	None
Resolution of Complaints:	None
Report to Board of Education:	July 16, 2019

Budget Impact

There is no budget impact to this item.

Recommended Action

Staff recommends the Board of Education receive the fourth quarter report of Uniform Complaints as mandated by the Williams Case Settlements.

Laguna Beach Unified School District

14. INFORMATION

July 16, 2019

Discussion Regarding Retaining the Services of AGI Aspen Group International LLC, to Direct and Facilitate a Complete Coherent Governance Project with the Board of Education

Proposal

Staff proposes the Board of Education discuss, review, and determine potential next steps and desired outcome for contracting with The Aspen Group for training and implementation of Coherent Governance Project.

Background

On April 23, 2019, The Aspen Group met with the Board of Education in an open session meeting to provide a one-day training and overview of Board Governance and protocols. Three Board members requested to receive additional information regarding The Aspen Group's complete Coherent Governance Project training and implementation.

Should the Board decide to move forward and bring the contract back for approval, the services provided would include:

Direct and facilitate a complete Coherent Governance project, specifically adapted to client focus, including a two-day "blitz" session resulting in policies in the Governance Culture, Board-Superintendent Relations, and Operational Expectations areas (**Phase 1**); a one-day session to direct the development of Results policies (**Phase 2**); and a two-day session to instruct the board and key executive staff members on initial implementation processes and strategies, including the development of an annual board work plan and policy monitoring schedule (**Phase 3**); and optional continuing support and coaching for 12 months following the final session of Phase 3 (**Phase 4**) at an additional cost.

Budget Impact

The cost of \$50,000 is for Phases 1, 2, and 3. Additionally, Aspen requests reimbursement for customary and reasonable expenses for travel costs, hotels, meals, etc. The costs for Phase 4 would be determined following completion of Phase 3 and based upon the level of support selected by the Board.

Recommended Action

Staff recommends the Board of Education hold a discussion to review and determine the benefits and desired outcome of the LBUSD Board and Governance practices and provide direction to staff.

Laguna Beach Unified School District

15. ACTION

July 16, 2019

Approval: Declaration of Need for Fully Qualified Educators for the 2018-2019 School Year

Proposal

On May 28, 2019, the Board of Education approved the Declaration of Need for Fully Qualified Educators to the California Commission on Teacher Credentialing for Limited Term Assignments for the 2018-2019 school year in consent/action. Staff has since learned that the requirements for approval have changed and the declaration of need must be approved as a stand-alone action item. Staff proposes the Board approve the item as stated.

Background

After reviewing master schedules at our secondary schools it was determined that designated teachers will need an Emergency Cross-cultural, Language and Academic Development Certificate to address the appropriateness of their credential for EL learners. The Declaration of Need for Fully Qualified Educators fulfills this need for a one year period until the teachers complete the authorization or credential requirements. This declaration must be approved at a regularly scheduled public meeting before the certificates are issued for certificated staff for the 2018-2019 school year.

Budget Impact

There is no impact to the District budget.

Recommended Action

Staff recommends the Board of Education approve the District's application of Declaration of Need for Fully Qualified Educators to the California Commission on Teacher Credentialing for Emergency Cross-cultural, Language and Academic Development Certificate for the 2018-2019 school year.



State of California
Commission on Teacher Credentialing
Certification Division
1900 Capitol Avenue
Sacramento, CA 95811-4213

Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2018-19

Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Laguna Beach Unified School District District CDS Code: 3066555

Name of County: Orange County Department of Education County CDS Code: 3010306

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 07 / 16 / 2019 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2019.

Submitted by (Superintendent, Board Secretary, or Designee):

Leisa Winston

Assistant Superintendent, Human Resources

Name

Signature

Title

949-497-7710

949-497-7700

07/16/2019

Fax Number

Telephone Number

Date

550 Blumont Street, Laguna Beach, CA 92651

Mailing Address

lwinston@lbusd.org

EMail Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ____/____/____, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► ***Enclose a copy of the public announcement***

Submitted by Superintendent, Director, or Designee:

_____	_____	_____
<i>Name</i>	<i>Signature</i>	<i>Title</i>
_____	_____	_____
<i>Fax Number</i>	<i>Telephone Number</i>	<i>Date</i>

<i>Mailing Address</i>		

<i>E-Mail Address</i>		

- *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
CLAD/English Learner Authorization (applicant already holds teaching credential)	3
Bilingual Authorization (applicant already holds teaching credential)	
List target language(s) for bilingual authorization:	
Resource Specialist	
Teacher Librarian Services	

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	
Single Subject	
Special Education	
TOTAL	

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes ☐ No ☐

If no, explain. _____

Does your agency participate in a Commission-approved college or university internship program? Yes ☐ No ☐

If yes, how many interns do you expect to have this year? _____

If yes, list each college or university with which you participate in an internship program.

If no, explain why you do not participate in an internship program.

Laguna Beach Unified School District

16. ACTION

July 16, 2019

Approval: Declaration of Need for Fully Qualified Educators for the 2019-2020 School Year

Proposal

On May 28, 2019, the Board of Education approved the Declaration of Need for Fully Qualified Educators to the California Commission on Teacher Credentialing for Limited Term Assignments for the 2019-2020 school year in consent/action. Staff has since learned that the requirements for approval have changed and the declaration of need must be approved as a stand-alone action item. Staff proposes the Board approve the item as stated.

Background

After reviewing master schedules at our secondary schools it was determined that designated teachers will need an Emergency Cross-cultural, Language and Academic Development Certificate to address the appropriateness of their credential for EL learners. The Declaration of Need for Fully Qualified Educators fulfills this need for a one year period until the teachers complete the authorization or credential requirements. This declaration must be approved at a regularly scheduled public meeting before the certificates are issued for certificated staff for the 2019-2020 school year.

Budget Impact

There is no impact to the District budget.

Recommended Action

Staff recommends the Board of Education approve the District's application of Declaration of Need for Fully Qualified Educators to the California Commission on Teacher Credentialing for Emergency Cross-cultural, Language and Academic Development Certificate for the 2019-2020 school year.



State of California
Commission on Teacher Credentialing
Certification Division
1900 Capitol Avenue
Sacramento, CA 95811-4213

Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2019-20

Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Laguna Beach Unified School District District CDS Code: 3066555

Name of County: Orange County Department of Education County CDS Code: 3010306

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 07 / 16 / 2019 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2020.

Submitted by (Superintendent, Board Secretary, or Designee):

Leisa Winston

Assistant Superintendent, Human Resources

Name

Signature

Title

949-497-7710

949-497-7700

07/16/2019

Fax Number

Telephone Number

Date

550 Blumont Street, Laguna Beach, CA 92651

Mailing Address

lwinston@lbusd.org

E-Mail Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ____/____/____, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

_____ <i>Name</i>	_____ <i>Signature</i>	_____ <i>Title</i>
_____ <i>Fax Number</i>	_____ <i>Telephone Number</i>	_____ <i>Date</i>
_____ <i>Mailing Address</i>		
_____ <i>E-Mail Address</i>		

- *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
CLAD/English Learner Authorization (applicant already holds teaching credential)	1 _____
Bilingual Authorization (applicant already holds teaching credential)	_____
List target language(s) for bilingual authorization: _____	
Resource Specialist	_____
Teacher Librarian Services	_____

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	
Single Subject	
Special Education	
TOTAL	

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes ☐ No ☐

If no, explain. _____

Does your agency participate in a Commission-approved college or university internship program? Yes ☐ No ☐

If yes, how many interns do you expect to have this year? _____

If yes, list each college or university with which you participate in an internship program.

If no, explain why you do not participate in an internship program.

Laguna Beach Unified School District

17. ACTION

July 16, 2019

Approval: Fourth Amendment of the Joint Powers Agreement with College and Career Advantage

Proposal

Staff proposes the Board of Education approve the fourth amendment to the Joint Powers Agreement (JPA) with College and Career Advantage (CCA) Regional Occupation Program.

Background

The Joint Powers Agreement between Capistrano Unified School District and Laguna Beach Unified School District was originally entered into on December 7, 1995, as the South Coast Regional Occupational Program. The governing board of Career College Advantage (CCA) Regional Occupational Program wishes to amend the Joint Powers Agreement of governmental powers between Capistrano Unified School District and Laguna Beach Unified School District.

The purpose and responsibility of CCA is to provide Career Technical Education (CTE) and other related curricula in occupational areas while avoiding unnecessary duplication of redundant contracts, services, and resources. CCA ensures that the students of Capistrano Unified School District and Laguna Beach Unified School District have access to courses that have a work-based learning approach, highly technical skills, and, in several CTE courses, the ability to earn college credit.

If this agreement is approved, it shall continue until terminated as described in the Joint Powers Agreement.

LCAP Goal #2: All students will gain the knowledge and skills to be college and career ready through a wide variety of academic and enrichment opportunities.

Budget Impact

The expenses associated with the attached agreement are included in the current Instructional Services budget.

Recommended Action

Staff recommends the Board of Education approve the fourth amendment to the Joint Powers Agreement with College and Career Advantage Regional Occupational Program.

Mabery/Viloria

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

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

RECITALS

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

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

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

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

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

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

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

NOW, THEREFORE, the Parties mutually agree as follows:

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

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

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

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

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

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

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

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

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

e. Officers and Employees.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CAPISTRANO UNIFIED SCHOOL DISTRICT

Gila Jones, President of the Board of Trustees

Date

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Jan Vickers, President of the Board of Trustees

Date

Laguna Beach Unified School District

18. ACTION

July 16, 2019

Approval: Personnel Reimbursement Agreement between the Orange County Superintendent of Schools and the Laguna Beach Unified School District to Provide Audiology Services in an Amount Not-to-Exceed \$18,000

Proposal

Staff proposes the Board of Education approve the Personnel Agreement Between the Orange County Superintendent of Schools and Laguna Beach Unified School District for audiology services for the 2019-2020 school year.

Background

The Laguna Beach Unified School District has utilized the services of various contract providers throughout the years. In July of 2017, the District began using the audiological services employed by OCDE and funded services through the SELPA bill-back process. For the 2019-2020 school year we are initiating this contract directly with OCDE for the provision of audiological services. The District expects to utilize the services of an audiologist .5 days per week, not to exceed 19 days per school year to serve 12 students.

Budget Impact

Costs will not exceed \$18,000, which includes salary, benefits, indirect costs, and travel and project-related costs.

Recommended Action

Staff recommends the Board approve the attached Personnel Reimbursement Agreement Between the Orange County Superintendent of Schools and Laguna Beach Unified School District for audiology services for the 2019-2020 school year.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL REIMBURSEMENT AGREEMENT

This Agreement is entered into on this 25th day of June 2019, by and between the Orange County Superintendent of Schools, 200 Kalmus Drive, Costa Mesa, California 92626, hereinafter referred to as SUPERINTENDENT, and the Laguna Beach Unified School District, 550 Blumont Street, Laguna Beach, California 92651, hereinafter referred to as DISTRICT. SUPERINTENDENT and DISTRICT shall be collectively referred to as the Parties.

W I T N E S S E T H:

WHEREAS, DISTRICT is in need of the professional services of an employee of the SUPERINTENDENT to provide audiology services; and

WHEREAS, SUPERINTENDENT is agreeable to assigning an audiologist, hereinafter referred to as EMPLOYEE, to give his/her professional services to DISTRICT in the above assignment.

NOW, THEREFORE, the Parties to this AGREEMENT do mutually agree as follows:

1.0 SUPERINTENDENT agrees during the term of this AGREEMENT to assign EMPLOYEE to serve as an audiologist to DISTRICT. EMPLOYEE will provide services under this AGREEMENT for a total of nineteen (19) days during the 2019 - 2020 school year. SUPERINTENDENT and DISTRICT shall determine how to apportion the total number of days over the course of the school year and develop a service calendar to ensure services provided under this AGREEMENT do not exceed a total of nineteen (19) days. EMPLOYEE will provide the following services for DISTRICT students:

- 1 1.1 Assess student hearing abilities, evaluate and
2 interpret the range and degree of impairment, report
3 results of assessment including those conducted by
4 various professionals within the school and
5 community, as they relate to hearing disorders,
6 cochlear implants, and auditory skill development.
- 7 1.2 Conduct aural rehabilitation and habilitation
8 programs, including speech reading, communication
9 management, and auditory skill development.
- 10 1.3 Provide direct or consultative services related to
11 the maintenance of special equipment, technology, and
12 provide assistance in solving amplification,
13 equipment, and technology needs.
- 14 1.4 Participate in the development of Individualized
15 Education Programs (IEP) at Individualized Education
16 Program meetings.
- 17 1.5 Serve as a resource to IEP teams regarding referrals
18 for assessment, placement and educational
19 considerations as they relate to hearing disorders,
20 cochlear implants, auditory processing disorders, and
21 auditory skill development.
- 22 1.6 The Parties acknowledge and agree the services above
23 specifically exclude an auditory processing disorder
24 ("APD") Assessment. In the event DISTRICT requires
25 EMPLOYEE to conduct an APD assessment, such services

1 shall be provided only in accordance with a separate
2 agreement for APD assessment services.

3 2.0 DISTRICT agrees during the term of this AGREEMENT to do the
4 following with respect to the services provided by EMPLOYEE:

5 2.1 Provide EMPLOYEE with a copy of the signed assessment
6 plan within one (1) week of DISTRICTS's receipt of signed
7 assessment plan from parent/guardian to ensure EMPLOYEE
8 has sixty (60) days to conduct an assessment.

9 2.2 Upon a request for assessment or participation in an IEP
10 team meeting, timely provide EMPLOYEE the student's
11 educational records listed on Exhibit "A" attached
12 hereto, which is incorporated into this AGREEMENT by
13 reference.

14 2.3 Coordinate with EMPLOYEE to schedule IEP team meetings on
15 mutually agreeable dates. IEP team meetings should be
16 scheduled on days EMPLOYEE is assigned to be at DISTRICT.

17 2.4 Coordinate with EMPLOYEE with sufficient advanced notice
18 regarding requested participation in any special
19 education due process proceedings including but not
20 limited to any alternative dispute resolution meetings,
21 resolution sessions, mediations, and hearings.

22 3.0 The term of this AGREEMENT shall commence July 2, 2019, and end
23 on June 30, 2020, subject to termination as set forth in this
24 AGREEMENT

25 4.0 DISTRICT agrees to pay SUPERINTENDENT in consideration of
services performed by EMPLOYEE as herein specified and

1 SUPERINTENDENT agrees to accept in full payment thereof a sum not to
2 exceed Seventeen thousand six hundred eighty-eight dollars and five
3 cents (\$17,688.05), which includes salary, benefits, indirect costs,
4 and travel and project related costs as follows:

- | | | | |
|----|----|---|------------------------------------|
| 5 | A. | \$10,887.00 | Base Salary |
| 6 | B. | \$ 4,674.00 | Benefits: STRS, Medicare, Medical, |
| 7 | | | Dental, Vision, State Unemployment |
| 8 | | | Insurance (SUI), Workers' |
| | | | Compensation insurance and life |
| | | | insurance. |
| 9 | C. | \$ 76.00 | Supplies: General Supplies, Health |
| 10 | | | & Safety Supplies, Instructional |
| | | | Supplies. |
| 11 | D. | \$ 228.00 | Travel, Conference and Mileage. |
| 12 | E. | \$ 570.00 | Equipment, Equipment Repair |
| 13 | | | *Equipment shall remain the |
| | | | property of SUPERINTENDENT. |
| 14 | F. | \$ 19.00 | Printing and Postage |
| 15 | G. | \$ 1,234.05 | 7.5% Indirect Costs |
| 16 | H. | DISTRICT agrees to pay SUPERINTENDENT within thirty | |
| 17 | | (30) days after the last day upon which services are | |
| 18 | | rendered by EMPLOYEE upon submission of an itemized | |
| 19 | | invoice in triplicate. This AGREEMENT shall be amended | |
| 20 | | to provide complete reimbursement to SUPERINTENDENT for | |
| 21 | | any increases in salary or benefits provided to | |
| 22 | | EMPLOYEE for fiscal year 2019/2020. | |

23 5.0 SUPERINTENDENT shall require EMPLOYEE to report to both
24 SUPERINTENDENT and DISTRICT when EMPLOYEE will not be able to
25 provide services to DISTRICT as scheduled.

1 6.0 HOLD HARMLESS/INDEMNIFICATION.

2 A. SUPERINTENDENT hereby agrees to indemnify, defend, and
3 hold harmless DISTRICT, its Governing Board, officers, agents, and
4 employees from liability and claims of liability for bodily injury,
5 personal injury, sickness, disease, or death of any person or
6 persons, or damage to any property, real, personal, tangible or
7 intangible, arising out of the negligent acts or omissions of
8 employees, agents or officers of SUPERINTENDENT or the Orange County
9 Board of Education during the period of this AGREEMENT.

10 B. DISTRICT hereby agrees to indemnify, defend, and hold
11 harmless SUPERINTENDENT, the Orange County Board of Education, and
12 its officers, agents, and employees from liability and claims of
13 liability for bodily injury, personal injury, sickness, disease, or
14 death of any person or persons, or damage to any property, real,
15 personal, tangible or intangible, arising out of the negligent acts
16 or omissions of employees, agents or officers of DISTRICT during the
17 period of this AGREEMENT.

18 C. For purposes of due process hearing proceedings and/or
19 compliance complaints, the Parties acknowledge and agree that
20 DISTRICT shall indemnify, hold harmless and defend SUPERINTENDENT,
21 the Orange County Department of Education, the Orange County Board
22 of Education, its officers and employees against all liability,
23 loss, damage, expense or judgment including attorney's fees and
24 costs and compensatory education services, resulting from any due
25 process proceeding or compliance complaint related to the services
provided under this AGREEMENT.

1 7.0 SUPERINTENDENT and DISTRICT agree that they will not engage in
2 unlawful discrimination of persons because of race, color, religious
3 creed, national origin, ancestry, physical handicap, medical
4 condition, marital status, or sex of such persons.

5 8.0 This AGREEMENT may be terminated by either party with the
6 giving of thirty (30) days prior written notice to the other party.

7 9.0 All notices or demands to be given under this AGREEMENT by
8 either party to the other shall be in writing and given either by:
9 i) Personal service, or ii) U.S. Mail, mailed either by registered
10 or certified mail, return receipt requested, with postage prepaid.
11 Service shall be considered given when received if personally served
12 or, if mailed, on the third (3rd) day after deposit in any U.S. Post
13 Office. The address to which notices or demands may be given by
14 either party may be changed by written notice given in accordance
15 with the notice provisions of this section. At the date of this
16 AGREEMENT the addresses of the parties are as follows:

17 DISTRICT: Laguna Beach Unified School District
18 550 Blumont Street
19 Laguna Beach, California 92651
20 Attn: _____

21 SUPERINTENDENT: Orange County Superintendent of Schools
22 200 Kalmus Drive
23 Costa Mesa, California 92626
24 Attn: Patricia McCaughey

25 10.0 SUPERINTENDENT and DISTRICT agree that this AGREEMENT shall be
construed and enforced in accordance with the laws of the State of
California, with venue in Orange County, California.

11.0 If any term, covenant, condition or provision of this AGREEMENT
is held by a court of competent jurisdiction to be invalid, void or

unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired or invalidated in any way.

12.0 This AGREEMENT and any exhibits attached hereto constitute the entire agreement between SUPERINTENDENT and DISTRICT regarding the personnel services and any agreement made shall be ineffective to modify this AGREEMENT in whole or in part unless such agreement is embodied in an amendment to this AGREEMENT which has been signed by both Parties. This AGREEMENT supersedes all prior negotiations, understandings, representations and agreements.

IN WITNESS WHEREOF, the Parties hereto have caused this AGREEMENT to be executed.

DISTRICT: LAGUNA BEACH UNIFIED
SCHOOL DISTRICT

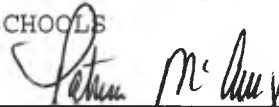
BY: _____
Authorized Signature

PRINT NAME: _____

TITLE: _____

DATE: _____

ORANGE COUNTY SUPERINTENDENT
OF SCHOOLS

BY:  _____
Authorized Signature

PRINT NAME: Patricia McCaughey

TITLE: Administrator

DATE: June 25, 2019

LBUSD(48528)-Audiology-Personnel Reimbursement-Legal20
ZIP9

EXHIBIT "A"

DOCUMENTATION AND INFORMATION TO BE PROVIDED TO EMPLOYEE

1. District Assessment Plan and documentation of parents' informed consent for audiological assessment.
2. All audiology assessment reports conducted within the past three years.
3. All Speech and Language assessment reports conducted within the past three years.
4. For English Learners, all CELDT results from the past three years.
5. All multidisciplinary reports or triennial evaluations conducted within the past three years.
6. All independent educational evaluations (IEEs) conducted within the past three years.
7. All reports or other information provided by the parents to the District for consideration by the IEP team.
8. Current IEP and any prior IEPs within the past three years.
9. Medical reports, as appropriate.
10. Any other relevant information to facilitate the assessment process, including but not limited to any written communications from the parent regarding parent concerns, pending or prior due process hearing complaints, and/or relevant settlement agreements.

Laguna Beach Unified School District

19. ACTION

July 16, 2019

Approval: Resolution Number 19-04: Cooperative Grant Between the Laguna Beach Unified School District and the Department of Rehabilitation to Provide Vocational Rehabilitation Services Through a Transition Partnership Project (TPP)

Proposal

Staff proposes that the Board of Education approve Resolution Number 19-04: Cooperative Grant Between the Laguna Beach Unified School District and the Department of Rehabilitation to Provide Vocational Rehabilitation Services through a Transition Partnership Project (TPP).

Background

The Laguna Beach Unified School District Transition Partnership Program (TPP) is a Cooperative Contract designed to jointly serve the mutual consumers receiving services from the Department of Rehabilitation (DOR), San Diego District, Laguna Hills Office and the Laguna Beach Unified School District. Staff and resources will be combined to provide vocational rehabilitation services through this Transition Partnership Project (TPP).

The TPP Program will continue to allow the District to provide needed services including Employment Services (employment preparation, job development, placement and follow-up) and Work Experience designed to prepare student/DOR consumers to obtain and retain competitive employment. Our TPP Program will continue to utilize pre-employment pull-out and classroom models to develop student/DOR consumer skills. All services, funded directly or through certified expenditures, provided through this agreement shall be exclusively for student/DOR consumers.

Most of the student/DOR consumers will be referred to the Program in their junior year or two years prior to graduation. Additionally, Transition Partnership Program (TPP) services may be provided two years after graduation through this contractual agreement. TPP staff from Laguna Beach Unified School District will work closely with the DOR counselors throughout the referral, eligibility, and planning processes to ensure coordinated services that will lead to a successful employment outcome.

Budget Impact

The grant budget provides for \$286,200 for the period of July 1, 2019 to June 30, 2022.

Recommended Action

Staff recommends the Board of Education approve Resolution number 19-04: Cooperative Grant Between the Laguna Beach Unified School District and the Department of Rehabilitation to Provide Vocational Rehabilitation Services through a Transition Partnership Project (TPP).

BOARD RESOLUTION

DR 324 (Rev 9/2011)

FULL Name of Corporation or Public Agency**Laguna Beach Unified School District**

WHEREAS, the Board of Directors or Board of Trustees of the above-named corporation or public agency has read the proposed agreement between State of California, Department of Rehabilitation (DOR), and above-named corporation or public agency and said Board of Directors or Board of Trustees acknowledges the benefits and responsibilities to be shared by both parties to said agreement.

NOW, THEREFORE, BE IT RESOLVED that said Board of Directors or Board of Trustees does hereby authorize the following person/position

Name/Position of Person Authorized to Sign Agreement**Jason Vilorio, Ed.D., Superintendent**

of the above-named corporation or public agency on behalf of the corporation or public agency to sign and execute any and all documents required by DOR to effectuate the execution of said Agreement and all amendments. This authorization shall remain in effect until the expiration of the contract and shall automatically expire at that time, unless earlier revoked or extended by the Board of Directors.

CERTIFICATION

I, the Recording Secretary named below, hereby certify that the foregoing resolution was duly and regularly adopted by the Board of Directors or Board of Trustees of above-named corporation or public agency at a meeting of said Board regularly called and convened at which a quorum of said Board of Directors or Board of Trustees was present and voting, and that said resolution was adopted by a vote of the majority of all Directors or Trustees present at said meeting.

IN WITNESS WHEREOF, I have hereunto set my hand as Recording Secretary of said corporation or public agency.

Address Where Board Meeting Held**550 Blumont Street, Laguna Beach, CA 92651**

Date of Board Meeting**July 16, 2019**

Signature of Recording Secretary

Date Signed

STANDARD AGREEMENT

STD 213 (Rev. 03/2019)

AGREEMENT NUMBER

31139

PURCHASING AUTHORITY NUMBER (If Applicable)

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

Department of Rehabilitation

CONTRACTOR NAME

Laguna Beach Unified School District

2. The term of this Agreement is:

START DATE

July 1, 2019

THROUGH END DATE

June 30, 2022

3. The maximum amount of this Agreement is:

\$286,200.00

Certified Expenditure: \$189,000.00

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

EXHIBITS	TITLE	PAGES
Exhibit A	Scope of Work	1
Exhibit A.1	Contractor's Program Scope of Work	7
Exhibit B	Budget Detail and Payment Provisions	4
Exhibit B.1	Contractor's Program Budget and Narrative	9
Exhibit C	General Terms and Conditions 4-2017	1
Exhibit D	Special Terms and Conditions	7
Exhibit E	Additional Provisions - Federally Funded Agreements	3
Exhibit F	Additional Provision	3
Exhibit G	Additional Provisions - Contract Monitoring & Transportation	1

Items shown with an asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.

These documents can be viewed at <https://www.dgs.ca.gov/OLSI/Resources>

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

Laguna Beach Unified School District

CONTRACTOR BUSINESS ADDRESS

550 Blumont Street

CITY

Laguna Beach

STATE

CA

ZIP

92651

PRINTED NAME OF PERSON SIGNING

TITLE

CONTRACTOR AUTHORIZED SIGNATURE

DATE SIGNED

STANDARD AGREEMENT

STD 213 (Rev. 03/2019)

AGREEMENT NUMBER

31139

PURCHASING AUTHORITY NUMBER (If Applicable)

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

Department of Rehabilitation

CONTRACTING AGENCY ADDRESS

721 Capitol Mall, 6th Floor

CITY

Sacramento

STATE

CA

ZIP

95814

PRINTED NAME OF PERSON SIGNING

Cynthia Robinson

TITLE

Chief, Contracts & Procurement Section

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

SCM Vol. 1

4.04 A.2

STANDARD AGREEMENT

STD 213 (Rev. 03/2019)

AGREEMENT NUMBER

31139

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July 1, 2019

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IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (If other than an individual, state whether a corporation, partnership, etc.)

Laguna Beach Unified School District

CONTRACTOR BUSINESS ADDRESS

550 Blumont Street

CITY

Laguna Beach

STATE

CA

ZIP

92651

PRINTED NAME OF PERSON SIGNING

TITLE

CONTRACTOR AUTHORIZED SIGNATURE

DATE SIGNED

STANDARD AGREEMENT

STD 213 (Rev. 03/2019)

AGREEMENT NUMBER	PURCHASING AUTHORITY NUMBER (If Applicable)
31139	

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

Department of Rehabilitation

CONTRACTING AGENCY ADDRESS	CITY	STATE	ZIP
721 Capitol Mall, 6th Floor	Sacramento	CA	95814
PRINTED NAME OF PERSON SIGNING	TITLE		
Cynthia Robinson	Chief, Contracts & Procurement Section		
CONTRACTING AGENCY AUTHORIZED SIGNATURE	DATE SIGNED		
CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL	EXEMPTION (If Applicable)		
	SCM Vol. 1		
	4.04 A.2		

EXHIBIT A
(Standard Agreement - Subvention)

1. PURPOSE

Subvention: VR Third Party Cooperative/Case Service Agreements:

2. AUTHORITY

Legislation: Rehabilitation Act of 1973, as amended, Title I, Parts A and B, Sec. 100-111; 29 U.S.C. 720-731.

Regulations: 34 CFR 369.2 (b)

Catalog of Federal Domestic Assistance Number (CFDA) 84.126A

3. CONTRACT REPRESENTATIVES

Direct all inquiries during the term of this Agreement to the Contract Administrators listed herein:

<u>Department of Rehabilitation</u>	<u>Laguna Beach Unified School District</u>
Angelica Diaz, Rehabilitation Specialist 7575 Metropolitan Drive, Suite 107 San Diego, CA 92108 Phone: (619) 767-2131 Fax: (619) 767-2134 Angelica.diaz@dor.ca.gov	Irene White, Director Special Education 550 Blumont Street, Laguna Beach, CA 92651 Phone: (949) 497-7770 ext. 5208 Fax: (949) 497-3199 jwhite@lbusd.org

4. DESCRIPTION OF SERVICES/DELIVERABLES

See attached program description - EXHIBIT A.1

EXHIBIT A
Cooperative Contract
Laguna Beach Unified School District
Transition Partnership Program (TPP)

SCOPE OF WORK

I. Introduction

The Laguna Beach Unified School District Transition Partnership Program (TPP) is a Cooperative Contract designed to jointly serve the mutual clients receiving services from the Department of Rehabilitation (DOR), San Diego District, Laguna Hills office and the Laguna Beach Unified School District (LBUSD). Staff and resources will continue to be combined to help prepare students for workplace success through this Transition Partnership Program (TPP).

The TPP program will allow the District to provide services in five distinct student service areas as follows: Job Exploration Counseling, Work-Based Learning Experiences, Postsecondary Counseling, Workplace Readiness Training and Self- Advocacy Training. Our TPP Program will utilize a variety of models including pullout and classroom instruction to develop student/DOR consumer skills. All services, funded directly or through certified expenditures, provided through this agreement shall be exclusively for student/DOR clients.

Eligible high school students, ages 16-21, will be referred to the TPP program two to three years prior to exit from high school based on their age. TPP staff from Laguna Beach Unified School District will continue to work closely with the DOR counselors for intake purposes and for additional support needed both at the student and staff level. TPP services will be provided to students until no additional services are needed or they exit from high school and TPP staff may be involved in transition discussion with DOR and TPP students to determine appropriate next steps.

DOR STUDENT SERVICES

For fiscal year 2019-2020, a total of 43 unduplicated TPP students will receive DOR Student Services through this cooperative contract.

It is expected that 35 TPP students will be referred for DOR Student Services.

For fiscal year 2020-2021, a total of 43 unduplicated TPP students will receive DOR Student Services through this cooperative contract.

It is expected that 35 TPP students will be referred for DOR Student Services.

For fiscal year 2021-2022, a total of 43 unduplicated TPP students will receive DOR Student Services through this cooperative contract.

It is expected that 35 TPP students will be referred for DOR Student Services.

II. Services to be Provided

DOR Student Services

TPP DOR Student Services are a coordinated set of services available for students with disabilities, to provide transition services to students from the age of 16 through 21. DOR Student Services may be delivered in a classroom, community, or individual setting. Upon TPP student exit from high school, TPP DOR Student Services will end.

The coordinated DOR Student Services activities shall include DOR, the school, and other appropriate agencies that may provide services to the student/DOR consumer including Regional Centers, the One Stop system, and Social Security administration. DOR Student Services are based upon the individual student/DOR consumer needs, taking into account the student's preferences and interests, and shall include instruction, community experiences.

The following DOR Student Services are designed to be provided under the auspices of a DOR third-party cooperative agreement, and individualized to each student/DOR consumer needs and interests.

The services described in sections A-E are DOR Student Services, designed to support students with disabilities in exploring transition from school and preparing for successful employment and/or postsecondary education.

DOR Student Services are available to students who are potentially eligible or students who have been determined eligible for VR services. Students participating in DOR Student Services through this contract will primarily be provided services as potentially eligible. Students who require additional services to participate in DOR Student Services will need to apply for VR services through the DOR Regional office. Students who have been determined eligible for the VR services may be provided with DOR Student Services either pre- or post- (Individual Plan for Employment) IPE development.

A. DOR Student Services Job Exploration Counseling

1. Description of Service

Job Exploration Counseling services provide an individualized, timely, and systematic process by which a participant seeking employment gains knowledge of career paths and job opportunities and learns to identify strengths, barriers to employment, viable vocational options, and objectives necessary to achieve one or more employment goals. Job exploration counseling will be provided in conjunction with the counseling provided by the DOR counselor. Job Exploration Counseling may include discussion, analysis, or information on:

- The local labor market
- In-demand industries and occupations
- Non-traditional employment options
- Interest in post-secondary training or education
- Career aptitude, career skills, and vocational interest inventories
- The participant's vocational interest inventory results
- Identification of career pathways of interest to the participant, and the skills and qualifications necessary to be successful in these occupations.
- The participant's prior work experience and transferable skills
- Career speakers

Reporting of job exploration activities completed, findings, and recommendations will be provided to the referring DOR Counselor.

The following staff may provide this service:

TPP Transition Services Coordinator

TPP Employment Technician

Workplace Communication Specialist

Special Education Teachers

2. Service Goals/Number to be served

During fiscal year 2019-2020, it is expected that:

- There shall be 30 student/DOR consumers who receive Job Exploration Counseling services.

During fiscal year 2020-2021, it is expected that:

- There shall be 30 student/DOR consumers who receive Job Exploration Counseling services.

During fiscal year 2021-2022, it is expected that:

- There shall be 30 student/DOR consumers who receive Job Exploration Counseling services.

B. DOR Student Services Workplace Readiness Training

1. Description of Service

Workplace Readiness Training services consist of instruction with curricular supports which can be provided in a classroom, group, or individual setting. Workplace readiness skills are a set of skills and behaviors that are necessary for any job. This secondary school instruction is intended to support goals and objectives and will typically be provided until the student exits the secondary school system, in accordance with the needs and informed choice of the student. Workplace Readiness training can be provided through instruction or other activities where the student can learn and apply the knowledge.

Workplace readiness training may include, but not limited to, training in the following subject matters:

- Soft skills needed for successful employment including:
 - Communication with coworkers
 - Attitudes about work
 - Decision making while on the job
 - Conflict resolution skills
 - Problem solving techniques
 - Appropriate work place written communication skills
- Interviewing techniques
- Resume development
- Application preparation
- Appropriate work behaviors including:
 - Grooming and hygiene while on the job
 - Use of a cell phone
 - Social media professionalism
 - Maintaining a healthy life style while at work
 - Time management

- Developing friendships with coworkers
- Community safety
- Employer expectations such as punctuality and performance
- Relevant work practices
- Travel training
- Financial literacy
 - Money management
 - Assistance in becoming knowledgeable regarding the impact of employment on a participant's disability and benefits

Reporting on workplace readiness training activities will be provided to the referring DOR counselor.

The following staff may provide this service:

TPP Transition Services Coordinator

TPP Employment Technician

Workplace Communication Specialist

Special Education Teachers

2. Service Goals/Number to be served

During fiscal year 2019-2020, it is expected that:

- There shall be 30 student/DOR consumers who receive Workplace Readiness Training services.

During fiscal year 2020-2021, it is expected that:

- There shall be 30 student/DOR consumers who receive Workplace Readiness Training services.

During fiscal year 2021-2022, it is expected that:

- There shall be 30 student/DOR consumers who receive Workplace Readiness Training services.

C. DOR Student Services Work-based Learning Experiences:

1. Description of Service

Work-based learning experiences use real work settings to provide participants with an opportunity to explore work in a competitive integrated environment. Work-based learning experiences provide participants with the knowledge and skills that will help them connect school experiences to real-life work activities and future career opportunities. Participants may participate in more than one work-based learning experience, as appropriate for the participant. Work-based learning experiences are intended to be temporary placements to gain experience in the workplace. They may also result in the development of any of the following: vocational direction, appropriate work attitudes, ethics, interpersonal skills, speed, and accuracy, foundational employment skills.

Work based learning experiences include work experience services consisting of short-term placements both on and off campus and monitoring the participant's performance in the work environment. Work experience may include:

- Paid/unpaid internships
- Paid/unpaid placement
- Summer work experience

- Apprenticeships (informal)
- Informational interviews
- Workplace tours
- Job shadowing

Any paid or non-paid work experience activities will be in compliance with the Department of Labor regulations. Work Experience supervisors will evaluate participants and submit written reports to the DOR counselor on a monthly basis.

The following staff may provide this service:

TPP Transition Services Coordinator

TPP Employment Technician

Workplace Communication Specialist

Special Education Teachers

2. Service Goals/Number to be served

During fiscal year 2019-2020, it is expected that:

- There shall be 15 student/DOR consumers who receive Work-based Learning Experiences services.
- 10 student/DOR consumers will participate in a Work Experience placement.

During fiscal year 2020-2021, it is expected that:

- There shall be 15 student/DOR consumers who receive Work-based Learning Experiences services.
- 10 student/DOR consumers will participate in a Work Experience placement.

During fiscal year 2021-2022, it is expected that:

- There shall be 15 student/DOR consumers who receive Work-based Learning Experiences services.
- 10 student/DOR consumers will participate in a Work Experience placement.

D. DOR Student Services Instruction in Self Advocacy

1. Description of Service

Instruction in Self-Advocacy services may be provided in a classroom, group, or individual setting to assist participants to effectively communicate, convey, negotiate, or assert his/her own interests and/or desires. Instruction may be provided through mentorships including peer, disability, or group mentoring. Self-Advocacy instruction may train participants in the following skills as they relate to successful employment:

- Self-awareness
- Disability understanding and disclosure
- Self-determination
- Setting goals
- Reasonable accommodation factors
- Utilizing available resources and support systems
- Taking a leadership role in the IEP, 504, or other person-centered planning process
- Positive self-talk
- Understanding workplace rights

- Understanding workplace responsibilities
- Effective communication and interpersonal skills

Reporting on Self-Advocacy instruction activities will be provided to the referring DOR counselor.

The following staff may provide this service:

TPP Transition Services Coordinator
 TPP Employment Technician
 Workplace Communication Specialist
 Special Education Teachers

2. Service Goals/Number to be served

During fiscal year 2019-2020, it is expected that:

- There shall be 30 student/DOR consumers who receive Instruction In Self Advocacy services.

During fiscal year 2020-2021, it is expected that:

- There shall be 30 student/DOR consumers who receive Instruction In Self Advocacy services.

During fiscal year 2021-2022, it is expected that:

- There shall be 30 student/DOR consumers who receive Instruction In Self Advocacy services.

E. DOR Student Services Counseling on Post-Secondary Education

1. Description of Service

Counseling on post-secondary education services include instruction with curricular supports which can be provided in a classroom, group, or individual setting. Participants interested in careers requiring post-secondary education may receive guidance on how skill development and knowledge relate to future opportunities in post-secondary education settings and employment. Counseling on post-secondary education may include instruction in the following subject matters:

- Explore career & post-secondary education options
- Learn about career pathways
- Discover post-secondary education resources and disability support services
- Assist with application/ enrollment process
- Identify financial aid options
- Identify technology needs
- Attend college fairs & tours

The following staff may provide this service:

TPP Transition Services Coordinator
 TPP Employment Technician
 Workplace Communication Specialist
 Special Education Teachers

2. Service Goals/Number to be served

During fiscal year 2019-2020, it is expected that:

- There shall be 25 student/DOR consumers who receive Counseling on Post-Secondary Education services.

During fiscal year 2020-2021, it is expected that:

- There shall be 25 student/DOR consumers who receive Counseling on Post-Secondary Education services.

During fiscal year 2021-2022, it is expected that:

- There shall be 25 student/DOR consumers who receive Counseling on Post-Secondary Education services.

III. Contract Administrator/Program Coordinator

Angelica Diaz, Contract Administrator
Department of Rehabilitation
7575 Metropolitan Dr. #107
San Diego, CA 92108
(619) 767-2131
(619) 767-2156 FAX

Irene White, Director Special Education
Laguna Beach Unified School District
550 Blumont Street
Laguna Beach, CA 92651
(949) 497-7770 X 5208
(949) 497-3199 FAX

IV. Linkages to Other Community Agencies

The Laguna Beach Unified School District has regular contact and on-going working relationships with the following agencies to increase opportunities for TPP students/DOR clients and avoid duplication of services.

- Regional Center
- Local One-Stop Center
- Local Community Colleges
- Chamber of Commerce
- Orange County Department of Education
- Vital Link
- Workability 1/Special Education Service Providers
- Capistrano Laguna ROP
- Business Leaders Network
- Local Family Resource Centers
- City of Laguna Beach
- Dayle McIntosh
- UCI
- Chapman University Thompson Policy Institute

V. In Service Training

Twice a year or more frequently as needed, in-service trainings will be conducted to cross-train contract agency and DOR staff in each agency's mission, goals, services, policies, procedures, and professional approaches. This may be done through quarterly meetings, monthly staff meetings, and other program related meetings.

EXHIBIT B
(Standard Agreement - Subvention)

BUDGET DETAIL AND PAYMENT PROVISIONS

1. INVOICING AND PAYMENT

A. Service Budget Payment of Expenditure

1. This is a cost reimbursement Agreement for subvention services. For services satisfactorily completed, and upon receipt and approval of the invoices, the Department of Rehabilitation (DOR) agrees to reimburse the Contractor for actual expenditures incurred subject to the approved Scope of Work, Service Budget, Budget Narrative, and applicable regulations as attached or referenced hereto and made a part of this Agreement.
2. All expenses shall be reviewed and approved by the DOR Contract Administrator before payment can be made to the Contractor.
3. The Service Budget must set forth in detail the reimbursable items, unit rates and extended total amounts for each line item. The Contractor's Service Budget shall include items directly related to this Agreement to include a Budget Narrative that fully explains why and how the costs are necessary to the Agreement.

B. Submission of Invoice(s)

1. Monthly invoices must be completed using the DR 801B Service Invoice form (DR801B) and shall provide an actual line-item detail of expenditure(s) that supports the approved Service Budget and Budget Narrative. The DR801B shall include the Agreement Number, and be submitted in duplicate not more frequently than monthly in arrears to the DOR Contract Administrator or designee (listed in Exhibit A).
2. An original DR801B must be submitted and signed by authorized personnel as listed on the Signature Authorization (DR 325) form.
3. Supporting documentation must be available upon request at any time by DOR staff, or other State and Federal representatives.
4. Federal and State funds are time limited, therefore, invoices (service and certified match) must be submitted as soon as possible, but no later than 60 days after the service month. Final submission of all fiscal year-end invoices is due no later than November 1st, to allow for payment and draw down prior to the close out of Federal/State funds.
5. If budgetary funds revert due to failure to submit timely invoices or failure to submit a properly prepared invoice, related Federal and State funds will no longer be available for use which will require the contractor to submit a claim through the Department of General Services, where approval to pay is not guaranteed.
6. The DOR is committed to issue payments as quickly as possible following the receipt of an accurate and complete invoice of allowable costs as approved by the DOR Contract Administrator.

C. Appropriate Expenditures

Budgets must not contain line items that are or will be reimbursed/paid by another source of funding during the period covered by this Agreement. Unexpended funds for a fiscal year shall not be carried over to another fiscal year. Agreement expenditures reimbursed by DOR must be reported as federal funds in the contractor's accounting records and on the Schedule of Federal Awards under the CFDA # listed for this Agreement and prepared for the Title 2 Code of Federal Regulations, Part 200 (2 CFR 200) Single Audit.

D. Invoice Claim Adjustments

1. Surplus funds from a given line item, within a fiscal year budget may be used to defray allowable costs under the approved budget line items contained **within the same fiscal year**. A claim adjustment is required on the Service Invoice (DOR 801B) with an attached brief narrative explaining each line item impacted and may not exceed up to a cumulative amount of ten percent (10%) of the total annual contract Service Budget for all budget years as long, as there is neither an increase nor decrease of the total annual contract Service Budget. A formal amendment is required if it does not meet the above criteria.
2. Staff line item salary ranges and percentage of time are projected estimates and are subject to change based on actual salary and chargeable time costs. Claim adjustments are allowable as long as the annualized total line item costs do not exceed what is allowed in Item 1 above.

E. Budget Contract Amendments

A contract amendment between both parties is required for any budget changes not covered in Section D above. This includes any major category or detailed line item description changes to the approved Service Budget and Budget Narrative as outlined below:

- Adding and deleting a major category budget or detailed line item.
- Line item adjustments that exceed a cumulative amount of 10%.
- Decrease/increase to the total annual budget award or the total Agreement award for all budget years.
- Any word for word changes to the written budget narrative or budget cost detail.
(Note: ALL changes must be made in **bold**.)

F. Travel Reimbursements

If travel is reimbursable, the Contractor agrees that all travel expenses and per diem rates paid to its employees under this Agreement shall be reimbursed at actual costs not to exceed the California Department of Human Resources (CalHR) designated rates for excluded employees. Go to CalHR website at <http://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx>. No travel outside the State of California except for bordering California states shall be reimbursed without prior documented written authorization from DOR.

Upon request from the DOR, Contractor will provide sufficient documentation to support travel expenditures such as travel claims, mileage logs, and receipts for lodging, transportation, and meal costs.

2. BUDGET CONTINGENCY CLAUSE

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an Agreement amendment to Contractor to reflect the reduced amount.

3. BUDGET CONTINGENCY CLAUSE FOR FEDERALLY FUNDED AGREEMENTS

- A. It is mutually understood between the parties that this Agreement may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds to avoid program and fiscal delays that would occur if the Agreement were executed after that determination was made.
- B. This Agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the current year and/or any subsequent year for the purpose of this program. In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by Congress or to any statute enacted by Congress that may affect the provisions, terms, or funding of this Agreement in any manner.
- C. The parties mutually agree that if Congress does not appropriate sufficient funds for the program, this Agreement shall be amended to reflect any reduction in funds.

4. PROMPT PAYMENT CLAUSE

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with section 927.

5. PRINCIPLES AND STANDARDS FOR DETERMINING ALLOWABLE COSTS, INCLUDING REQUIREMENTS FOR DOCUMENTING PERSONNEL ACTIVITY CHARGEABLE TO THE AGREEMENT

Agreements awarded by the Department shall be subject to actual costs for services rendered under this Agreement. Allowable costs under this Agreement must meet the following general criteria:

- Be generally recognized and necessary for the operation of the Contractor's organization.
- Be reasonable for the performance of the Agreement, including acceptable sound business practices.
- Be subject to the terms and conditions of the Agreement and approved DOR budgeted line items.
- Not be used for general expenses required to carry out other responsibilities of the Contractor.
- Be properly documented and supported.

Documenting and supporting the distribution of all costs, including the allocation of time chargeable to the Agreement, is required. The Contractor agrees to comply with the 2 CFR 200 cost principles regarding documentation for the support of personnel activity chargeable to the Agreement.

6. ACCOUNTING SYSTEM REQUIREMENTS

- A. Contractor must maintain an appropriate fund accounting system that accurately accumulates and segregates reasonable, allocable, and allowable costs in compliance with state and federal regulations, and generally accepted accounting principles. The Contractor's financial management system shall provide:
- Accurate, current, and complete disclosure of the financial results of each federally sponsored project.
 - Records that identify adequately the source and application of funds for federally sponsored activities.
 - Written procedures for determining the reasonableness, allocable, and allowable costs in accordance with the provisions of the applicable federal cost principles and the terms and conditions of the Agreement.
 - Accurate fund accounting records that track the revenues received from funders/sources and the expenditures paid to vendors for goods and services, and that are supported by adequate source documentation.
- B. Contractor shall submit to State such reports, accounts, and records as deemed necessary by the State to discharge its obligation under State and Federal laws and regulations

Laguna Beach Unified School District

Program Budget and Match Summary
July 1, 2019 - June 30, 2022

	FY 7/1/2019 to 6/30/2020	FY 7/1/2020 to 6/30/2021	FY 7/1/2021 to 6/30/2022
	<u>TOTALS</u>	<u>TOTALS</u>	<u>TOTALS</u>
DOR PROGRAM COSTS (From DOR Program Budget)	\$90,600	\$90,600	\$90,600
DOR Student Services Service Budget	\$95,400.00	\$95,400.00	\$95,400.00
VR Employment Services Service Budget (If Applicable)			
TOTAL PAYMENT BY DOR TO CONTRACTOR (From Service Budget)	\$95,400	\$95,400	\$95,400
TOTAL FEDERAL COSTS	\$186,000	\$186,000	\$186,000
Certified Match (If applicable)	\$63,000 25.30%	\$63,000 25.30%	\$63,000 25.30%
Total Federal Share	\$186,000 74.70%	\$186,000 74.70%	\$186,000 74.70%
Cash Match (If applicable)			
	0%	0%	0%
Total Federal Share	\$0 0%	\$0 0%	\$0 0%
TOTAL STATE MATCH	\$63,000	\$63,000	\$63,000

Cooperative agency certified match expenditure and cash match expenditure must be from non-federal funds and cannot be used to draw down other federal funds. The cash match expenditure must equal at least 21.3% of the designated share and the certified match expenditure must equal at least 25% of the designated share.

Laguna Beach Unified School District

DOR Program Budget July 1, 2019 - June 30, 2022

<u>ITEM</u>	<u>FTE EXPENDITURE</u>	<u>FY 7/1/2019 to 6/30/2020 TOTAL</u>	<u>FY 7/1/2020 to 6/30/2021 TOTAL</u>	<u>FY 7/1/2021 to 6/30/2022 TOTAL</u>
Rehabilitation Team Unit 1 FTE = \$110,377	Units	0.50 \$55,189	0.50 \$55,189	0.50 \$55,189
Case Services (Individual Consumer Expenses)		35,411	35,411	35,411
	SUBTOTAL	\$90,600	\$90,600	\$90,600
Case Service Contract(s):				
TOTAL DOR PROGRAM COST		\$90,600	\$90,600	\$90,600

STATE OF CALIFORNIA

TPP SERVICE BUDGET- DOR STUDENT SERVICES

DEPARTMENT OF REHABILITATION

☒ Original

☐ Amendment

Director's Name and Address

Laguna Beach USD
550 Blumont Street
Laguna Beach CA 92651

31139

95-6001797

1 of 1

July 1, 2019 - June 30, 2020

July 1, 2020 - June 30, 2021

July 1, 2021 - June 30, 2022

Director's Name and Address

Line No.	PERSONNEL POSITION TITLE & Time Basis	Original Salary Per FTE	Anticipated Salary Per FTE	Anticipated Salary Per FTE	Anticipated Salary Per FTE
1	TPP Transition Service Coord. FTE = 40 hours per week for 12 months	\$79,114.00	0.75	\$59,335.50	\$69,690.00
2	TPP Employment Technician FTE = 28.75 hours per week for 10 months	\$40,615.00	0.50	\$20,307.50	\$21,280.00
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13	Subtotal			\$85,537.00	\$90,970.00
14	OPERATING EXPENSES				
15	Instructional Materials			\$1,000.00	\$250.00
16	Office Supplies			\$534.00	\$209.00
17	Mileage			\$250.00	\$50.00
18	Travel			\$500.00	\$250.00
19	Training			\$500.00	\$250.00
20	Printing			\$250.00	\$100.00
21					
22					
23	Operating Subtotal			\$3,034.00	\$1,109.00
24	Personnel and Operating Subtotal			\$88,571.00	\$92,079.00
25	Indirect Rate Percentage			5.00%	1.00%
26	Indirect Cost			\$4,429.00	\$921.00
27	Workplace Readiness Training			\$1,500.00	\$1,500.00
28	Work-based Learning			\$900.00	\$900.00
29	TOTAL (rounded to nearest dollar)			\$95,400.00	\$95,400.00

Exhibit B.1

Laguna Beach Unified School District

Service Budget Narrative

PERSONNEL

Employee benefits include statutory benefits for certificated and classified employees and are calculated at a range of 27% - 47%. The Laguna Beach Unified School District provides retirement benefits, PERS (20.70%) or STRS (17.10%), depending on the classification, Social Security (6.20% for classified employees only), Medicare (1.45%), State Unemployment Insurance (0.05%), and Worker's Compensation (1.154%).

The Laguna Beach Unified School District also contributes an annual amount for eligible unit members based on a tiered structure. The health and welfare budgets cover the District's portion of medical, dental, vision and basic life insurance for eligible employees. Employees have two providers to select from: Blue Shield and Kaiser, and employees hired have a co-pay contribution for health benefits or none at all, depending on what plan they choose and the number of qualifying dependents. The District benefit annual cap per employee is \$25,700. The District pays medical, dental and vision premiums for unit members, working six (6) hours or more per day, five (5) days per week. For unit members who work at least four (4) hours per day, but less than six (6) hours per day, five days per week, the District pays for 50% of the premium for medical, dental, and vision for unit members and their dependents.

All active employees, in paid status, in a monthly salaried position of half time or more is eligible for medical, dental, vision, and life insurance coverage. Benefits have been included in the salaries listed on the attached Certificated Expenditure Budget and Service Budget.

Contract Duties

TPP Transition Services Coordinator

- Manages overall TPP Program
- Coordinates and monitors TPP referrals and intakes
- Aids in community/school outreach for TPP
- Responsible for TPP interagency coordination and collaborations
- Responsible for TPP collaboration, and representations within school district programs, administration, and activities
- Oversees, revises, and develops TPP services
- Attends Orange County meeting applicable to TPP services
- Coordinates and interfaces with TPP Work Skills teachers
- Leads program meetings of TPP staff
- Interfaces with the Local and Regional DOR Offices

Non-Contract Duties

Transition Services Coordinator

Oversees operations and completion of Workability I

- and administrators
- Coordinates employers and job sites for TPP
- Develops program worksites for DOR student/clients
- Coordinates Transition Services and program for students
- Collaborates monthly with Special Education Director regarding TPP budget
- Collaborate in monthly staff meeting and trainings as needed
- Monitors TPP contract requirements
- Participate in DOR student IEPs/ITPs as requested by instructors/parents/students, not mandated or provided by District
- Ensures accurate completion of all TPP certified and service budget staff PARS
- Assist in tracking monthly budget expenditures
- Prepares monthly client serve list and quarterly progress reports
- Provides Benefit planning support to students as appropriate
- Provides Task Analysis and Mobility training
- Provides services in the following areas: Job exploration counseling, Workplace readiness, Work-based learning, work experience placement and self-advocacy and counseling on Post-Secondary

TPP Employment Technician

Workability Specialist

Provides Workability services to include workability database and end of year report

- Aids in community/school outreach for TPP
- Aids in TPP collaboration, and representations within school district programs, administration, and activities
- Aids in coordinating and interfacing with TPP Work Skills Teachers
- Aids in completing DOR student/client career interest survey or vocational assessment
- Aids in coordinating employers and job sites for TPP.
- Aids in developing program worksites for DOR student/clients
- Participate in DOR student IEPs/ITPs as requested by instructors/parents/students, not mandated or provided by District
- Collect certified and expenditure time sheets
- Collaborates monthly with Special Education Director regarding TPP budget
- Collaborate in monthly staff meeting and trainings as needed
- Provides services in the following areas: Job exploration counseling, Workplace readiness, Work-based learning, work experience placement and self-advocacy and counseling on Post-Secondary.

OPERATING EXPENSES:

Instructional Materials: DOR client instructional materials for job preparation training, time management tools, and curriculum materials for DOR Student Services.

Office Supplies: Office supplies and daily use items such as, but not limited to, paper clips, staples, binders, toner, writing utensils, paper and pads, printer ink, file folders, envelopes, etc.

Mileage: Reimbursement for mileage expenses when TPP staff use their own private vehicles in the provision of contract services such as Work Based Learning. Reimbursements not to exceed the California Department of Human Resources (CalHR) designated rates.

Travel: Per Diem and transportation costs for TPP staff to travel to contract related trainings within the state of California (e.g. airfare, bus, train, rental cars, personal vehicle mileage, lodging and food costs). Reimbursements at actual costs not to exceed the CalHR designated rates. Federal prior approval is required for all travel costs associated with training attendance, and written prior approval from the DOR Contract Administrator must be received.

Training: Staff training for applicable DOR activities. Training and/or conference fees are estimated at \$500.00 per FTE staff and must be pre-approved in writing by DOR Contract Administrator and federal prior approval must be received for all training costs.

Printing: Duplication of newly created forms, business cards, program brochures, and other materials used in training staff, and for approved outreach activities.

INDIRECT Costs/Administrative Overhead:

Indirect cost rate of LBUSD is the rate calculated and approved by the California Department of Education (CDE).

Workplace Readiness Training: Costs for the purchase of Student Bus Passes to support travel training instruction as part of Workplace Readiness Training services. Total amount budgeted is based on the anticipated number of TPP students receiving transportation training multiplied by the prevailing local student buss pass rates.

Work-based Learning: Costs for the purchase of shoes, work clothing, and uniforms required to participate in a work-based learning experience(s). Total amount budgeted is based on the anticipated number of TPP students to participate in Work-based Learning services based on the contract service goal, and up to \$150.00 allowance per TPP student.

Receipts for items purchased will be retained by the TPP, and submitted with the monthly invoice to the DOR Contract Administrator upon request.

COOPERATIVE AGENCY-CERTIFIED EXPENDITURE BUDGET

July 1, 2019 - June 30, 2022

Laguna Beach Unified School District 650 Blumont St. Laguna Beach CA 92651		Cooperative agency agrees it will make the following expenditures during the fiscal year, in conformity with the following narrative section titled "Cooperative Agency-Certified Expenditure Budget Narrative". These are not legally mandated services and are not services that the Cooperative agency otherwise provides. **NOTE** No portion of the below expenditures shall come from Federal Funds or WorkAbility I Funds.							
Item Expenditure	Fiscal Year 7/1/2019 - 6/30/2020		Fiscal Year 7/1/2020 - 6/30/2021		Fiscal Year 7/1/2021 - 6/30/2022				
PERSONNEL									
Position Title & FTE Basis									
TPP Workplace Comm Specialist 1 FTE = 35 hours per week for 10 months	\$180,070.00	0.1300	\$23,409.10	\$180,070.00	0.1300	\$23,409.10	\$180,070.00	0.1300	\$23,409.10
TPP Special Education Teacher 1 FTE = 35 hours per week for 10 months	\$169,300.00	0.0547	\$9,260.71	\$169,300.00	0.0547	\$9,260.71	\$169,300.00	0.0547	\$9,260.71
TPP Special Education Teacher 1 FTE = 35 hours per week for 10 months	\$176,329.00	0.0547	\$9,645.20	\$176,329.00	0.0547	\$9,645.20	\$176,329.00	0.0547	\$9,645.20
TPP Special Education Teacher 1 FTE = 35 hours per week for 10 months	\$124,329.00	0.0547	\$6,800.80	\$124,329.00	0.0547	\$6,800.80	\$124,329.00	0.0547	\$6,800.80
TPP Special Education Teacher 1 FTE = 35 hours per week for 10 months	\$128,850.00	0.0547	\$7,048.10	\$128,850.00	0.0547	\$7,048.10	\$128,850.00	0.0547	\$7,048.10
TPP Special Education Teacher 1 FTE = 35 hours per week for 10 months	\$124,974.50	0.0547	\$6,836.11	\$124,974.50	0.0547	\$6,836.11	\$124,974.50	0.0547	\$6,836.11
Personnel Subtotal		\$63,000.00		\$63,000.00		\$63,000.00			\$63,000.00
OPERATING EXPENSES									
Operating Subtotal									
Personnel and Operating Subtotal		\$63,000.00		\$63,000.00		\$63,000.00			\$63,000.00
Indirect Cost Percentage									
Indirect Cost Total									
TOTAL EXPENDITURES "CERTIFIED"		\$63,000.00		\$63,000.00		\$63,000.00			\$63,000.00

**Laguna Beach Unified School District
TPP
Certified Expenditure Budget Narrative**

BENEFITS:

Employee benefits include statutory benefits for certificated and classified employees and are calculated at a range of 27% - 47%. The Laguna Beach Unified School District provides retirement benefits, PERS (20.70%) or STRS (17.10%), depending on the classification, Social Security (6.20% for classified employees only), Medicare (1.45%), State Unemployment Insurance (0.05%), and Worker's Compensation (1.154%).

The Laguna Beach Unified School District also contributes an annual amount for eligible unit members based on a tiered structure. The health and welfare budgets cover the District's portion of medical, dental, vision and basic life insurance for eligible employees. Employees have two providers to select from: Blue Shield and Kaiser, and employees hired have a co-pay contribution for health benefits or none at all, depending on what plan they choose and the number of qualifying dependents. The District benefit annual cap per employee is \$25,700. The District pays medical, dental and vision premiums for unit members, working six (6) hours or more per day, five (5) days per week. For unit members who work at least four (4) hours per day, but less than six (6) hours per day, five days per week, the District pays for 50% of the premium for medical, dental, and vision for unit members and their dependents.

All active employees, in paid status, in a monthly salaried position of half time or more is eligible for medical, dental, vision, and life insurance coverage. Benefits have been included in the salaries listed on the attached Certificated Expenditure Budget and Service Budget.

PERSONNEL:

Cooperative Program Duties

TPP Workplace Communication Specialist

1. Identifies workplace communication needs
2. Provides group and individual instruction regarding vocabulary and communication skills and etiquette in the workplace for TPP students as part of Workplace Readiness Training

Current Education Duties

Speech and Language Specialist (1)

Addresses speech therapy needs identified in students' IEP's

TPP Special Education Teacher

1. Provides workplace readiness training and self advocacy training
2. Assists Transition Services Coordinator in writing progress report and case notes regarding student progress
3. Travel with clients and other contract staff to provide contract related services
4. Prepares TPP Curriculum
5. Coordinate, identify and address vocational needs of students

Special Education Teacher (5)

Provide instruction to eligible students in various content areas as well as implement other components of student's IEP

EXHIBIT C

GENERAL TERMS AND CONDITIONS (GTC 04/2017)

PLEASE NOTE: The General Terms and Conditions will be included in the Agreement by reference, you can view them at the Department of General Services, Office of Legal Services website at <https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language>.

Click on the Standard Contract Language section to expand, then click on GTC 04/2017.

EXHIBIT D
(Standard Agreement - Subvention)

SPECIAL TERMS AND CONDITIONS

1. NOTIFICATION & COMPLIANCE

All notices required by either party shall be in writing and sent by email, mail, or personally delivered to the appropriate address. Mailing addresses may be changed by written notice.

Contractor agrees to comply with all laws, regulations, ordinances, and policies of any governmental unit having jurisdiction over the rehabilitation program with regards to construction, medicine, health, safety, wages, hours, working conditions, workers' compensation, licensing and all other activities requiring compliance. Contractor shall accept financial responsibilities in the event of non-compliance.

2. DISPUTES

If Contractor believes that there is a dispute or grievance between Contractor and the State arising out of or relating to this Agreement, Contractor shall first discuss and attempt to resolve the issue informally with the DOR Contract Administrator. If the issue cannot be resolved at this level, Contractor shall follow the following procedures:

- A. If the issue cannot be resolved informally with the DOR Contract Administrator, Contractor shall submit, in writing, a grievance report together with any evidence to the DOR Contract Administrator's Supervisor. The grievance report must state the issues in the dispute, the legal authority, or other basis for the Contractor's position and the remedy sought. Within ten (10) working days of receipt of the written grievance report from the Contractor the DOR Supervisor shall make a determination on the problem and shall respond in writing to the Contractor indicating the decision and reasons therefore. Should the Contractor disagree with the Supervisor's decision, Contractor may appeal to the next level following the procedure in "Disputes", paragraph B listed below.
- B. Contractor's letter of appeal must be submitted within ten (10) working days of the receipt of the Contract Administrator's Supervisor's written decision. Contractor must submit a letter of appeal to the Department's Contract Officer explaining the disagreement with the Contract Administrator's supervisor's decision. The letter must include, as an attachment, copies of the Contractor's original grievance report, evidence originally submitted, and response from Supervisor. The Contracting Officer shall, within twenty (20) working days of receipt of Contractor's letter of appeal, review the issues raised and shall render a written decision to the Contractor. The decision of the Director or designee shall be final.

3. RIGHT TO TERMINATE

- A. Either party reserves the right to terminate this Agreement subject to 30 days written notice.
- B. However, the Agreement can be immediately terminated for cause. The term "for cause" shall mean that the Contractor fails to meet the terms, conditions, and/or responsibilities of the Agreement. In this instance, the Agreement termination shall be effective as of the date indicated on the State's notification to the Contractor.

4. TRAINING SEMINARS, WORKSHOPS OR CONFERENCES

If said Contractor provides training seminars, workshops, or conferences, Contractor must obtain prior DOR approval for the location, costs, dates, agenda, instructors, instructional materials, and attendees at any reimbursable training seminar, workshop, or conference pursuant to this Agreement and of any reimbursable publicity or educational materials to be made available for distribution. The Contractor shall acknowledge the support of the State whenever publicizing the work under this Agreement in any media. The provision does not apply to necessary staff meetings or training sessions held for the staff of the Contractor to conduct routine business matters.

5. INSURANCE REQUIREMENTS

- A. Commercial General Liability – Contractor's liability shall be primary and non-contributory over any other valid or collectible insurance and self-insurance. Contractor shall maintain general liability on an occurrence form with limits not less than \$1,000,000 per occurrence for bodily injury and property damage liability combined with a \$2,000,000 annual policy aggregate. The policy shall include coverage for liabilities arising out of premises, operations, independent contractors, products, completed operations, personal & advertising injury, and liability assumed under an insured Agreement. This insurance shall apply separately to each insured against whom claim is made or suit is brought subject to the Contractor's limit of liability. The policy endorsement must include:

The State of California, its officers, agents, and employees as additional insured, but only with respect to work performed under the Agreement.

Endorsements must be physically attached to all requested certificates of insurance and not substituted by referring to such coverage on the certificate of insurance. The endorsement must be acceptable to the DGS Office of Risk and Insurance Management.

- B. Automobile Liability (If Applicable) – For DOR consumers being provided transportation under said Agreement, the Contractor shall maintain motor vehicle liability with limits not less than \$1,000,000 combined single limit per accident. Such insurance shall cover liability arising out of a motor vehicle including owned, hired and non-owned motor vehicles to include the following additional insurance coverage below:

- **For public schools and for-profit organizations:** Automobile Liability insurance must include Any-Auto, Hired-Autos, Non-Owned Autos, and any other auto used in performing services under the Agreement. For **seating capacity up to 7 people** (includes driver), the Contractor's certificate of insurance shall state a limit of liability of not less than **\$1,000,000** per occurrence for bodily injury and property damage liability combined. For **seating capacity for 8 –15 people** (includes driver) the certificate of insurance shall state a limit of liability of not less than **\$1,500,000** per occurrence for bodily injury and property damage liability combined. For **seating capacity for 16 passengers** or more the certificate of insurance shall state a limit of liability of not less than **\$5,000,000** per occurrence for bodily injury and property damage liability combined.
- **For non-profit organizations:** Automobile Liability insurance must include Any-Auto, Hired-Autos, Non-Owned Autos, and any other auto used in performing services under the Agreement. For **seating capacity of up to 15 people** (includes driver) the certificate of insurance shall state a limit of liability of not less than **\$1,000,000** per occurrence for bodily

injury and property damage liability combined. For **seating capacity for 16 passengers** or more the certificate of insurance shall state a limit of liability of not less than **\$5,000,000** per occurrence for bodily injury and property damage liability combined.

The same additional insured designation and endorsement required for general liability is to be provided for this coverage.

- C. Workers Compensation and Employers Liability – Contractor shall maintain statutory worker's compensation and employer's liability coverage for all its employees who will be engaged in the performance of the Agreement. Employer's liability limits of \$1,000,000 are required.

The workers' compensation policy shall contain a waiver of subrogation in favor of the State. The waiver of subrogation endorsement shall be provided.

- D. Self-insurance - Contractor shall supply the consent letter of self-insurance or the Certificate of Consent to Self-Insure. The Waiver of Subrogation is not required.

6. CONFLICT OF INTEREST

- A. Contractor certifies that its employees and the officers of its governing body shall avoid any actual or potential conflicts of interest and that no officer or employee who exercises any functions or responsibilities in connection with this Agreement shall have any personal financial interest or benefit which either directly or indirectly arises from this Agreement.
- B. Contractor shall establish safeguards to prohibit its employees or its officers from using their positions for a purpose which could result in private gain or which gives the appearance of being motivated for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

7. CONFIDENTIALITY

- A. Contractor agrees to comply with the provisions applicable to consumer information as set forth in 34 Code of Federal Regulations, Section 361.38 and Title 9, California Code of Regulations, Section 7140 et seq., and personal information as set forth in the Information Practices Act of 1977 (California Civil Code Section 1798 et seq.).
- B. Contractor agrees that any personal information, as defined by the Information Practices Act of 1977 (California Civil Code Section 1798 et seq.) and this Agreement, obtained in the performance of this Agreement is classified as confidential and shall not be subject to disclosure to any source except as required by this contract or otherwise authorized by DOR.
- C. Contractor agrees to remove all confidential, sensitive, or personal information from any reports, publications, or other materials created during the performance of this contract prior to being released to the scientific and academic community, or other individuals or entities. The removal method(s) must be reasonable and appropriate to ensure that any confidential, sensitive, or personal information cannot be recovered, accessed, used or disclosed, which would result in a security breach or an information security incident.
- D. Subject to the applicable requirements of the regulations cited above, Contractor agrees to report any security breach or information security incident involving confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract

to the DOR's Contract Administrator and the DOR's Information Security Officer. The DOR's Information Security Officer can be contacted via e-mail at iso@dor.ca.gov.

- E. Security breaches or information security incidents that shall be reported include, but are not limited to:
 - 1. Inappropriate use or unauthorized disclosure of confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract by the Contractor or the Contractor's assignees. Disclosure methods include, but are not limited to, electronic, paper, and verbal.
 - 2. Unauthorized access to confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract. Information can be held in medium that includes, but is not limited to, electronic and paper.
 - 3. Loss or theft of information technology (IT) equipment, electronic devices/media, paper media, or data containing confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract. IT equipment and electronic devices/media include, but are not limited to, computers (e.g., laptops, desktops, tablets), smartphones, cell phones, CDs, DVDs, USB flash drives, servers, printers, peripherals, assistive technology devices (e.g., notetakers, videophones), and copiers. Data can be held in medium that includes, but is not limited to, electronic and paper.
- F. Contractor agrees to provide annual security and privacy training for all individuals who have access to confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract.
- G. Contractor agrees to obtain and maintain acknowledgements from all individuals to evidence their understanding of the consequences of violating California privacy laws and the contractor's information privacy and security policies.
- H. For contractors that do not have a security program that includes annual security and privacy training, a self-training manual is available on the DOR website in the "Requirements for Becoming a Service Provider" section under "Annual Security and Privacy Training for VR Service Providers." The self-training manual is named "Protecting Privacy in State Government" and can be downloaded at the following link:
<https://www.dor.ca.gov/Home/SecurityandPrivacy>
- I. Additional training and awareness tools are available at the California Information Security Office (CISO) website and the California Department of Justice – Privacy Enforcement and Protection website. These state entities created the self-training manual, "Protecting Privacy in State Government" that DOR revised to meet its business needs.

8. AUDIT AND REVIEW REQUIREMENTS

A. General Audit and Review Requirements

- 1. The State shall have the right to conduct inspections, reviews, and/or audits of the Contractor to determine whether the services provided and the expenditures invoiced by the Contractor were in compliance with this Agreement and other applicable federal or state statutes and regulations.

2. Contractor agrees that Department of Rehabilitation, State Controller's Office, Department of General Services, Bureau of State Audits, Federal Department of Education Auditors, or their designated representatives shall have the right to review and to copy any records and supporting documentation pertaining to the performance of the Agreement, including but not limited to, accounting records, consumer service records, records and evaluations of individuals referred to the program, and other supporting documentation that may be relevant to the audit or investigation.
3. The Contractor shall submit to the State such reports, accounts, and records deemed necessary by the State to discharge its obligation under State and Federal laws and regulations, including the applicable OMB cost principles and administrative requirements.
4. Contractor agrees to allow the auditors access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records.
5. Contractor agrees to maintain such records for possible audit for a minimum of five (5) years after final payment or until resolution of all issues which may arise as a result of any litigation, claim, negotiation, audit, or any other action involving the records prior to expiration of the five (5) year period, whichever is later.

B. Annual Federal Audit (For Agreements that received Federal Funds \$750,000 and above):

1. In addition to the General Audit and Review Requirements above, the Contractor agrees to provide an annual audit as required by the federal "Single Audit Act" of 1994, as amended. This audit shall be made in accordance with 2 CFR 200.

9. COMPETITIVE BIDDING AND PROCUREMENTS

- A. Contractor shall comply with applicable laws and regulations regarding securing competitive bids and undertaking negotiations in Contractor's Agreements with other entities for acquisition of goods and services with funds provided by the State or Federal under this Agreement. A minimum of two competitive quotations is required for any purchase order or subcontract for services over \$2,500, and should be submitted to the DOR contract administrator or adequate justification provided for the absence of bidding.
- B. Contractors must maintain a copy of the narrative description of the procurement systems guidelines, rules or regulations that will be used to make purchases under this Agreement. The State reserves the right to request a copy of these documents and to inspect the purchasing practices of the Contractor at any time.
- C. The Contractor should seek prior approval for any purchase or subcontract exceeding \$2,500 per unit or more for commodities, supplies, and services related to this Agreement. The Contractor must provide in its request for approval all particulars necessary, as specified by DOR, for evaluating the necessity or desirability of incurring such costs.
- D. For all purchases made, subject to this Agreement, the Contractor must maintain copies of all paid vendor invoices, documents, bids and other information used in vendor selection, for inspection or audit.

10. USE OF SUBCONTRACTOR(S)

If the Contractor desires to accomplish part of the services through the use of one (1) or more subcontractors, the following conditions must be met:

- A. The Contractor shall submit any subcontracts to the State for approval prior to starting any of the work;
- B. The Agreement between the primary Contractor and the subcontractor must be in writing;
- C. The subcontract must include specific language which establishes the rights of the auditors of the State to examine the records of the subcontractor relative to the services and materials provided under the Agreement; and
- D. Upon termination of any subcontract, the State shall be notified immediately, in writing.
- E. Contractor shall assure that all subcontractor administrative fees are reasonable considering the services being provided, and they may only pay overhead charges on the first \$25,000 for each subcontract.

Further, any subcontract in excess of \$100,000 entered into as a result of this Agreement shall contain all applicable provisions stipulated in this Agreement.

11. POTENTIAL SUBCONTRACTORS

Nothing contained in this Agreement or otherwise, shall create any contractual relation between the State and any subcontractors, and no subcontract shall relieve the Contractor of his responsibilities and obligations hereunder. The Contractor agrees to be as fully responsible to the State for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the contractor. The Contractor's obligation to pay its subcontractors is an independent obligation from the State's obligation to make payments to the Contractor. As a result, the State shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor. Contractor shall not subcontract any services under this Agreement without prior approval of the State.

12. CONTRACT AMENDMENTS

In the event that additional program services must be performed which was wholly unanticipated and is not specified in the written Scope of Work, but is, in the opinion of both parties necessary to the successful accomplishment of the general scope of work outlined, an amendment to the Agreement is required.

13. SOFTWARE

Contractor certifies that it has appropriate systems and controls in place to ensure that state funds will not be used in the performance of this contract for the acquisition, operation or maintenance of computer software in violation of copyright laws.

14. THEFT SENSITIVE ITEMS

DOR is requiring nonexpendable items to be listed and purchased under a separate line item titled "Theft Sensitive Items". The contractor shall maintain an inventory record for each nonexpendable item purchased or built with funds provided under the terms of the contract. The inventory record of each item shall include the date acquired, total cost, serial number, model identification and any other information or description necessary to identify said item. A copy of the inventory record must be submitted annually to the State Contract Administrator.

The following items, regardless of cost must be inventoried:

1. Computers/printers
2. Laptops/tablets
3. Copiers/fax
4. Smart phones/cell phones
5. Other items required to provide contract services

15. ATTRIBUTION

The Contractor agrees to acknowledge the sponsorship of DOR with respect to any public statement, press release, news item, or publication related to a program funded all or in part with funds from DOR. Contractor further agrees to identify the role of DOR with respect to any individual highlighted or publicized by or through Contractor, when such individual is a DOR consumer.

EXHIBIT E

(Standard Agreement - Subvention)

ADDITIONAL PROVISIONS – Federally Funded Agreements

1. FEDERAL REQUIREMENTS

The Federal Office of Management and Budget (OMB) has established uniform administrative requirements and cost principles for determining allowable costs chargeable to Federal awards. The Contractor agrees to abide by the Title 2 Code of Federal Regulations, Part 200 (2 CFR 200), except where the Agreement is more restrictive. The federal regulations are available for review on the Internet at www.ecfr.gov under Title 2-Grants and Agreements.

2. FEDERAL FUNDING INTELLECTUAL PROPERTY

- A. In any Agreement funded in whole or in part by the federal government, DOR may acquire and maintain the Intellectual Property rights, title and ownership, which results directly and indirectly from the Agreement. However, the federal government shall have non-exclusive, non-transferable, irrevocable, paid-up license throughout the world to use, duplicate, or dispose of such Intellectual Property throughout the world in any manner for governmental purposes and to have and permit others to do so.
- B. Evaluation of Discovery or Invention: If any discovery or invention arises as a result of funded work, the Contractor must refer the discovery or invention to the DOR. The Rehabilitation Services Administration (RSA) and its representatives have the sole and exclusive power to determine whether or not and where a patent should be filed and the disposition of all rights, including title and license rights, which may result. RSA's determination of these issues shall be considered final. In addition, the DOR and RSA shall acquire at least an irrevocable, non-exclusive, and royalty-free license to utilize for government purposes of any of these inventions. By signing this Agreement, the Contractor agrees that determinations of rights to inventions made in the course of or under the Agreement shall be made by RSA or its authorized representative.
- C. Copyrights and Patents: The Federal awarding agency and/or the DOR reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes:
 - 1. The copyright in any work developed under a grant, subgrant, or Agreement under a grant or subgrant; and
 - 2. Any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.

3. DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

Federal and State agencies shall not award assistance to applicants that are debarred or suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549. By signing this Agreement, Contractor certifies that neither it nor its principals or subcontractors are presently

debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department of agency.

4. PROHIBITION ON TAX DELINQUENCY

Any Agreement that a state agency enters into after July 1, 2012, is void if the contract is between a state agency and a contractor, or subcontractor, whose name appears on either list of the 500 largest tax delinquencies pursuant to Section 7063 or 19195 of the Revenue and Taxation Code. In accordance with Public Contract Code Section 10295.4, agencies are required to cancel Agreements with entities that appear on either list.

(Franchise Tax Board) <https://www.ftb.ca.gov/aboutFTB/Delinquent-Taxpayers.shtml>,
(Board of Equalization) <http://www.cdtfa.ca.gov/taxes-and-fees/top500.htm>

5. THE FOLLOWING PROVISIONS ARE SUBJECT TO THIS AGREEMENT

- A. Equal Employment Opportunity--All Agreements require compliance with E.O. 11246--Equal Employment Opportunity, as amended by E.O. 1137--Amending Executive Order 11246 Relating to Equal Employment Opportunity, and as supplemented by regulations at 41 CFR Chapter 60 Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor, Part 60-1 Obligations of Contractors and Subcontractors, Subpart A. Preliminary Matters; Equal Opportunity Clause; Compliance Reports.
- B. Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended--Agreements of amounts in excess of \$100,000 shall require the Contractor to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to ED and the Regional Office of the Environmental Protection Agency (EPA).
- C. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)--By signing this Agreement, the Contractor who is awarded an Agreement of \$100,000 or more certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. 1352. Contractor shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.
- D. All contractors shall comply with the following statutes and regulations:
 - 1. Subject: Discrimination on the basis of race, color, or national origin.
Statute: Title VI of the Civil Rights Act of 1964 (45 U.S.C. 2000 through 2000d-4). Regulation: 34 CFR part 100.
 - 2. Subject: Discrimination on the basis of sex
Statute: Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1683). Regulations: 34 CFR part 106.
 - 3. Subject: Discrimination on the basis of handicap.

Statute: Section 504 of the Rehabilitation Act of 1973 (29U.S.C. 794).
Regulation: 34 CFR part 104handicap.

4. Subject: Discrimination on the basis of age.
Statute: The Age Discrimination Act (42 U.S.C. 6101 et seq.).
Regulation: 34 CFR part 110

6. RETURN OF INAPPROPRIATE USE OF FUNDS

By signing this Agreement, Contractor shall certify that in the event of funds used inappropriately, funds must be returned to DOR.

7. AMERICANS WITH DISABILITIES ACT (ADA)

By signing this Agreement, Contractor/Grantee agrees to comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as, all applicable regulations and guidelines issued pursuant to the ADA (42 U.S.C. 12101 et seq.). In compliance with the Rehabilitation Act of 1973, 29 U.S.C. §794 et seq. and Government Code, Section 11135 et seq.; Section 504 imposes affirmative disability-related responsibilities on recipients of federal financial assistance as well as federal programs and activities and prohibits disability-based discrimination; and Section 508, requires electronic and information technology be accessible to people with disabilities.

8. UNRUH CIVIL RIGHTS ACT AND THE FAIR EMPLOYMENT & HOUSING ACT

Pursuant to Public Contract Code section 2010, if a bidder or proposer executes or renews a contract over \$100,000 on or after January 1, 2017, the bidder or proposer hereby certifies compliance with the following:

The contractor certifies compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code) and the Fair Employment and Housing Act (Section 12960 of the Government Code); and

If the contractor has an internal policy against a sovereign nation or peoples recognized by the United States government, the Contractor certifies that such policies are not used in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the Fair Employment and Housing Act (Section 12960 of the Government Code).

EXHIBIT F
(COOP/Case Services Agreements-Subvention)

ADDITIONAL PROVISIONS - COOPERATIVE/CASE SERVICES

1. MATCH REQUIREMENTS

For Agreements that include **CERTIFIED EXPENDITURE MATCH**:

- A. Contractor shall certify to the State, on a monthly basis as specified in Exhibit B & G, the Contractor's allowable costs to provide the cooperative program services identified in the Scope of Work, in accordance with the Cooperative Agency Certified Expenditure Budget Summary and Narrative, and applicable Federal regulations. All such expenditures shall be under the administrative supervision of the State and no portion of the certified expenditures shall come from Federal funds. The State shall not be obligated to pay the Contractor for any contributions made by the Contractor in accordance with the Cooperative Agency Certified Expenditure Budget Summary.
- B. The total Cooperative Agency certified expenditure share will be matched to Federal funds at no less than 25%, as indicated on the DOR Program Budget Summary. If the value of the certified expenditures by the Contractor is below 25% of the actual total program cost, the Service Budget may be reduced after review by the DOR Contract Administrator. The State will not pay the Contractor for actual costs claimed on the Service Invoice (DOR 801B) until the certified expenditure summary for the same period has been submitted.
- C. Contractor contributions, including any excess of the amount specified in the "Cooperative Agency Certified Expenditure Budget Summary", will be used by the State to obtain Federal funds under Section 110 of the Rehabilitation Act of 1973, as amended. Federal funds obtained in excess of the "Total Program Cost" as identified on the "DOR Program Budget Summary" shall accrue to the State.

For Agreements that include **CASH MATCH**:

- A. Each fiscal year Contractor will pay to State, no less than quarterly and in advance, upon receipt of an invoice from the State, all those cash matching funds which are identified within the Program Budget Summary for that fiscal year. The State shall not be obligated to pay the Contractor for any contributions made by the Contractor in accordance with the approved budget, it being understood that all matching funds obtained by the State from the Contractor shall be exclusive funds of the State and no portion of the cash match shall come from Federal funds.
- B. The total Cooperative Agency cash share will be matched to Federal funds at no less than 21.3% as indicated on the "DOR Program Budget Summary."

2. INDIRECT COSTS

Indirect costs are allowable expenses incurred by an organization which support the activities of a program or contract, but are not directly assigned to the specific program or contract and are allocated to the program or contract using a method in compliance with 2 CFR 200. The allocation method must be fully explained in the contract budget narrative and must be supported by actual costs incurred and paid by the organization. The allocation of indirect costs cannot be based on an arbitrary fixed rate and there is a 15% cap on the service budget. There is no cap on the certified match, however, indirect costs over 40% require a copy of the rate approval

document from the cognizant federal agency or state department designee (e.g. California Department of Education {CDE} or established through an independent audit).

3. CONTRACT HANDBOOK

Contractor acknowledges and agrees with the policies requirements and conditions of the Department of Rehabilitation's Contract Handbook and its additional policy requirements and conditions for Case Services/Cooperative Program Agreements as applicable for the Fiscal Year(s) covered under this Agreement. Match requirements are applicable to Cooperative Programs Agreements only. Contract Handbook can be downloaded from the DOR website at: <https://www.dor.ca.gov/Home/ContractGrantSolicitations>

4. DOR'S CONTRACT MONITORING

The DOR Contract Administrator will monitor and document the contractor's performance to ensure compliance with all Agreement provisions. The DOR Contractor Administrator will:

- A. Maintain documentation on all Agreement activities, including the performance of the Agreement services, invoice reviews and approvals, monitoring activities, and other Agreement administration activities.
- B. Monitor the Agreement to ensure services were performed according to the quality, quantity, objectives, timeframes and manner specified in the Agreement, and that the Contractor prepares and maintains adequate documentation to support the services provided, expenditures reimbursements, and/or any applicable match requirements.
- C. Review and approve invoices for payment to substantiate expenditures for the work performed, including verification that costs invoiced for the provision of services to DOR applicants/consumers during the Agreement period are based on reasonable costs, and that the invoices are current, correct, and timely.
- D. Ensure that all Service Invoices (DR801B) and Certified Expenditure Summaries, if applicable, are received no later than November 1st, to allow for payment and draw down prior to the close out of Federal/State funds.
- E. Verify that the contractor has fulfilled all requirements of the Agreement before approving the final invoice.
- F. Ensure there are sufficient funds to pay for all services rendered as required by the Agreement.
- G. Ensure, by the end of the second quarter, that the projected certified expenditure match will be sufficient to support the budgets as outlined in this Agreement. If not, contact the appropriate Collaborative Services Program Specialist. (Cooperative Program Agreements only)
- H. Identify low usage levels and consider partial disencumbrance of Agreement funds.
- I. Periodically review personnel activity reports for staff funded by the Agreement to ensure that the Contractor is preparing and maintaining personnel activity reports in compliance with the applicable OMB cost principle.

- J. Verify that all Agreement staff are providing services in accordance to their duties specified in the Agreement, including ensuring that:
- Personnel duty statements or a copy of the Agreement Budget Narrative/Agreement Duty Statement has been provided to each staff person to communicate the specific duties to be performed under the Agreement.
 - Verify that job duties, as provided by the Agreement staff, match Agreement duty statements and service descriptions.
 - Ensure that the contractor has submitted to DOR appropriate documentation that supports the services provided to DOR applicants/consumers, including monthly (or otherwise specified) progress reports, consumer listings, utilization/service reports, and/or other agreed-upon documentation.
 - Verify that Contract staff provide services only to authorized DOR consumers.

EXHIBIT G
Laguna Beach Unified School District TPP

ADDITIONAL PROVISIONS

I. CONTRACT MONITORING AND REPORTING

The Contract Administrator/Program Manager shall monitor the contract by:

- Submitting Service Invoices (801B) and Certified Expenditure Summaries on a monthly basis, with a list of student/DOR clients served that month
- Ensuring Personnel Activity Reports or time reporting documents and a list of student/DOR clients served are prepared and maintained by Contract staff in accordance with 2CFR200 and reflect accurate reporting
- Submitting Personnel Activity Reports or time reporting documents, supporting documentation, and a list of student/DOR clients served as requested by DOR contract administrator
- Meeting with DOR Contract Administrator and program staff to discuss contract progress at Quarterly Meetings
- Reporting the current and cumulative achievement of contract service goals and outcomes as part of the Quarterly Meetings or more often as directed by the DOR Contract Administrator
- Preparing and submitting to the assigned vocational rehabilitation counselor quarterly progress reports for student/DOR clients' receiving DOR Student Services and monthly progress reports for students participating in Work-based Learning Experience and VR Employment Services. Progress reports should include student/DOR client's name and other necessary or required information to document the services provided and individual student/DOR client progress in those services.

II. Transportation

The Contractor will not provide transportation to student/DOR clients.

Laguna Beach Unified School District

20. ACTION

July 16, 2019

Approval: Job Description/Position of Deputy Superintendent, Human Resources and Instructional Services

Proposal

Staff recommends the approval of a job description and position of Deputy Superintendent, Human Resources and Instructional Services.

Background

Prior to July 2012, executive leadership for Human Resources and Instructional Services department was provided by one position that oversaw both departments, in addition to a position that oversaw Business Services. Over the subsequent years, the organization of both departments evolved to its current configuration of three Assistant Superintendents of each division (Business Services, Human Resources/Public Communications, and Instructional Services).

Staff recommends restructuring the executive leadership to include a Deputy Superintendent, Human Resources and Instructional Services to oversee both departments in addition to Public Communications and creating a Director level position to administer day-to-day operations in Human Resources exclusively. This restructuring will allow for better coherence and alignment between the departments and school sites.

Budget Impact

There is no financial impact to the District.

Recommended Action

Staff recommends the Board of Education approve the job description and position of Deputy Superintendent, Human Resources and Instructional Services.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Job Description: Deputy Superintendent, Human Resources and Instructional Services

BASIC FUNCTION:

Under the general direction of the Superintendent, serve as the chief human resources and instruction officer of the District to plan, organize and direct all human resources functions, elementary and secondary education programs, special education and pupil services, child welfare and attendance, as well as supervise and evaluate the Directors in support of these programs, and other related areas.

ESSENTIAL DUTIES:

- Provide general supervision and leadership to all aspects of the District's human resources and educational programs, site-based operations, and related support services.
- Facilitate district-wide implementation of the mission, vision, values, and goals, in accordance with the fundamental principles of a professional learning community.
- In conjunction with the Superintendent, enhance the program of public relations by serving as the educational leader responsible for the interpretation of the programs, philosophy, and policies of the District to staff, students, and community at large.
- Serve as chief negotiator of the District with responsibility for the overall negotiation of employee contracts under direction of the Superintendent and Board of Education; develop District proposals and prepare analyses of employee proposals; direct the negotiations process and delegate responsibilities as appropriate.
- Serve on the Superintendent's Cabinet and represent the Human Resources and Instructional Services Departments at meetings of the Board of Education and other meetings as assigned;
- Oversee the preparation of the personnel reports, contracts, and other items for inclusion in Board agendas.
- Supervise the District's development and implementation of the Local Control Accountability Plan (LCAP) and school sites' Single Plan for Student Achievement (SPSA); reviewing the schools' plans for quality and compliance issues and focus on equitable academic achievement of student racial/ethnic and socioeconomic subgroups; make site visitations; assist with operational and community issues; present reports to the Superintendent and Board of Education.
- Provide oversight of instructional materials selection and maintenance, human resources services, special education services, child welfare and attendance, counseling, English language development, summer school program, and parent education and involvement activities.
- Develop a district-wide articulated curriculum and textbook adoption cycle and monitors the process and selection of instructional materials and equipment for all programs.
- Supervises and evaluates TK-12 assessment programs, including formative and summative assessment data in planning for the improvement of the District's curriculum and the achievement of the District's students.
- Provides administrative oversight of required documentation as mandated by the State and Federal requirements in the areas including but not limited to Title I, Title II, Title IV, Title V,

GATE, Adult Education, McKinney-Vento Homeless Program, and other existing grant provisions.

- Develop and regularly update personnel and instruction policies and administrative regulations and procedures for recommendation to the Superintendent and Board of Education; interpret and apply relevant state and federal laws, District policies and procedures and collective bargaining agreements.
- Monitor and implement staffing procedures and policies and school site master schedule compliance with credential assignments.
- Initiate and administer professional development programs in conjunction with supervisory staff and principals.
- May serve as the Superintendent's designee in matters relating to employee complaints, grievance and disciplinary actions.
- Represent the District in collaborative projects with parent groups, community organizations, ROP, county, state, and federal agencies and higher education.
- Oversees the District's beginning teacher induction program and represents District on the OCDE Consortium Program Advisory Committee.
- Supervises implementation of the district's communication program, including providing information to news media, development of press releases, social media, and development of effective communication vehicles such as brochures, newsletters, and other forms of written materials.
- Develop a system that regularly reviews and monitors policies, procedures, and practices to ensure all operational and academic endeavors are continuously aligned and improved.

OTHER REPRESENTATIVE DUTIES

- Play a leadership role in fostering professional growth and building of staff morale throughout the District.
- Serves as liaison with local, state and national agencies relative to personnel management and instructional services.
- Keep abreast of current laws and trends in education.
- Supports the Superintendent with special projects (one-time, long-term, or on-going).
- Performs other related duties as required.

QUALIFICATIONS:

Knowledge of:

- Effective team, organizational, and leadership development;
- Effective, positive human relations strategies in working with students, parents, teachers, support staff and administrators, as well as governmental agencies, business and industry and community groups;
- Collective bargaining and human resources administration;
- Curriculum and instructional programs;
- High-risk student populations and/or educational programs and services and special education programs;
- Laws and administrative regulations applicable to K-12 public instruction and human resources functions;
- Fundamental principles of public relations and organizational marketing techniques;

Ability to:

- Plan, organize, implement, coordinate, and evaluate human resources and educational programs;
- Hire, train, supervise and evaluate assigned administrative, professional and clerical personnel;
- Provide overall direction and develop, monitor and control comprehensive and complex annual budgets;
- Direct and participate in the formulation and implementation of departmental policies, procedures, and projects;
- Participate in the development and improvement of curriculum and instruction;
- Effectively represent the district at various local and State meetings and conferences.

Experience:

Minimum of five years of successful experience in school administration or a supervisory field, preferably as a site principal. Background which demonstrates progressively responsible leadership equivalent to 10 years in an educationally related field.

Education:

Minimum of a Master's degree with significant specialization in the field of educational administration, curriculum, human resources, or related field. Doctorate preferred.

Licenses:

California Administrative Services Credential
Valid California driver's license

Physical Performance Requirements:

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

PERSONAL QUALITIES:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Excellent interpersonal skills
- Effective organizational skills
- Decisiveness
- Commitment to high staff morale
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation
- Creativity in problem solving

Laguna Beach Unified School District

21. ACTION

July 16, 2019

Approval: Amended Employment Contract for the Deputy Superintendent, Human Resources and Instructional Services

Proposal

The amended employment contract for Deputy Superintendent, Human Resources and Instructional Services is presented to the Board of Education for review and approval. The amendment includes a title change for the position.

Background

On June 25, 2019, the Board approved contract amendments for the Assistant Superintendent, Human Resources and Public Communications. Due to reorganization of executive leadership positions, the Assistant Superintendent, Human Resources and Public Communications position was replaced with the position of Deputy Superintendent, Human Resources and Instructional Services.

Budget Impact

There is no financial impact to the District.

Recommended Action

Staff recommends the Board of Education approve the amended employment contract for Deputy Superintendent, Human Resources and Instructional Services.

AMENDMENT #3 TO THE EMPLOYMENT AGREEMENT
Between
LAGUNA BEACH UNIFIED SCHOOL DISTRICT
and
LEISA WINSTON

This Amendment #3 to the Employment Agreement ("Amendment") is made and entered into this 16th day of July, 2019, by and between the Governing Board ("Board") of the LAGUNA BEACH UNIFIED SCHOOL DISTRICT ("District") and LEISA WINSTON ("Winston").

RECITALS

- A. Winston and Board entered into an Employment Agreement ("Agreement") on January 10, 2018.
- B. Winston and Board entered into Amendment #1 to the Agreement ("Amendment #1") on June 28, 2018.
- C. Winston and Board entered into Amendment #2 to the Agreement ("Amendment #2") on June 25, 2019.
- D. The Board has determined that additional amendments to the Agreement are warranted.

NOW, THEREFORE, it is hereby agreed as follows:

1. Change in Position and Position Title: The parties agree that, effective upon execution and approval of this Amendment #3, Winston will be employed as the Deputy Superintendent, Human Resources and Instructional Services, and shall serve in that capacity and perform the duties outlined in the job description for Deputy Superintendent, Human Resources and Instructional Services. Accordingly, and additionally:
 - A. All references in the Agreement, Amendment #1, and Amendment #2 to "Assistant Superintendent, Human Resources and Public Communications" are hereby deleted and replaced with "Deputy Superintendent, Human Resources and Instructional Services."
 - B. All references in the Agreement, Amendment #1, and Amendment #2 referring to "Assistant Superintendent" are hereby deleted and replaced with "Deputy Superintendent."
2. Except as modified herein, all remaining terms and conditions of the Agreement, Amendment #1, and Amendment #2 shall remain in full force and effect.

BOARD OF EDUCATION

By: _____
Jan Vickers, Board President Date

LEISA WINSTON

Leisa Winston Date

Laguna Beach Unified School District

22. ACTION

July 16, 2019

Approval: Job Description/Position of Director, Human Resources

Proposal

Staff recommends approval of the job description and position of Director, Human Resources.

Background

Prior to July 2012, executive leadership for Human Resources and Instructional Services department was provided by one position that oversaw both departments, in addition to a position that oversaw Business Services. Over the subsequent years, the organization of both departments evolved to its current configuration of three Assistant Superintendents of each division (Business Services, Human Resources/Public Communications, and Instructional Services).

Staff recommends restructuring the executive leadership to include a Deputy Superintendent, Human Resources and Instructional Services to oversee both departments in addition to Public Communications and creating a Director level position to administer day-to-day operations in Human Resources exclusively. This restructuring will allow for better coherence and alignment between the departments and school sites.

The Director position will be a certificated management position paid at the same range as the Director, Assessment and Accountability and Director, Social Emotional Support.

Budget Impact

There is no financial impact to the District, as the position will replace an assistant superintendent position.

Recommended Action

Staff recommends the Board of Education approve the job description and position of Director, Human Resources.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Job Description: Director, Human Resources

BASIC FUNCTION:

Under the direction of the Deputy Superintendent, Human Resources and Instructional Services, the Director, Human Resources is responsible for the administration and coordination of certificated and classified functions of the Human Resources department, including recruitment, selection, classification, wage and salary administration, complaint processes, and administration of insurance programs.

ESSENTIAL DUTIES:

- In conjunction with the Deputy Superintendent, Human Resources and Instructional Services, administer human resource functions for certificated and classified employees in the District.
- Plan and direct programs designed to recruit and select individuals best qualified for employment consistent with the District's equal employment and non-discrimination commitments.
- Supervise day-to-day implementation and administration of employee contracts; serve as a member of the District's negotiations teams, maintain communication with employee groups and others to promote harmonious working relationships.
- Administer programs involving employee hiring, assignments and transfers, retirement, health and welfare benefits, employee wellness, and leaves of absence.
- Directs and evaluates the work of assigned clerical and technical staff.
- May serve as the Superintendent's designee in matters relating to employee complaints, grievance and disciplinary actions.
- Serves as human resources link to Business Services (data processing, payroll, worker's compensation, risk management, employee benefits).
- Provide technical advice and assistance to all management levels and other personnel on all personnel matters; evaluate the work and performance of assigned staff.
- Manage recruitment, selection and orientation programs for substitute teachers, student teachers, and interns.
- Insure that all relevant state laws, policies and regulations of the Governing Board and procedures of collective bargaining agreements are adhered to with respect to employee evaluation; advise evaluators and supervisors of evaluation processes and procedures; assist administrators in the evaluation process; supervise the maintenance all official personnel files of the District.
- Administer the District's background verification process for employees and volunteers.
- Plan, recommend and implement general, specialized, and required training programs for certificated and classified employees and work in conjunction with other departments and/or school sites to provide for employee professional development activities designed to increase their effectiveness and prepare them for new positions within the District.
- Review, revise, and update job descriptions and coordinate reclassification of positions in accordance with contractual requirements.
- Authorize payroll to make step and/or column increases, seniority, and other salary related matters.

- Coordinate the development of employee calendars in compliance with collective bargaining agreements and legal requirements.
- Oversee and coordinate the health and welfare benefits programs.
- Conduct wage, compensation, and benefit surveys for all District positions as needed.

OTHER REPRESENTATIVE DUTIES

- Serves as liaison with local, state and national agencies relative to recruitment and selection, personnel management, and employer-employee relations.
- Keep abreast of current laws and trends in education personnel administration.
- Supports the Superintendent and Deputy Superintendent with special projects (one-time, long-term, or on-going).
- Attends Board of Education meetings.
- Perform other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles, practices, and trends of personnel management in a public school setting;
- Effective counseling, mediation and human relation strategies;
- Educational and operational functions of a school district;
- Principles, practices, and trends of personnel administration;
- Federal, state, and Education Code provisions;
- All policies and laws which impact employee documentation, discipline, or dismissal;
- Collective bargaining and contract management approaches;
- Current issues and legislation affecting public education;
- Administrative and managerial components of school operations;
- Legal mandates, policies, regulations and guidelines pertaining to the distribution of news and public information.

Ability to:

- Understand and assist in the direction of the services of a public entity;
- Represent the District in contract negotiations;
- Interpret and apply rules and regulations under state and federal mandates,
- Assess and facilitate professional development for school and district leaders;
- Work collaboratively with multiple intergovernmental agencies and stakeholder groups;
- Assemble and analyze data and make appropriate recommendations for improvement;
- Communicate effectively, orally and in writing;
- Problem solve and make sound decisions;
- Monitor and/or develop mechanisms to improve organizational efficiency;
- Comply with the District's customer service standards;
- Speak effectively before a variety of audiences;
- Determine and retain privileged communications.

Education:

Graduation from an accredited college or university with a Master's degree in school administration, business administration, personnel law, pupil services, or a closely related field. Doctorate is desirable.

Experience:

Minimum of five years of successful experience in school administration or a supervisory field, preferably as a site principal. Background which demonstrates progressively responsible leadership in the public sector, service organization, or educationally related field.

Physical Performance Requirements:

Frequent sitting, standing or walking much of the time, with some bending, stooping, squatting, and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses:

California Administrative Services Credential

Valid California Driver's License

PERSONAL QUALITIES:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Excellent interpersonal skills
- Effective organizational skills
- Decisiveness
- Commitment to high staff morale
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation
- Creativity in problem-solving

Laguna Beach Unified School District

23. ACTION

July 16, 2019

Approval: Job Description Revisions and Reclassification of Executive Assistant Position from Confidential to Classified Management

Proposal

Staff recommends the Board of Education approve job description revisions and reclassification of Executive Assistant from Confidential to Classified Management.

Background

The position of Executive Assistant is currently classified as a confidential, non-exempt position eligible for overtime. In the last year, the District provided approximately 90 hours of overtime for this position for preparation, attendance at, and follow up for Board meetings which must be tracked, processed and paid separately from regular salary. By reclassifying the position to a management, classified exempt position, the position will no longer require tracked and processed overtime but would receive an increased level of salary to compensate for board meeting preparation, operations, and attendance.

An essential duty of the position includes the management of board meeting operations under the direction of the superintendent, which is included as a proposed addition in the revised job description, in addition to other high-level coordination and support functions. Reclassification of the position and job description revisions will allow for flexibility in assigning additional special projects. The education requirements of the proposed job description have been updated to reflect the needs for the position.

The proposed pay range is in alignment with two other technical District positions, Budget Administrator and Financial Analyst, that have similar educational and experience requirements.

Budget Impact

The annual salary for the position would range from \$95,829 to \$129,629 annually. The current salary range is \$75,884 to \$102,775, in addition to an average range of \$7,000 to \$10,000 annually in overtime pay. The anticipated net annual increase for the position is approximately \$11,348 to \$14,348.

Recommended Action

Staff recommends the Board of Education approve job description revisions and reclassification of Executive Assistant from Confidential to Classified Management.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Executive Assistant
(Classified Unrepresented Exempt Employee)

BASIC FUNCTION:

Under the direction of the Superintendent, serve as ~~the a confidential~~ executive assistant, to plan, organize, and perform work assigned to provide high level administrative support to the Superintendent and the Board of Education; coordinates work assignments through the superintendent to accomplish District level priorities and works independently, relieving the Superintendent of administrative and clerical detail; perform highly complex, independent, technical and confidential, clerical and administrative support services; and other related work as required. ~~A confidential employee is required to develop or present management positions with respect to employer employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.~~

ESSENTIAL DUTIES:

- Serves as ~~the a confidential~~ executive assistant to the Superintendent and ~~Governing Board~~ Board of Education, which may include performing research and data abstraction pertaining to legislation, court decisions, County Counsel opinions and legal provisions that may affect the District operational processes and supports the District's educational goals, programs and objectives.
- ~~Manages scheduling and coordinates operations of Board meetings and other Board events~~
- Plans, organizes, coordinates, and supervises the preparation, printing, posting (both electronically to the website and hard copy publication), and distribution of ~~Governing Board~~ Board of Education agenda and related materials, notices, bulletins and other documents.
- Attends Board meetings, public hearings, and work/study sessions for the purpose of providing information, recording minutes, coordinating materials distribution, and/or supporting the needs of attendees.
- ~~Attends Board meetings, takes notes and prepares minutes for Superintendent review and editing.~~
- Prepares and maintains the official record of the Board of Education minutes.
- ~~Develops and recommends Board of Education policies and administrative regulations as well as assists others with revising and updating policies; coordinates and monitors the District's master management and operations plan for policies. Assists with revising, updating and maintaining Governing Board policies and regulations.~~
- Ensures compliance with Conflict of Interest updates, management and filings with the County of Orange.
- Coordinates clerical, and administrative follow-up activities required by the ~~Governing Board~~ Board of Education including conference and travel arrangements, providing operational information, and the preparation of correspondence and special reports.
- Maintains a wide variety of complex manual and electronic documents, files and records for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Develops, updates, and maintains a Board of Education handbook.
- Performs follow-up functions to ensure a timely response to ~~Governing Board~~ Board of Education and Superintendent for special reports and information requests.
- Works closely with other members of the Superintendent's Cabinet team to support and facilitate the timely completion of assigned projects and responsibilities.
- Prepares correspondence, memoranda, reports, and a variety of other subject matter which may be sensitive, privileged, and highly confidential.
- Interprets policies, operational regulations and procedures to District personnel and the educational community for the Superintendent.

- Serves as a member of the District's leadership team, coordinates leadership team schedule, prepares agendas, keeps abreast of leadership team business and follows up after meetings to ensure necessary actions are initiated on behalf of supervisor.
- Independently composes correspondence for the Superintendent's review.
- Stays abreast of District matters and advises supervisor accordingly; identifies priorities and coordinates functions to meet District goals and objectives to assure student achievement.
- Effectively communicates with Board members, senior management administrators, staff, and members of the public to coordinate activities, resolve issues, and convey, gather and/or exchange information.
- Processes and responds to routine mail and inquiries forwarded to the Superintendent's office.
- Assists with budget planning and expenditure control procedures pertaining to the Superintendent's office.
- Sets up meetings, arranges for refreshments, orders office supplies, calls for office machine repair.

OTHER REPRESENTATIVE DUTIES:

- Makes recommendations to develop, implement, and update internal and external procedures to assure smooth and efficient delivery of services, including the use of technology, in compliance with laws, policies and regulations.
- Identifies, plans, and implements office administrative procedures and policies in conjunction with office staff, **including the administrative handbook.**
- **Coordinates, performs, and oversees** special projects as assigned.
- Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Principles, procedures, strategies, methods, techniques, and operations of a chief executive officer's office.
- Principles, goals and objectives of a public education system.
- Standard office practices, trends and procedures, office equipment, and data management, storage, and retrieval systems.
- Legal mandates, policies, regulations, and operational procedures that govern the District operational processes.
- Education codes applicable to ~~Governing~~ Board of Education procedures and Superintendent's office.
- Appropriate English usage, spelling, punctuation, grammar, and vocabulary.
- Excellent English reading and writing communication skills.
- Presentation skills and techniques.
- Public relations practices.
- Interpersonal skills using tact, patience and courtesy.
- Methods of statistical analysis and report writing techniques.
- General finance and accounting principles.
- Computer software and applications, including advanced Word, Power Point, Excel, Windows, Google, and desktop publishing.

Ability to:

- Effectively coordinate, direct, and expedite a variety of difficult, technical administrative functions at a level requiring extensive independent decision making within established rules, policies and procedures.
- Expeditiously research, abstract, compile, and prepare comprehensive reports.
- Interpret, apply, and explain District policies, procedures, rules and regulations.
- Communicate and articulate verbally and in writing at an exceptional level.
- Prepare comprehensive and complex statistical and narrative reports and other documents.
- Perform a wide variety of specialized and technical duties.
- Proofread and edit documents at a mastery level.
- Apply computational and statistical skills.

- Perform data analysis and make appropriate recommendations.
- Research, prepare, and maintain statistical records and prepare comprehensive, highly complex reports.
- Maintain confidentiality.
- Set priorities and meet schedules and timelines.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative and effective working relationships with all levels of District staff, board members, outside agencies, parents and the public.
- Elicit cooperation from others.
- Maintain a calm, tactful, and diplomatic manner.
- Demonstrate sensitivity to, and respect for, a diverse population.
- Analyze situations accurately and adopt an effective course of action.
- Work with computer software programs and applications at advanced levels including Word, Power Point, Excel, Windows, Google, and the internet.
- Work additional hours to support evening events.
- Work independently with little direction.

MINIMUM QUALIFICATIONS

Experience:

Minimum of five years of experience coordinating the highly complex administrative operations of a Superintendent or Chief Executive Officer. Public school district experience is highly desirable but not required.

Education:

Bachelor's Degree in a business, communications, clerical, management, or organizational leadership related field.; or Aa combination of education, experience, and/or training equivalent to a Bachelor's degree in a business, communications, clerical, management, or organizational leadership related field.

Licenses:

- Valid California Driver's License
- Notary Public Commission preferred

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:

Environment:

- Indoor office work environment.
- Constant interruptions.

Physical Requirements:

- Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment.
- Ability to hear and understand speech at normal levels in person and on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.
- Ability to operate computer, typewriter, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.
- Ability to frequently lift and move items weighing up to 25 pounds, including office supplies and printed materials.
- Ability to climb stairs.

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to handle stressful or tense situations with skill, diplomacy and tact.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to monitor student activities.
- Ability to learn the procedures, functions and limitations of assigned duties.