



**LAGUNA BEACH**  
**UNIFIED SCHOOL DISTRICT**

# **AGENDA**

## **Regular Meeting of the Board of Education**

# **September 11, 2018**

### **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  
Alysia Odipo, Ed.D., Assistant Superintendent, Instructional Services  
Jeff Dixon, Assistant Superintendent, Business Services  
Leisa Winston, Assistant Superintendent, Human Resources and  
Public Communications

#### **BOARD OF EDUCATION**

Jan Vickers, President  
Dee Perry, Clerk  
Ketta Brown, Member  
Carol Normandin, Member  
Peggy Wolff, Member

For information regarding Laguna Beach Unified School District, please visit our website: [www.lbusd.org](http://www.lbusd.org)

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

**September 11, 2018**

**Closed Session 5:30 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. PUBLIC EMPLOYEE EVALUATION – GOAL SETTING**  
Government Code §54957  
Title: Superintendent of Schools

- 5. CALL TO ORDER - REGULAR SESSION**
- 6. PLEDGE OF ALLEGIANCE**
- 7. REPORT ON CLOSED SESSION ACTION**
- 8. ADOPTION OF AGENDA**

**9. 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.

**10. RECOGNITIONS**

- a. None**

## 11. REPORTS

- *Student Representative(s)*
  - *LaBUFA Representative*
  - *CSEA Representative*
  - *Organizations – Boosters, PTA, SchoolPower*
  - *Board Members*
  - *Superintendent*
  - *Cabinet Members*
- 

## 12. PUBLIC HEARING

Ensure Availability of Textbooks and Instructional Materials for the 2018-2019 school year and Certification of Provision of Standards-Aligned Instructional Materials Per Education Code Sections 60119 and 60422(b). Notice of Public Hearing was posted on August 27, 2018. (Resolution #18-07 is brought for approval under Action Item xx)

## 13. 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. August 15, 2018 Special Meeting
  - ii. August 21, 2018 Regular Meeting
  - iii. August 30, 2018 Special Meeting
- b. Approval/Ratification of Personnel Report
- c. Approval/Ratification of Conference/Workshop Attendance
- d. Approval of Field Trip(s)
- e. Approval of Interdistrict Attendance Agreements – Resident Students From Other Districts
- f. Approval of Interdistrict Attendance Agreements – Resident Students to Other Districts
- g. Approval for Release of Resident Students to Orange County Department of Education Community Home Education Program
- h. Denial of Interdistrict Attendance Agreements – Resident Students From Other Districts
- i. Approval of Agreements for Contracted Services – Special Education
- j. Approval of Agreements and Contracts – Technology Services
- k. Approval/Ratification of Warrants #394932 through #395128 in the amount of \$2,309,061.70 Dates: 8/03/2018 through 8/30/2018
- l. Ratification of Certificated Payroll 2A in the Amount of \$488,239.80  
Ratification of Classified Payroll 2B in the Amount of \$455,309.50
- m. Approval of a Contract with the Anti-Defamation League for A World of Difference® Professional Development Institute for Laguna Beach Unified School District Staff at a Cost Not-to-Exceed \$1,500

- n. Approval of La Sierra University of Riverside Agreement for Educational Field Practice with Laguna Beach Unified from August 9, 2018 through August 9, 2023
- o. Approval of University of California, Irvine Amendment to Student Teaching Agreement with Laguna Beach Unified effective September 1, 2018
- p. Approval of Quarterly Report – Board Policy 3002 - Investments

## **INFORMATION ITEMS**

### **14. RECOGNITION OF LAGUNA BEACH UNIFIED SCHOOL DISTRICT AS A “NO PLACE FOR HATE” DISTRICT**

**– Alysia Odipo, Ed.D., Assistant Superintendent, Instructional Services**

Staff will present information to the Board of Education in celebration of Laguna Beach Unified School District’s recognition by the Anti-Defamation League as a “No Place for Hate” District.

## **ACTION ITEMS**

### **15. APPROVAL OF RESOLUTION #18-07: PER EDUCATION CODE SECTIONS 60119 AND 60422 (B) ENSURE AVAILABILITY OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS FOR 2018-19 AND CERTIFICATION OF PROVISION OF STANDARDS-ALIGNED INSTRUCTIONAL MATERIALS**

**–Alysia Odipo, Ed.D., Assistant Superintendent, Instructional Services**

Staff proposes that the Board of Education approve Resolution #18-07: Per Education Code Sections 60119 and 60422 (b) Ensure Availability of Textbooks and Instructional Materials for 2018-19 and Certification of Provision of Standards-Aligned Instructional Materials

### **16. APPROVAL OF 2017-2018 UNAUDITED ACTUALS REPORT**

**– Jeff Dixon, Assistant Superintendent, Business Services**

Staff proposes the Board of Education approve the 2017-2018 unaudited actuals as presented.

### **17. APPROVAL OF RESOLUTION #18-08: INCREASE 2017-2018 GANN LIMIT BY \$3,058,699.35 AND ADOPTION OF THE 2017-2018 AND 2018-2019 DISTRICT APPROPRIATIONS SUBJECT TO GANN LIMITS**

**– Jeff Dixon, Assistant Superintendent, Business Services**

Staff proposes the Board of Education approve Resolution #18-08: Increase 2017-2018 Gann Limit by \$3,058,699.35 and Adoption of the 2017-2018 and 2018-2019 District Appropriations Subject to GANN Limits.

### **18. APPROVAL OF RESOLUTION #18-09: TEMPORARY INTERFUND TRANSFER OF \$6,000,000 FROM THE SPECIAL RESERVE FOR NON-CAPITAL OUTLAY FUND (17) TO THE GENERAL FUND (01)**

**– Jeff Dixon, Assistant Superintendent, Business Services**

Staff proposes the Board of Education award a contract for purchase and warranty of physical access control systems (PACS), alarm and signal systems, facility management systems, and locking devices from Montgomery Hardware Co. based on contract number 4-17-84-0059A of the State of California Multiple Award Schedule.



**19. APPROVAL TO PURCHASE FORECAST5 ANALYTICS IN AN AMOUNT NOT-TO-EXCEED \$17,500**

**– Jeff Dixon, Assistant Superintendent, Business Services**

Staff proposes the Board of Education approve the purchase of FORECAST5 Analytics: A Data Analysis Software.

**20. APPROVAL OF BOARD POLICIES – FIRST READ**

**– Jason Vilorio, Ed.D., Superintendent**

On August 15, 2018, the Board of Education held a special meeting/workshop to review and discuss Board policies and Bylaws. The Superintendent recommends a first reading by the Board of Education of the same Board policies. The Board may waive a second reading or require an additional reading if necessary. Board policies are brought forward for a first reading by the Board, as described in Board Bylaw 9310.

**21. BOARD MEMBER REQUESTS FOR ITEMS FOR NEXT MEETING, REQUESTS FOR INFORMATION, OR GENERAL COMMENTS**

**– Jan Vickers, President, Board of Education**

**22. ADJOURNMENT**

**– Jan Vickers, President, Board of Education**

The next Regular Meeting of the Board of Education is **Tuesday, September 25, 2018, 6:00 PM**  
at the Laguna Beach Unified School District Office Board Room  
550 Blumont St., Laguna Beach, California

For information regarding Laguna Beach Unified School District, please visit our website:  
[www.lbusd.org](http://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 LBusD 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

## **NOTICE OF PUBLIC HEARING**

**Laguna Beach Unified School District  
550 Blumont Street, Board Room  
Laguna Beach, CA**

**September 11, 2018  
6:00 p.m. – Open Session**

At the **September 11, 2018** Board Meeting, the Laguna Beach Unified School District Board of Education will hold **Public Hearing** to accept comments from members of the public on the following topic:

Per Education Code Sections 60119 and  
60422 (b) Ensure Availability of Textbooks  
and Instructional Materials for 2018-2019  
and Certification of Provision of Standards-  
Aligned Instructional Materials

Questions and/or comments should be directed to Instructional Services - (949) 497-7700 Ext. 5210.

*This notice was posted Monday, August 27, 2018 in the following locations:*

- *Front entrance of the LBUSD District Office*
- *Front entrance of each school site within LBUSD*
- *LBUSD website*

**Laguna Beach Unified School District**

### 13.a.i. CONSENT/ACTION

**September 11, 2018**

**Approval: Minutes – August 15, 2018 – Special Meeting**

**Board of Education  
Minutes of Special Meeting  
August 15, 2018**

## **Call to Order**

The meeting was called to order at 9:00 a.m.

### Roll Call to Establish Quorum

**Roll call to establish Quorum:**

**Members Present:** Jan Vickers  
Dee Perry  
Ketta Brown  
Carol Normandin  
Peggy Wolff

**Staff Present:** Jason Vilorio, Ed.D., Superintendent  
Leisa Winston, Assistant Superintendent, Human Resources/Public Communications  
Alysia Odipo, Ed.D., Assistant Superintendent, Instructional Services  
Jeff Dixon, Assistant Superintendent, Business Services  
Victoria Webber, Executive Assistant

**Legal Council:** Mark Breesee, Atkinson, Andelson, Loya, Ruud & Romo

### Pledge of Allegiance

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

### Adoption of Agenda

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

**Discussion:** None

President Vickers called for the vote.



Motion carried 5-0. Members Vickers, Perry, Brown, Normandin, and Wolff voted yes to adopt the agenda.

**Public Comment (Items Not on the Agenda)**

None.

**Review and Discussion of Board Policies**

The Board of Education, Cabinet members and Attorney Mark Bressee, of Atkinson, Andelson, Loya, Ruud & Romo, reviewed and discussed each of the following policies in preparation of bringing them forward to the Board for a first reading at the September 11, 2018 Board meeting.

Policy Number	Description	Notes
0410	Nondiscrimination in District Programs and Activities	Policy reflects NEW LAW (AB 699)
0460	Local Control Accountability Plan	Revised to delete CCR 15497.5 (repealed)
0500	Accountability	Updated to reflect the new state accountability system
1312.3	Uniform Complaint Procedures	Policy reflects NEW LAW (AB 699)
3513.4	Drug and Alcohol Free Schools	New policy prohibits the possession, use, sale....NEW LAW (Prop. 64)
3514	Environmental Safety	Reflects NEW LAW (AB 746)
3514.1	Hazardous Substances	Policy includes legal requirements regarding toxic art and craft supplies.
3516	Emergency and Disaster Preparedness Plan	Expands on staff and community training and involvement.
4033	Lactation Accommodation	New Policy
4111/4211/4311	Recruitment and Selection	Updated to expand discussion on recruitment incentives and NEW LAWS (AB 99 and AB 168)
4112.9/4212.9/4312.9	Employee Notifications	New for LBUSD
4119.11/4219.11/4319.11	Sexual Harassment	Updated
4158	Employee Security	Updated
5111	Admission	Reflects NEW LAW (AB 699)
5111.1	District Residency	Reflects NEW LAW (AB 699)

Policy Number	Description	Notes
5113.1	Chronic Absence and Truancy	Updated to include chronic absence indicator
5113.12	District School Attendance Review Board	New Policy
5117	Interdistrict Attendance	Reflects NEW LAW (AB 99)
5125	Student Records	Policy reflects NEW LAW (AB 699)
5131.2	Bullying	Policy reflects NEW LAW (AB 699)
5131.6	Alcohol and Other Drugs	Policy updated to reflect the goals and purposes of the federal Student Support and Academic Enrichment Grants program
5141	Health Care and Emergencies	New for LBUSD
5144.1	Suspension and Expulsion/Due Process	Policy reflects NEW LAW (AB 667)
5145.13	Response to Immigration Enforcement	New policy reflects NEW LAW (AB 699)
5145.3	Non-Discrimination	Policy reflects NEW LAW (AB 699)
6142.1	Comprehensive Health Instruction	New Mandated Policy
6153	School Sponsored Trips	New Policy reflects NEW LAW AB 341). Replaces 6019 Field Trips and Excursions.
6162.5	Student Assessment	New policy reflects NEW LAW (AB 1035)
6170.1	Transitional Kindergarten	New Policy reflects NEW LAW (AB 99)
6171	Title 1 Programs	Revised
6173	Education for Homeless Children	Updated to reflect the federal McKinney-Vento Homeless Assistance Act
6173.1	Education for Foster Youth	New Policy
6178	Career Technical Education	New Policy
BB 9005	Governance Standards	Delete LBUSD 9005 - Public Statements

Bylaw Number	Description	Notes
BB 9010	Public Statements	Delete Current LBUSD 9005 and Replace with New 9010
BB 9011	Disclosure of Confidential Information	Replaced old LBUSD 9010
BB 9012	Board Member Electronic Communications	New for LBUSD
BB 9150	Student Board Members	Revise in accordance to reflect NEW LAWS (AB 261 and SB 468)

In review of Board Bylaw 9005, Governance Standards, Board members discussed the role of Board members and the distinctions between Board and staff roles. In addition the Board discussed the responsibility to provide school updates to community organizations and community members rests with staff.

Member Brown left the meeting at 11:15 a.m.

Further discussion was held regarding Board Bylaws. Board protocols will be further discussed at the next special Board meeting for the superintendent's evaluation.

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

Discussion: None

President Vickers called for the vote.

Motion carried 4-0-1. Members Vickers, Perry, Normandin, and Wolff, voted yes to adjourn. Member Brown had left the meeting.

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Jan Vickers  
President of the Board  
September 11, 2018

## **Laguna Beach Unified School District**

**13.a.ii. CONSENT/ACTION**

**September 11, 2018**

**Approval: Minutes – August 21, 2018 – Regular Meeting**

### **Board of Education Minutes of Regular Meeting August 21, 2018**

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#### **Call to Order**

President Vickers called the Regular Meeting of the Board of Education to order at 4:30 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  
                             Dee Perry  
                             Carol Normandin  
                             Peggy Wolff

Member Absent:     Ketta Brown

#### **Public Comment on Closed Session Items**

There were no public comments.

#### **Adjourn to Closed Session**

Member Normandin moved, Member Wolff seconded, to adjourn to Closed Session. Motion carried 4-0-1. Members Vickers, Perry, Normandin, and Wolff voted yes to adjourn to Closed Session. Member Brown was absent. The meeting adjourned to Closed Session at 4:30 p.m. to discuss the following:

**A. STUDENT PROMOTION/ACCELERATION/RETENTION APPEAL**  
Education Code 60617

**B. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION**  
(Paragraph (1) of Subdivision (d) of Government Code Section 54956.9)  
Name of case: OAH Case Number 2018050231

**C. CONFERENCE WITH LEGAL COUNSEL — EXISTING LITIGATION**  
(Paragraph (1) of subdivision (d) of Section 54956.9)  
OCSC Case No.: 30-2016-00839939-CU-PO-CJC

Member Normandin moved, Member Perry seconded, to adjourn from Closed Session. Motion carried 4-0-1. Members Vickers, Perry, Normandin, and Wolff voted yes. Member Brown was absent. The meeting adjourned from Closed Session at 5:28 p.m.

**Present at Board Meeting**

Members Present:     Jan Vickers  
                              Dee Perry  
                              Carol Normandin  
                              Peggy Wolff

Member Absent:       Ketta Brown

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

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

**Pledge of Allegiance**

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

**Report on Closed Session Action**

Closed Session Item A: On a motion by Member Wolff, seconded by Member Normandin the Board voted 4-0-1 in Closed session denying parent request for retention of student in kindergarten. Members Vickers, Perry, Normandin, and Wolff voted yes. Member Brown was absent

Closed Session Item: No report



Closed Session Item C: On a motion by Member Normandin, seconded by Member Wolff, the Board voted 4-0-1 in Closed session to approve the settlement agreement of OSGS Case No.: 30-2016-00839939-CU-PO-CJC.

### **Adoption of Agenda**

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

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

### **Recognition**

None

### **Public Comment (Non- Agenda Items)**

LBHS student and ASB President, Cal Nielson, addressed the Board regarding the LBHS ASB Constitution, stating updates are in process, which include the election process for ASB officers. The goal of revising the constitution is to expand student decision making. The process for approval will include presenting to the current year's ASB board and student body for ratification.

LBHS student and ASB officer, Luke Goldsine stated the ASB officers would like a more inclusive voting process for the student body, which they hope to address through the revised constitution.

LBHS student and ASB officer, Sophia Ravenna, stated the current ASB Board has modeled the high school constitution after the federal government model, including the three branches: Executive, Legislative, and Judicial.

LBHS graduate and former ASB President, Joseph Ravenna passed out four copies of the draft constitution to the Board. He stated the current constitution was last updated in 2005. He has worked on the revisions with the current ASB Board. The intention is to provide more representation to the student body.

### **Reports**

**LaBUFA Representative** – Sara Hopper, President, LaBUFA  
Ms. Hopper reported on the following:

- No report

**CSEA Representative** – Margaret Warder, President, CSEA  
Ms. Warder reported on the following:

- Thanked the Board and administration for the high quality professional development being offered in preparation for the start of the new school year

## **Organizations**

- N/A

## **Board Members**

Board members reported as follows:

### **Member Wolff**

- No report

### **Member Normandin**

- No report

### **Member Brown**

- No report

### **Clerk Perry**

- No report

### **President Vickers**

- No report

## **Superintendent Vilorio**

- Thanked site staff and Ryan Zajda for all the work done at sites over the summer
- Acknowledged Peter Levi from the Anti-defamation League (ADL) for recognizing LBUSD with a No Place for Hate designation
- The leadership team had its professional growth workshop last week

## **Cabinet**

### **Leisa Winston, Assistant Superintendent, Human Resources and Public Communications**

- Wrapping up hiring
- Presenting new and re-orientation meetings for all employees
- Preparing to welcome back all staff

### **Jeff Dixon, Assistant Superintendent, Business Services**

- Provided brief information on Proposition 5 and the negative impacts it would have on property tax receipts

### **Alysia Odipo, Assistant Superintendent, Instructional Services**

- Instructional services held the Path to Proficiency professional development last week and will hold Dyslexia training this week
- Data confirmation is in process

## CONSENT CALENDAR

Member Normandin moved approval of Consent Calendar items. Member Wolff seconded.

Public Comment: None

- a. Approval of Minutes
  - i. July 9, 2018 Special Meeting
  - ii. July 17, 2018 Regular Meeting
- b. Approval/Ratification of Personnel Report
- c. Approval of Conference/Workshop Attendance
- d. Approval of Student Field Trips
- e. Approval of Interdistrict Attendance Agreements – Resident Students To Other District
- f. Denial of Interdistrict Attendance Agreements – Resident Students From Other District
- g. Approval of Agreements for Contracted Services – Special Education
- h. Approval of Agreements for Contracted Services – Technology
- i. Approval/Ratification of Warrants #394622 through #394931 in the amount of \$2,416,986.69 Dates: 7/04/18 through 8/02/18
- j. Ratification of Certificated Payroll 1A in the Amount of \$383,269.97  
Ratification of Classified Payroll 1B in the Amount of \$465,688.79  
Ratification of Certificated Payroll 1C in the Amount of \$146,481.03
- k. Approval of Community Funded District 98-1 (Crystal Cove) Administrative Expense Fund Disbursements Totaling \$1,963.33
- l. Approval of Concordia University of Irvine Agreement for Student Teaching Services with Laguna Beach Unified from January 1, 2019 through December 31, 2022
- m. Approval for Assignment of Certificated Personnel to Coach a Competitive Sport or Activity and Provide Physical Education Credit by Governing Board Authorization Under Education Code Section 44258.7(b)
- n. Approval for Superintendent Jason Vilorio, Ed.D., to Participate in the 2018-2019 Superintendents' Executive Leadership Forum (SELF) in an Amount Not-to-Exceed \$1,800, which Includes an Annual Membership in the UC Davis California Institute for School Improvement (CISI)

Discussion: None

Student Board Representative Piper Warner, cast a provisional vote in favor. Motion carried 4-0-1. Members Vickers, Perry, Normandin, and Wolff voted yes. Member Brown was absent.

## **INFORMATION ITEMS**

### **2019-2020 Student Instructional Calendar**

Mrs. Winston presented a recap of the process, timeline, and priorities of the calendar committee as well as board meeting dates that have addressed the proposed 2019-2020 calendar. In addition, she presented an amended proposed calendar per Board direction and an outline of start dates, end of semester 1 dates, and end of school dates through the 2022-2023 school year.

The following people spoke in opposition of the proposed calendar change:

Lynn Rodriquez spoke as a LBUSD parent and an educator in another district. She believes that AP tests are not a reason to change. She stated the difference in the 80 day semester and the 100 day semester is a huge disparity. She also noted that homework and projects do not need to be assigned over the winter break, regardless of the calendar; real world lessons are just as effective.

Carol Reagan, parent, thanked the Board for having staff bring forward compromises in out year calendars. She reasoned that families cannot participate in the holiday season if students are preparing for finals before winter break. She said she's not sure that the students who support the change understand all the ramifications. Would consider option B as a fallback.

Tina Steinke, parent, stated 52% of parents oppose the proposed change and they are in charge of taking care of the kids. The Board should listen to the parents/taxpayers and not spend time focusing on children's opinions. She stated there are only 300 AP students and wanted to know what percentage of teachers have students in the district.

The following people spoke in support of the proposed calendar change:

Natalie Newburry supports the proposed calendar for 2019-2020. She stated she has seen and heard a lot of misinformation in the community. She stated colleges do look at AP scores and traffic is no worse at the end of August than the beginning of September. She stated the goal for the change is to lessen stress on students. Additional factors for support include community college sessions starting before LBUSD students have completed the school year and students support the change and they should be listened to.

Dawn Hunnicutt spoke as the department chair for the English department. She stated 92% of the staff support the proposed changes. She attended the Challenge Success conference at Stanford, where research presented showed students are overworked and underprepared. Factors include stress, drug addition, suicide rates at an all-time high. She recommended parents read the book *Overworked and Underprepared*.

Jan Schrieber, parent.

Addison Briggs, Senior Class President, LBHS. She believes the current calendar is putting students at a disadvantage related to summer programs and job opportunities. She stated most colleges start earlier and sports programs are impacted already. She stated the academic advantages of the proposed calendar outweigh the cons.

Chris Tebbut stated he is neutral on the change. He trusts the committee to do the right thing.

Kimberly O'Brien-Young, parent. Previously opposed the change, but now supports. She has found this issue to be very divisive in the community. She met with the principal and assistant principal at the high school to review test scores. She stated this is a great district and she supports the Board in its decision.

Member Normandin moved to continue discussion. Member Wolff seconded.

Student Board Representative Piper Warner, cast a provisional vote in favor. Motion carried 4-0-1. Members Vickers, Perry, Normandin, and Wolff voted yes. Member Brown was absent.

The following people spoke in opposition of the proposed calendar change:

Moya Mitchell took offense to statement that parents oppose change because they want to be at the beach; however, after second thought understands there is nothing wrong with wanting to preserve the culture. Asked what "list" Dr. Vilorio was referring to that "we are always on the cusp of getting on." She listed potential stress for students in having to navigate holiday performances while preparing for finals. The holiday break can be used to redo work for increased credit and other options.

Susan Vaughn, parent. She appreciates the democratic process and others opinions. She believes teachers have the power and ability to hone in on stress and how students are reacting and can help evaluate and adjust. She is curious about how teachers will teach semester courses with the difference in 80 and 100 days.

Kevin Harrison stated there seems to be different definitions on what's good for kids. He noted the quality of life as being important. He questioned if change was being proposed for the sake of change.

Mark Kellum, parent. He is worried about what's going on. There is no agreement with the Board or what will be presented to parents and taxpayers of Laguna Beach. He commented on the petition on Change.org is being signed by residents of Laguna Beach. He commented on the district facing a loss of support by members of the community due to the calendar change. He suggested the district get rid of ski week. He doesn't understand why kids are worried about stress over the holidays, he does not know any that face stress. Can't imagine students attending school in August with the Festivals, beach and good weather.



Colleen Connelly does not see a clear path as to why this is being done. How does the district know it's going to work? If scores drop will the district change the calendar back? She stated the decision is based on opinions and not research or facts. She stated the survey that was done was not fair and the process has not been clear.

The following people spoke in support of the proposed calendar change:

Ann Bergen, LBHS Teacher, stated the change is not about AP classes or tests, it is about missed opportunities for students and sited College and Career Advantage program has after school classes that LBHS students cannot attend, community college schedules, and UC schedules.

Chad Carter sees many benefits to the change and believes it is for all students. He commended the Board for looking at what can be done to help students.

Leslie Briggs, parent. Her family was previously on an August – May calendar and she believes it is superior in many ways. One example is an extra 100 instructional hours, which does make a difference. She is sad to hear that people think student voices don't matter. The decision should be about the students and the teachers.

Beth Van Es spoke on behalf of her daughter who asked her to attend. When kids reach high school, you feel their needs more saliently. She believes that kids should be listened to as a part of their social emotional well-being. She noted traffic has eased up this week already. She realizes the change won't eliminate stress and anxiety, but it will help. Many students are already at sports camp and preparing for schools and not at the beach.

Katherine Tran mentioned the petition on Change.org in opposition. She referenced the district survey as the method for gathering information. She stated she thought the proposed change was brought forward for the benefit of students and people should stick to the facts and research.

Cal Nielson, Senior at LBHS. He appreciates the passion brought by both sides. He supports version A of the calendar and believes it's a fair compromise and great for the students.

Luke Goldsine, student LBHS. Attended high school in Arizona previously, August-May calendar. He believes that is a better system. Students will persevere because they want to do well, but appreciate any help they can get.

Sofia Ravenna, student LBHS. Respects everyone for their opinions. Disheartened that student opinion is "less than" others.

Board Discussion

President Vickers reminded attendees this is an information item and no action would be taken.

Member Wolff thanked everyone for sharing their perspectives. She shared she has received threatening emails and harassing texts. She stated she understands the Board is elected by taxpayers; however, the mission of the Board is to serve all students academically and their social emotional well-being with best practices. She stated she supports the amended version of the 2019-2020 calendar and version A for 2020-2021.

She listed many benefits that will be brought about by the change in calendar, which included:

- Reorganizing semesters so that the first semester ends at winter break (with 80 days backward from winter break) will positively affect 1800 students at Thurston Middle School and Laguna Beach High School. Students will finish the semester, they will have two weeks off, and the Board will make sure there is a policy that no homework is given during that time. Students will have a mental health break.
- The District operates within and functions with many other systems, including:
  - CIF
  - Community College
  - AP Testing College Board
  - Summer Program Offerings at Universities
  - College Orientations
  - Career Technical Education (CTE) Courses
  - Summer Camps
  - Summer Job Opportunities
- Students will end the school year earlier, which will allow them to access many opportunities in June, including college orientations, which tend to be the month of June
- Students will have more instructional days prior to high stakes testing and fewer classes after testing and less filler instruction
- Professional Development Days, which are important for all professionals, are built into the calendar; there will be fewer substitute teachers and students will have more consistent time with their teachers
- Research from Stanford University shows that adjusting the instructional year can distress students and is a worthwhile investment.

Member Normandin stated that all students should have the opportunity to take at least one AP class. She commented on the need to protect playtime, downtime, and family time. She asked for review and discussion of the amended 2019-2020 and version A of 2020-2021 for clarification. She stated the pageant will adjust as the school calendar adjusts. Summer does not go away, it shifts by one week. She trusts staff to do what's best for kids.

Member Perry prefers version B of the 2020-2021 calendar. She stated another possibility would be to keep the calendar as is and not allow homework over the winter break. Discussion was held on how having no homework would work for students when a course is in session. She stated she worries about stress on students before the holidays. She views the imbalance of the semesters as a detriment. She is in favor of ending school earlier in the year.

Student Member Piper Warner stated she has been in the District since kindergarten. She supports the change and believes student voice is important and should be listened to.

President Vickers stated there are currently four semester courses at the high school, all others are a year-long. Some of the semester classes are offered during the summer. She also stated there is a lot of information on the district website under FAQs. Questions may be directed to Mrs. Winston's office. The Board has allowed this process to be long and involved to allow more discussion and to gather more input from the community. Changes have been made to the proposed calendars based on parent and community input. The decision is not all about scores, and were not discussed in the committee meetings. Student voice is important to the Board. The overarching concern for Mrs. Vickers is the end of the year concern, and what students do that have value and meaning after the completion of testing.

Discussion on how the dates were selected for the calendar based on counting back 80 days from the start of winter break, with the least amount of days as possible before Labor Day.

Dr. Vilorio stated all AP teachers were surveyed regarding homework. All except for two would make adjustments. One of those two does not have summer assignments and therefore would not make any changes.

The Board reviewed version B of the calendar in depth for clarification. Two Board members prefer version A and two Board members prefer version B.

The Board will bring back the amended version of the 2019-2020 calendar and version A and B of 2020-2021 for further discussion and action in September.

Dr. Vilorio and Mrs. Winston verified with members of the festival and pageant, our students will not lose access to scholarships. They have asked for as much notice as possible if the calendar change is adopted.

The Board took a five-minute break.

### **Presentation on Social Emotional Support (SES) Services Overview and Update**

Dr. Keller's presentation included information on California's Social Emotional Learning (SEL) Guiding Principles, the SEL Framework, and the SEL Resource Model. He also presented information on the student risk screening scale K-3 and the co-vitality strength scores for all four sites.

Board Members stated they were impressed with the progress and appreciate the work on suicide prevention. Discussion was held on what other districts do. The Board believes staff is doing well in meeting the needs of students. The Challenge Success Program the district is participating in will be a great resource.

## **ACTION ITEMS**

### **Approval of First Amended and Restated Master Joint-Use Agreement for the Use of Shared Sites Between the Laguna Beach Unified School District and the City of Laguna Beach**

Mr. Dixon introduced the item for Board approval. The \$25,000 fee that was in the previous agreement would be eliminated. In return the City will pay for a School Resource Officer for the district.

Public Comment: None

Member Normandin moved approval, member Wolff seconded.

Board questions regarding the use of the district parking lot. Mr. Dixon stated that is controlled by the district through the use of facilities process.

Student Board Representative Piper Warner, cast a provisional vote in favor. Motion carried 4-0-1. Members Vickers, Perry, Normandin, and Wolff voted yes. Member Brown was absent.

### **Approval of Memorandum of Understanding (MOU) Between the Laguna Beach Police Department and the Laguna Beach Unified School District to Provide a School Resource Office (SRO)**

Mr. Dixon introduced the item for Board approval.

Public Comment: Kathleen Kane lives on Manzanita. She is concerned with overflow parking and student speeding. She would like an adult to oversee some of the off-campus student activity. She praised Mr. Dixon for his follow-through.

Member Normandin moved approval, member Wolff seconded.

Student Board Representative Piper Warner, cast a provisional vote in favor. Motion carried 4-0-1. Members Vickers, Perry, Normandin, and Wolff voted yes. Member Brown was absent.

### **Approval of Resolution #18-06: Establish Interfund Transfers of \$500,000 from the General Fund to the Special Reserve for Non-Capital Outlay Fund for 2018-19.**

Mr. Dixon introduced the item for Board approval. Mr. Dixon stated approval of this resolution will enhance fiscal strength and will be reflected in the first interim report.

Public Comment: None

Member Normandin moved approval, member Wolff seconded.

President Vickers called for a roll call vote.

Student Board Representative Piper Warner, cast a provisional vote in favor. Motion carried 4-0-1. Members Vickers, Perry, Normandin, and Wolff voted yes. Member Brown was absent.

**Approval of Independent Contract with Burnham Benefits Insurance Services to Provide Consulting and Brokerage Support for District Employees' Health Benefits for October 1, 2018 Through September 30, 2019 with a Not-to-Exceed Amount of \$60,000**

Mrs. Winston introduced the item for Board approval stating this is an annual renewal.

Public Comment: None

Member Normandin moved approval, member Wolff seconded.

Student Board Representative Piper Warner, cast a provisional vote in favor. Motion carried 4-0-1. Members Vickers, Perry, Normandin, and Wolff voted yes. Member Brown was absent.

**Approval for Purchase of TechSmart Coding and Computer Science Pilot for Elementary School Level in an Amount Not-to-Exceed \$17,000**

Dr. Odipo introduced the item for Board approval, stating approval of this pilot will allow for uniform computer science curriculum.

Public Comment: None

Member Normandin moved approval, member Wolff seconded.

Student Board Representative Piper Warner, cast a provisional vote in favor. Motion carried 4-0-1. Members Vickers, Perry, Normandin, and Wolff voted yes. Member Brown was absent.

**Board Member Requests for Items for Next Meeting, Requests for Information, or General Comments**

Member Wolff attended the Challenge Success Leadership Forum.

Member Normandin attended the Challenge Success Leadership Forum and shared materials to be distributed to other Board members.

Member Normandin requested an updated be provided to the Board in the Weekly Update on the investment put into the performing/visual arts program.



Member Perry requested staff review the arts plan. She also requested the LBHS students working on the ASB Constitution come back and present to the Board again.

Mrs. Vickers stated the Board has no authority over the student constitution. The students should present their constitution to Dr. Allemann when they are ready.

President Vickers stated the Board will discuss Proposition 5 at the next meeting.

### **Adjournment**

Member Normandin moved to adjourn. Member Perry seconded.

President Vickers announced the next regular meeting is September 11, 2018 at 6:00 p.m. There is a Special Meeting to Board Goals and the Superintendent Evaluation on August 30 at 8:30 a.m.

Motion carried 4-0-1 to adjourn the meeting. Members Vickers, Perry, Normandin, and Wolff voted yes. Member Brown was absent. The meeting adjourned at 9:23 p.m.

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Jan Vickers  
President of the Board  
August 21, 2018

## **Laguna Beach Unified School District**

13.a.iii. CONSENT/ACTION

September 11, 2018

Approval: Minutes – August 30, 2018 – Special Meeting

### **Board of Education Minutes of Special Meeting August 30, 2018**

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#### **Call to Order**

The meeting was called to order at 8:33 a.m.

#### **Roll Call to Establish Quorum**

Roll call to establish Quorum:

Members Present: Jan Vickers  
Dee Perry – arrived at 8:44 a.m.  
Ketta Brown  
Carol Normandin  
Peggy Wolff

Staff Present: Jason Vilorio, Ed.D., Superintendent  
Victoria Webber, Executive Assistant

#### **Pledge of Allegiance**

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

#### **Adoption of Agenda**

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

Discussion: None

President Vickers called for the vote.

Motion carried 4-0-1. Members Vickers, Brown, Normandin and Wolff voted yes to adopt the agenda. Member Perry had not arrived yet.

#### **Public Comment ( Items Not on the Agenda)**

None.

#### **Public Comment on Closed Session Agenda Item**

None.

**Adjourn to Closed Session**

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

Discussion: None.

President Vickers called for the vote.

Motion carried by a vote of 4-0-1. Members Vickers, Brown, Normandin, and Wolff voted yes to adjourn to closed session. Member Perry had not arrived yet.

The meeting adjourned to Closed Session at 8:34 a.m. for the discussion of the Superintendent evaluation.

Victoria Webber was not in attendance for closed session.

**Adjournment of Closed Session**

Member Normandin moved adjournment of Closed Session. Member Brown seconded.

No discussion occurred. President Vickers called for the vote.

Motion carried 5-0. Members Vickers, Perry, Brown, Normandin, and Wolff, voted yes to adjourn. Closed Session was adjourned at 10:08 a.m.

**Report Out of Closed Session**

President Vickers stated there was nothing to report out of Closed Session.

**Board Self Evaluation and Review of Protocols Discussion**

The Board and Superintendent Vilorio discussed team protocols as follows:

- Topics and issues should be brought to the Board as a whole under the agenda item *Board Member Requests for Items for Next Meeting, Requests for Information, or General Comments*. This will allow all Board members received the same information and to participate in discussion.
- Email and contacts from parents, staff, and community members should be forwarded to the appropriate staff member for response.
- A Board members responsibility is to the organization as a whole.
- Board members and participation on committees was discussed

Member Perry left the meeting at 10:47 a.m.

Discussion wrapped up. Protocols will continue to be discussed and refined.

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

Discussion: None

President Vickers called for the vote.

Motion carried 4-0-1. Members Vickers, Brown, Normandin, and Wolff, voted yes to adjourn. Member Perry had left the meeting. The meeting adjourned at 11:00 a.m.

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Jan Vickers  
President of the Board  
September 11, 2018

**Laguna Beach Unified School District**

**13.b. CONSENT/ACTION**

**September 11, 2018**

**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****September 11, 2018****I. RESIGNATIONS**

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Christina Carrillo PC07SAS0502	Instructional Assistant, Bilingual El Morro Elementary	August 13, 2018
Marta Cid PC06SA0501	Instructional Assistant, Bilingual Thurston Middle School	August 20, 2018

**II. EMPLOYMENT:**

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Connie Fabian Byrnes PC05GC0402	Attendance Specialist Laguna Beach High School 0105091012-2420 Probationary Employee \$23.38 per hour 5.75 hours per day/5 days per week/10.5 month calendar New Position Board Approved: June 26, 2018	August 20, 2018
Patricia Fiorenza PC07SA0504	Instructional Assistant, Bilingual El Morro Elementary 0107011500-2110 Probationary Employee \$19.20 per hour 3 hours per day/5 days per week/10 month academic calendar Replaces: Marissa Hoffman	August 27, 2018
Leanne Huynh PC07SA0807	Instructional Assistant, Classroom El Morro Elementary 0107011005-2110 Probationary Employee \$18.27 per hour 3 hours per day/5 days per week/10 month academic calendar Replaces: Agnes Davis	August 27, 2018
Lyndsey Hyde PC04SE0109	Instructional Assistant, Special Ed Laguna Beach High School 0104612310-2115 Probationary Employee \$21.76 per hour 5.75 hours per day/5 days per week/10 month academic calendar Replaces: Alexandra Baruch	August 27, 2018
Hayley Richardson PC04SE0115	Instructional Assistant, Special Ed Top of the World Elementary 0104613150-2115 Probationary Employee \$20.68 per hour 5.75 hours per day/5 days per week/10 month academic calendar Replaces: Marlo Jensma	August 27, 2018
Lauren Rodriguez PC05SAS0906	Campus Supervisor Laguna Beach High School 0105011012-2910 Probationary Employee \$20.17 per hour 3.5 hours per day/5 days per week/10 month academic calendar Replaces: Connie Fabian Byrnes	September 4, 2018



II. EMPLOYMENT: (continued)

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Christine Spellman PC04SE0113	Instructional Assistant, Special Ed Top of the World Elementary      Probationary Employee 0104612310-2115      \$22.90 per hour 5.75 hours per day/5 days per week/ 10 month academic calendar Replaces: Iris Pena Tanner	September 10, 2018
Tarquin Stephenson PC05SA0901	Campus Supervisor Laguna Beach High School      Probationary Employee 0105011012-2910      \$20.17 per hour 3.5 hours per day/5 days per week/10 month academic calendar Replaces: Joseph Garcia	August 27, 2018
Ashley Tyus PC07SAS0805	Instructional Assistant, Classroom El Morro Elementary      Probationary Employee 0107011005-2110      \$21.30 per hour 3 hours per day/5 days per week/10 month academic calendar Replaces: Kasie Barker	August 27, 2018
Dianna Yi PC07SA0806	Instructional Assistant, Classroom El Morro Elementary      Probationary Employee 0107011005-2110      \$20.24 per hour 3 hours per day/5 days per week/10 month academic calendar Replaces: Deborah Maya	August 27, 2018

III. EMPLOYMENT: Extra Period Assignments 2018/19 School Year

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Bjorn Avila	20% Extra Period Assignment - Science Thurston Middle School      General Fund 0106011008-1180      Extra Duty Assignment Step 8: \$21,130.04 annually	August 27, 2018 to June 20, 2019
Tammy Bonneville	20% Extra Period Assignment - English Thurston Middle School      General Fund 0106011008-1180      Extra Duty Assignment Step 22: \$26,526.44 annually	August 27, 2018 to June 20, 2019
Amy Cochren	20% Extra Period Assignment - English Thurston Middle School      General Fund 0106011008-1180      Extra Duty Assignment Step 10: \$20,081.25 annually	August 27, 2018 to June 20, 2019
Jeff Dippel	20% Extra Period Assignment - Spanish Thurston Middle School      General Fund 0106011008-1180      Extra Duty Assignment Step 7: \$19,723.93 annually	August 27, 2018 to June 20, 2019

**III. EMPLOYMENT: Extra Period Assignments 2018/19 School Year (continued)**

<b><u>Name:</u></b>	<b><u>Position/Site:</u></b>	<b><u>Effective Date:</u></b>
Ermei Fan	10% Extra Period Assignment - Cultural Wheel Thurston Middle School      General Fund 0106011008-1180      Extra Duty Assignment Step 5: \$9,378.06 annually	August 27, 2018 to June 20, 2019
Ina Inouye	20% Extra Period Assignment - Science Thurston Middle School      General Fund 0106011008-1180      Extra Duty Assignment Step 14: \$23,396.64 annually	August 27, 2018 to June 20, 2019
Michelle Martinez	20% Extra Period Assignment - Social Studies Thurston Middle School      General Fund 0106011008-1180      Extra Duty Assignment Step 21: \$26,526.44 annually	August 27, 2018 to June 20, 2019
Carl Nelson	10% Extra Period Assignment - Cultural Wheel Thurston Middle School      General Fund 0106011008-1180      Extra Duty Assignment Step 12: \$11,877.88 annually	August 27, 2018 to June 20, 2019
Chris Nunziata	20% Extra Period Assignment - Mathematics Thurston Middle School      General Fund 0106011008-1180      Extra Duty Assignment Step 6: \$15,589.60 annually	August 27, 2018 to June 20, 2019
Jesse Rothman	20% Extra Period Assignment - TOSA Thurston Middle School      General Fund 0106011008-1180      Extra Duty Assignment Step 8: \$18,420.56 annually	August 27, 2018 to June 20, 2019

**IV. EMPLOYMENT: Stipends**

<b><u>Name:</u></b>	<b><u>Position/Site:</u></b>	<b><u>Effective Date:</u></b>
Darci Anderson	Department Chair - Social Studies Thurston Middle School      General Fund 0106091008-1370      NTE: \$2158.00	September 1, 2018 to June 20, 2019
Darci Anderson	PALS Coordinator Thurston Middle School      General Fund 0106311008-1170      NTE: \$2004.00	September 1, 2018 to June 20, 2019
Michael Bair	Department Chair - Physical Education Thurston Middle School      General Fund 0106011008-1370      NTE: \$2158.00	September 1, 2018 to June 20, 2019

IV. EMPLOYMENT: Stipends (continued)

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Megan Bartlett	Co-Department Chair - Kindergarten Top of the World Elementary      General Fund 0108091005-1370      NTE: \$1079.24 Shared with Rosie Haynes	September 1, 2018 to June 20, 2019
Randi Beckley	Department Chair - Foreign Language Thurston Middle School      General Fund 0106011008-1370      NTE: \$2158.00	September 1, 2018 to June 20, 2019
Tammy Bonneville	Department Chair - English Language Arts Thurston Middle School      General Fund 0106011008-1370      NTE: \$2158.00	September 1, 2018 to June 20, 2019
Teryl Campbell	Department Chair - Fifth Grade Top of the World Elementary      General Fund 0108091005-1370      NTE: \$2158.49	September 1, 2018 to June 20, 2019
Amanda Charmley	School Advisory Council Chair Top of the World Elementary      General Fund 0108014286-1370      NTE: \$1541.78	September 1 2018 to June 20, 2019
April Coffman	ASB Coordinator Thurston Middle School      General Fund 0106311008-1170      NTE: \$1002.00 Shared with Sarah Schaeffer	September 1, 2018 to June 20, 2019
Andy Crisp	Department Chair - Electives Thurston Middle School      General Fund 0106011008-1370      NTE: \$2158.00	September 1, 2018 to June 20, 2019
Halle Davidson	Department Chair - Second Grade Top of the World Elementary      General Fund 0108091005-1370      NTE: \$2158.49	September 1, 2018 to June 20, 2019
Jeff Dippel	PALS Coordinator Thurston Middle School      General Fund 0106311008-1170      NTE: \$2004.00	September 1, 2018 to June 20, 2019
Dustin Gowan	Department Chair - Special Education Thurston Middle School      General Fund 0106011008-1370      NTE: \$2158.00	September 1, 2018 to June 20, 2019

IV. **EMPLOYMENT: Stipends (continued)**

<b><u>Name:</u></b>	<b><u>Position/Site:</u></b>	<b><u>Effective Date:</u></b>
Jolene Hamilton	Elementary Administrative Designee Top of the World Elementary      General Fund 0108091005-1370      NTE: \$1002.16	September 1, 2018 to January 31, 2019
Rich Hartford	Elementary Band Top of the World Elementary      General Fund 0108091005-1370      NTE: \$539.62	September 1, 2018 to June 20, 2019
Rosie Haynes	Co-Department Chair - Kindergarten Top of the World Elementary      General Fund 0108091005-1370      NTE: \$1079.24 Shared with Megan Bartlett	September 1, 2018 to June 20, 2019
Maria Hoffman	Department Chair - Mathematics Thurston Middle School      General Fund 0106011008-1370      NTE: \$2158.00	September 1, 2018 to June 20, 2019
Robert Hogrebe	Department Chair - Third Grade Top of the World Elementary      General Fund 0108091005-1370      NTE: \$2158.49	September 1, 2018 to June 20, 2019
Cyrus Hwang	Elementary Strings Top of the World Elementary      General Fund 0108091005-1370      NTE: \$539.62	September 1, 2018 to June 20, 2019
Alexis Karol	Drama Director Thurston Middle School      General Fund 0106311008-1170      NTE: \$1541.00	September 1, 2018 to June 20, 2019
Liv Marshall	Site Testing Coordinator Top of the World Elementary      General Fund 01085014450-1370      NTE: \$770.89	September 1, 2018 to June 20, 2019
Nance Morrissey	Department Chair - Student Services Thurston Middle School      General Fund 0106011008-1370      NTE: \$1079.00 Shared with Amanda Vander Veen	September 1, 2018 to June 20, 2019
Katie Quirarte	ASB Coordinator Thurston Middle School      General Fund 0106311008-1170      NTE: \$2004.00	September 1, 2018 to June 20, 2019

**IV. EMPLOYMENT: Stipends (continued)**

<b><u>Name:</u></b>	<b><u>Position/Site:</u></b>	<b><u>Effective Date:</u></b>
Carrie Rabay	Department Chair - First Grade Top of the World Elementary      General Fund 0108091005-1370      NTE: \$2158.49	September 1, 2018 to June 20, 2019
Sarah Schaeffer	ASB Coordinator Thurston Middle School      General Fund 0106311008-1170      NTE: \$1002.00 Shared with April Coffman	September 1, 2018 to June 20, 2019
Richard Selin	Department Chair - Science Thurston Middle School      General Fund 0106011008-1370      NTE: \$2158.00	September 1, 2018 to June 20, 2019
Mary Ann Thomas	Department Chair - Fourth Grade Top of the World Elementary      General Fund 0108091005-1370      NTE: \$2158.49	September 1, 2018 to June 20, 2019
Amanda Vander Veen	Department Chair - Student Services Thurston Middle School      General Fund 0106011008-1370      NTE: \$1079.00 Shared with Nance Morrissey	September 1, 2018 to June 20, 2019
Steve Wade	Band Director Thurston Middle School      General Fund 0106311008-1170      NTE: \$1541.00	September 1, 2018 to June 20, 2019
Steve Wade	Jazz Band Thurston Middle School      General Fund 0106315016-1170      NTE: \$616.00	September 1, 2018 to June 20, 2019

**V. EMPLOYMENT: Short Term Assignments - Extra Duty**

<b><u>Name:</u></b>	<b><u>Effective Date:</u></b>	
Trina Bilich	Kindness Week Coordinator Top of the World Elementary      General Fund 0108011005-2150      \$28.11 per hour NTE: 5 hours	October 22, 2018 to October 26, 2018
Maureen Bornstein	Instructional Assistant, Special Ed Special Ed Fund Top of the World Elementary      \$26.69 per hour 0104602650-2115 NTE: 9 hours Reason - August Maintenance Program	August 13, 2018 to August 15, 2018

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

**Name:**

**Effective Date:**

Jennifer Carlson	Attend Friday O-G Training Top of the World Elementary 0108011005-1130 NTE: 6.5 hours	General Fund \$40.97 per hour	September 7, 2018 to September 28, 2018
Jennifer Chen	Moving Classroom El Morro Elementary 0107011005-1130 NTE: 8 hours	General Fund \$40.97 per hour	August 1, 2018 to September 1, 2018
Ian Corso	OC Runs Training & Events Top of the World Elementary 0108011005-1130 NTE: 3 hours	General Fund \$40.17 per hour	April 1, 2018 to April 30, 2018
Stephanie Gamache	Library Research Laguna Beach High School 0113457175-1170 NTE: 10 hours	General Fund \$40.97 per hour	June 19, 2018 to July 19, 2018
Kimberly Krause	Moving Classroom El Morro Elementary 0107011005-1180 NTE: 8 hours	General Fund \$40.97 per hour	August 1, 2018 to September 1, 2018
Elizabeth Murray	Instructional Assistant, Special Ed Top of the World Elementary 0104602650-2115 NTE: 9 hours Reason - August Maintenance Program	Special Ed Fund \$22.90 per hour	August 20, 2018 to August 22, 2018
Sara Perrault Hopper	Student Program Prep Laguna Beach High School 0104192550-1280 NTE: 4 hours	Special Ed Fund \$40.97 per hour	August 22, 2018 to August 23, 2018



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

<b><u>Name:</u></b>		<b><u>Effective Date:</u></b>
Carrie Rabay	Attend Friday O-G Training Top of the World Elementary      General Fund 0108011005-1130      \$40.97 per hour NTE: 6.5 hours	September 7, 2018 to September 28, 2018
Andy Romo	Student Supervision for School Events Top of the World      General Fund 0108091005-1280      \$28.11 per hour NTE: 8 hours	September 1 2018 to June 20, 2019
Beth Sand	Elementary Music Program Top of the World Elementary      General Fund 0108091005-1280      \$28.11 per hour NTE: 31 hours	September 1, 2018 to June 20, 2019
See Employee List	Co-Teaching Training Districtwide      General Fund 0102015380-1130      \$40.97 per hour NTE: 6.5 hours each Employees: Mark Alvarez, Tamara Bonneville, April Coffman, Dustin Gowan, Lara Greco, Mindy Hawkins, Jon Hendrickson, Jennifer Park, Leah Prettyman, Laura Silver, Steve Sogo, Rachel Sweet, Jonathan Todd, Julie Yaccino	August 24, 2018
See Employee List	DIBELS Testing Team Top of the World Elementary      General Fund 0108011005-2150      \$28.11 per hour NTE: 20 hours each Employees: Michelle Hilger, Kathy Norfleet, Jennifer Sweet	September 1, 2018 to June 30, 2019
See Employee List	Dyslexia Training Districtwide      General Fund 0102015380-1130      \$40.97 per hour NTE: 18 hours each Employees: Marie Bammer, Mary Blanton, Marianne Bynum, Teryl Campbell, Caroline Cannan, Ian Corso, Kari Damato, Halle Davidson, Cory Day, Katie Dwight, Deborah Finnerty, Nadia Hart, Robert Hogrebe, Cyrus Hwang, Tauna LaPierre, Melinda Rusinkovich, Tami Schonfeld, Nicole Stewart, Christine Wagner, Lorraine Winokur, Melinda Witt	August 20, 2018 to August 22, 2018

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

Name:

Effective Date:

See Employee List	Dyslexia Training Districtwide 0102015380-2150 NTE: 18 hours each Employees: Trina Bilich, Eva Boni, Maureen Bornstein, Erin Carlton, Mariah Holliday, Marlo Jensma, Elizabeth Kinder, Kris Landrum, Margaret Warder	General Fund \$28.11 per hour	August 20, 2018 to August 22, 2018
See Employee List	Library Research Meetings Districtwide 0102015380-1130 NTE: 13.5 hours each Employees: Dawn Hunnicutt, Kristen Kaa, Alexis Karol, Hayley McLellan, Carolen Sadler, Jun Shen, Laura Silver	General Fund \$40.97 per hour	July 24, 2018 to July 26, 2018
See Employee List	Library Research Meetings Districtwide 0107051180/0108051180-2250 NTE: 13.5 hours each Employees: Christina Price, Nikki Romano	General Fund \$28.11 per hour	July 24, 2018 to July 26, 2018
See Employee List	Living Classroom Committee Districtwide 0113015040-1130 NTE: 40 hours each Employees: Bridget Beaudry-Porter, Carrie Denton, Alexandra Holtz, Paul Matheson, Jun Shen	General Fund \$40.97 per hour	August 14, 2018 to June 30, 2019
See Employee List	OC Run Training and Event Top of the World Elementary 0108091005-1280 NTE: 9 hours each Employees: Nathan McConnell, Andy Romo	General Fund \$28.11 per hour	September 1, 2018 to June 20, 2019
See Employee List	Planning meetings for Computer Science training Districtwide 0102015380-1130 NTE: 5.5 hours each Employees: Brian Kull, Katie Dwight, Kimberly Mattson, Melinda Rusinkovich	General Fund \$40.97 per hour	August 7, 2018 to August 8, 2018

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

<b><u>Name:</u></b>		<b><u>Effective Date:</u></b>
See Employee List	<b>Site Tech Leads</b> <b>Districtwide</b> <b>0113457175-1360</b> <b>NTE: 46 hours each</b> <b>Employees: Shannon Chastain, Carrie Denton, Katie Dwight, Alexandra Holtz, Parta Perkins, Nichole Stewart</b>	<b>August 28, 2018 to</b> <b>June 30, 2019</b>
See Employee List	<b>Waverider Day</b> <b>Thurston Middle School</b> <b>0106011008-2150</b> <b>NTE: 6 hours each</b> <b>Employees: Jayne Greenwalt, Sara Hoffman, Adeline King, Elizabeth Likens, Heidi Winegard</b>	<b>August 24, 2018</b>
Valerie Steinbergs	<b>Student Caseload Planning and Scheduling</b> <b>Laguna Beach High School</b> <b>0104602110-1130</b> <b>NTE: 24 hours</b>	<b>August 21, 2018 to</b> <b>August 24, 2018</b>
Mary Ann Thomas	<b>Destination Imagination Coordinator</b> <b>Top of the World Elementary</b> <b>0108015060-1130</b> <b>NTE: 12 hours</b>	<b>September 1, 2018 to</b> <b>June 20, 2019</b>

VIII. **EMPLOYMENT: Short Term Assignments - Performing Arts**

<b><u>Name:</u></b>	<b><u>Position/Site:</u></b>	<b><u>Effective Date:</u></b>
Alfredo Hernandez	<b>Brass Instructor</b> <b>Laguna Beach High School</b> <b>0105315016-2970</b> <b>NTE: 108 hours</b>	<b>September 4, 2018 to</b> <b>June 20, 2019</b>
Rudi Moore	<b>Drumline/Percussion Coach</b> <b>Laguna Beach High School</b> <b>0105315016-2970</b> <b>NTE: 308 hours</b>	<b>September 4, 2018 to</b> <b>June 20, 2019</b>
Emmanuel Mora	<b>Drumline Coach</b> <b>Laguna Beach High School</b> <b>0105315016-2970</b> <b>NTE: 235 hours</b>	<b>September 4, 2018 to</b> <b>June 20, 2019</b>

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

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

**X. EMPLOYMENT: Short Term Assignments - ASB Funds**

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Mark Harris	Campus Supervisor Laguna Beach High School      General Fund 0105311155-2955      \$27.08 per hour NTE: 50 hours Reason: Football, Dance and Graduation Supervision	August 13, 2018 to June 30, 2019
Kristine Landgraf	Campus Supervision Laguna Beach High School      General Fund 0105311155-2955      \$28.11 per hour NTE: 50 hours Reason: Football, Dance and Graduation Supervision	August 13, 2018 to June 30, 2019
Rus Soobzokov	Campus Supervisor Laguna Beach High School      General Fund 0105311155-2955      \$26.04 per hour NTE: 50 hours Reason: Football, Dance and Graduation Supervision	August 13, 2018 to June 30, 2019
Jennifer Valousky	Campus Supervisor Laguna Beach High School      General Fund 0105311155-2955      \$24.75 per hour NTE: 50 hours Reason: Football, Dance and Graduation Supervision	August 13, 2018 to June 30, 2019
Megan Weinert	Campus Supervisor Laguna Beach High School      General Fund 0105311155-2955      \$26.04 per hour NTE: 50 hours Reason: Football, Dance and Graduation Supervision	August 13, 2018 to June 30, 2019

**XI. EMPLOYMENT: Short Term Assignments - PTA**

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Kari Damato	After School - Kindness Club Prep Top of the World Elementary      PTA Funds 0108091005-1280      \$40.97 per hour NTE: 12 hours	September 1, 2018 to June 20, 2019
Kari Damato	After School - Kindness Club Top of the World Elementary      PTA Funds 0108015600-1130      \$46.83 per hour NTE: 24 hours	September 1, 2018 to June 20, 2019

**XI. EMPLOYMENT: Short Term Assignments - PTA (continued)**

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Jason Fritze	After School - Spanish Prep Top of the World Elementary 0108015600-1130 NTE: 24 hours	September 1, 2018 to June 20, 2019 PTA Funds \$40.97 per hour
Jason Fritze	After School - Spanish Top of the World Elementary 0108015600-1130 NTE: 48 hours	September 1, 2018 to June 20, 2019 PTA Funds \$46.83 per hour
Michelle Hilger	After School Class Coordinator Top of the World Elementary 0108015600-2145 NTE: 72 hours	September 1, 2018 to June 20, 2019 PTA Funds \$28.11 per hour
Amy Hitchcock	After School - Drama Class Top of the World Elementary 0108015600-2145 NTE: 120 hours	September 1, 2018 to June 20, 2019 PTA Funds \$28.11 per hour
Chantale McConnell	After School - Cooking Class Top of the World Elementary 0108015600-2145 NTE: 120 hours	September 1, 2018 to June 20, 2019 PTA Funds \$28.11 per hour
Lisa Pitz	After School - Cooking Class Top of the World Elementary 0108015600-2145 NTE: 120 hours	September 1, 2018 to June 20, 2019 PTA Funds \$28.11 per hour
Nikki Romano	After School - Book Club Top of the World Elementary 0108015600-2145 NTE: 36 hours	September 1, 2018 to June 20, 2019 PTA Funds \$28.11 per hour
Joey Sammut	After School - Ceramics Top of the World Elementary 0108015600-2145 NTE: 192 hours	September 1, 2018 to June 20, 2019 PTA Funds \$28.11 per hour

**XII. 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

**XIII. 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

**XIV. Employment and Resignation- Substitute Teachers & Classified Substitutes:**

**Employment:**

<u>Name:</u>	<u>Classification:</u>	<u>Effective Date:</u>
Marta Cid	Substitute Instructional Assistant	August 29, 2018

**Resignations:**

<u>Name:</u>	<u>Classification:</u>	<u>Effective Date:</u>
Karen Liuzzi	Substitute Teacher	August 10, 2018
Chloe Provance	Substitute Teacher	August 28, 2018
George Sager	Substitute Classified	August 20, 2018



Laguna Beach Unified School District

13.c. CONSENT/ACTION

September 11, 2018

Approval/Ratification: Conference/Workshop Attendance

**Proposal**

Staff proposes the Board of Education approve the following requests for attendance at conferences/workshops.

**Conferences**

Nedah Emami – “Read 180 Universal Getting Started - Day 1 and Day 2” – August 23-24, 2018 – Westminster, CA. This was an introductory course training on using the Read 180 system and System 44.

Fiscal Impact:

\$ 44.25 Transportation  
\$ 573.58 Teacher Pay  
\$ 617.83 Total

Account #0104612310 – 5220 – Special Education - Travel/Conference  
Account #0104612310 – 1130 – Special Education - Teacher Pay

Jennifer Hill – “Read 180 U Getting Started Day 1 and Day 2 for Course A-Elem” – September 11-12, 2018 - Costa Mesa, CA. This is an introductory course on using Read 180.

Fiscal Impact:

\$ 17.88 Transportation/Mileage  
\$ 250.00 Meals  
\$ 277.88 Total

Account #0104612310 – 5220 – Special Education - Travel/Conference  
Account #0104612310 – 1130 – Special Education - Teacher Pay

Tami Schonfeld and Melinda Witt – “Factswise” – September 18 and October 24, 2018 - Costa Mesa, CA. Dr. Valerie Henry’s Factswise program is built on the same research-based learning progressions detailing the cognitive development of number operations in primary grades as the Common Core State Standards. Participants will learn how to build students’ fact fluency and set the foundation for learning CCSS math.

Fiscal Impact:

\$ 600.00 Registration  
\$ 34.88 Transportation  
\$ 520.00 Substitutes  
\$ 1,154.88 Total

Account #0108011005– 5220 – TOW - Travel/Conference  
Account #0108011005– 1190 – TOW - Substitutes

Elizabeth Yoder Hale – “OCDE Business Applications Training” – September 24, 2018 - Costa Mesa, CA. Training in OCDE business and purchasing system.

**Fiscal Impact:**

\$ 17.44 Mileage  
\$ 17.44 Total

**Account #0108091005– 5220 – TOW - Travel/Conference**

Leisa Winston – “Unraveling the Mystery of School Finance” – October 23, 2018 - Costa Mesa, CA. School leaders will focus on the critical aspects of understanding district finances in order to improve policy making decisions.

**Fiscal Impact:**

\$ 210.00 Registration  
\$ 210.00 Total

**Account #0110397140– 5220 – HR - Travel/Conference**

Jason Vilorio and Jeff Dixon – “SF2 Fall Regional Meeting” – October 23, 2018 - Cardiff, CA. This meeting will provide important information for community funded districts on topics including State Budget implementation, legislative and election issues, an economic update, and other topics important to community funded districts. The meeting will also provide a regional forum to discuss local community funded district issues.

**Fiscal Impact:**

\$ 100.00 Transportation/Mileage/Parking  
\$ 50.00 Meals  
\$ 150.00 Total

**Account #0101377100– 5220 – Superintendent - Travel/Conference**

Nance Morrissey – “2018 Orange County Counselor Symposium ” – November 1, 2018 – Newport Beach, CA. The symposium will focus on supporting students wellness and success through academic, social and emotional and career development domains.

**Fiscal Impact:**

\$ 85.00 Registration  
\$ 16.35 Transportation  
\$ 20.00 Parking/Shuttle/Taxi  
\$ 121.35 Total

**Account #0106091008 – 5220 – Thurston - Travel/Conference**

**Total Fiscal Impact: \$ 2,549.38**

**Laguna Beach Unified School District**

**13.d. CONSENT/ACTION**

**September 11, 2018**

**Approval: Student Field Trips**

**Proposal**

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

**1. Thurston Middle School**

Destination:	Outdoor Science Camp - Emerald Bay, Catalina
Date:	October 2-5, 2018
Chaperone(s):	Lisa Brackez, six TMS Staff members, and 18 parent chaperones
Cost to Student:	\$400.00
Number of Students:	210
Transportation:	School Bus and 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 will include labs, hikes, investigations, snorkling, and journaling.

**Background**

The principal of Thurston Middle School School has approved the Applications for Field Trip requests and submitted the application for approval in accordance with Board Policy 6019. 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 Education 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

13.e. CONSENT/ACTION

September 11, 2018

**Approval: Interdistrict Attendance Agreements Student(s) From Other Districts**

### **Proposal**

Staff proposes that the Board of Education approve the following Interdistrict Attendance Agreement request(s) for student(s) to attend Laguna Beach Unified School District.

### **Background**

Board Policy 5035 and Education Code 48204 provide for Interdistrict Attendance Agreements. Because of limited District resources, the Governing Board discourages transfers into the District and will consider approving such transfers only on a case-by-case basis through an Interdistrict Attendance Agreement with another district.

### **Implications**

This proposed action would approve the request of a non-resident student to attend Laguna Beach Unified Schools. The request(s) is/are for the **2018/2019 school year**.

### **Budget Impact**

The budget impact that will occur as a result of this action is approximately \$8,500.00 per school year per student. This represents the estimated annual cost per student. The spreadsheet below outlines the number of Interdistrict Transfers into LBUSD for 2016/17 and 2017/18.

Summary of Interdistrict Transfer Agreements In 2018-19 Staff Members				
Requested School	IDT's In - 2016/17	IDT's In - 2017/18	IDT's In 2018/19 (to date)	2018/19 Estimated Cost (\$8500 per student)
LBHS	6	5	6	\$51,000
TMS	10	6	6	\$51,000
TOW/ELM	34	27	31	\$263,500
Total	50	38	43	\$365,500

### **Recommended Action**

Staff recommends the Board of Education approve the following request(s) for Interdistrict Attendance Agreements.

Student FN, LI	Grade	LBUSD School	District of Residence	Transfer Reason
Micah C.	8	TMS	Santa Ana USD	1
Evania C.	4	EMS	Santa Ana USD	1

- (1) Employee - Renewal
- (2) Employee - New
- (3) Special Need/Request

**Laguna Beach Unified School District**

**13.f. CONSENT/ACTION**

September 11, 2018

**Approval: Interdistrict Attendance Agreements – Resident Students to Other District(s)**

**Proposal**

Staff proposes that the Board of Education approve the following Interdistrict Attendance Agreement(s) for resident student(s) to attend another school district.

**Background**

Board Policy 5035 and Education Code 48204 delineate the conditions for Interdistrict Attendance Agreements. These agreements are based upon factors intended to positively affect student achievement and welfare. The Agreement must also be approved by the Board of Education of the cooperating district.

**Implications**

The action will allow resident student(s) to attend another school district. It is the practice of staff to recommend approval as per Board policy; however, Board members have the option to consider each case separately and approve or deny requests. These requests are for the **2018/2019 school year**.

**Budget Impact**

The District will have reduced expenditures as a result of reduced student enrollment as follows:

**Summary of Projected IDT's Out of District**

Based on students who are enrolling in other CA Public Schools

Does not include Laguna Beach students enrolled in private schools

School	IDT's Out for 2017/18	2017/18 Est. Reduced Cost (\$8500 per student)	IDT's Out for 2018/19 (to date)	2018/19 Est. Reduced Cost (\$8500 per student)
LBHS	14	\$ 76,500.00	9	\$ 76,500.00
TMS	4	\$ 34,000.00	4	\$ 34,000.00
TOW/EMS	14	\$ 68,000.00	5	\$ 42,500.00
Total	32	\$ 178,500.00	18	\$ 153,000.00

**Recommended Action**

Staff recommends the Board of Education approve the attached list of students requesting Interdistrict Attendance Agreements as presented.

<b><u>Name</u></b>	<b><u>Grade</u></b>	<b><u>District</u></b>	<b><u>Reason</u></b>
Ella B.	12	Capo USD	3

- (1) Employee - Renewal
- (2) Employee - New
- (3) Special Need/Request

## **Laguna Beach Unified School District**

13.g. **CONSENT/ACTION**

**September 11, 2018**

**Approval: Release of Resident Student to Orange County Department of Education  
Community Home Education Program**

### **Proposal**

Staff proposes the Board of Education approve the release of the student(s) to attend the Orange County Department of Education Community Home Education Program (CHEP).

### **Background**

Education Code 1981(b) provides that, at the request of a pupil's parent or guardian, the school district of attendance may approve the pupil's enrollment in a county community school.

The release of students to the Orange County Department of Education Community Home Education Program would result in an approximate cost of \$8,500 per student, which is our district's estimated 2018-19 per student ADA (average daily attendance) revenue limit for community school. These funds are used to provide curriculum books and materials for the students.

Due to the elimination of State aid (\$120.00 per ADA) for basic aid school districts, there is no apportionment from which the State may transfer funds directly to Orange County Community Schools. Although the funding has been eliminated, the District is responsible for the cost of educating these students and payment is made from our General Fund to Orange County Community Schools on an annual basis. The expenditure will be budgeted and will occur at year-end.

### **Budget Impact**

Approval of this request will result in an approximate additional expense of \$25,500.00 for three students.

### **Recommended Action**

Per counsel, it is legally permissible to disapprove the release of students to community home education programs because of a negative fiscal impact.

Staff recommends the Board of Education approve the release of the student to the Orange County Department of Education Community Home Education Program.

<u>Name</u>	<u>Grade</u>	<u>District</u>	<u>Reason</u>
Sophia C.	4	OCDE CHEP	3
Grey S.	3	OCDE CHEP	3
Royal S.	5	OCDE CHEP	3

- (1) Employee - Renewal
- (2) Employee - New
- (3) Special Need/Request



**Laguna Beach Unified School District**

**13.h. CONSENT/ACTION**

**September 11, 2018**

**Denial: Interdistrict Attendance Agreement - Student From Other District**

**Proposal**

Staff proposes that the Board of Education deny the following Interdistrict Attendance Agreement request for one student to attend Laguna Beach Unified School District.

**Background**

Board Policy 5117 and Education Code 48204 provide for Interdistrict Attendance Agreements. Because of limited District resources, the Governing Board discourages transfers into the District and will consider approving such transfers only on a case-by-case basis through an Interdistrict Attendance Agreement with another district, per the guidelines outlined in the Laguna Beach Unified School District's Administrative Regulation 5117.

**Implications**

This proposed action would deny the request of a non-resident student to attend Laguna Beach Unified Schools. The request is for the 2018/2019 school year.

**Budget Impact**

No budget impact will occur as a result of this action.

**Recommended Action**

Staff recommends the Board of Education deny the following request for Interdistrict Attendance Agreement.

<u>Name</u>	<u>Grade</u>	<u>District</u>	<u>Reason</u>
Shannon R.	12	Capistrano USD	3
(1) Employee - Renewal			
(2) Employee - New			
(3) Special Need/Request			

**Laguna Beach Unified School District**

**13.i. CONSENT/ACTION**

**September 11, 2018**

**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 needed 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 – September 11, 2018**

<b>Contractor</b>	<b>Description of Services</b>	<b>Term</b>	<b>Funding</b>	<b>Cost</b>
Independent Contract Coyne & Associates Education Corporation	Behavior Intervention to include 1:1 aide support, supervision and clinic meetings for a special education student	08/27/18-06/30/19	Outside Agency 0104602140-5894	\$65,200
Independent Contract Coyne & Associates Education Corporation	Behavior Intervention supervision for a special education student	09/04/18-12/21/18	Outside Agency 0104602140-5894	\$2,560
Independent Contract OC SLLC, Inc.	40 hours of staff training on Seeing Stars, Visualizing & Verbalizing and Lindamood-Bell program to assist in developing individual students literacy skills	08/30/18-06/30/19	Outside Agency 0104632900-5890	\$3,800
Saddleback Valley USD	Reimbursement to SVUSD for students placed in SVUSD	07/01/18-06/30/19	SELPA Pupil Services 0104292800-5852 - \$ 25,000 0104292800-5100 - \$360,000	\$385,000
Independent Contract Beacon Day School	Non Public Day School tuition for a special education student	09/06/18-11/28/18	Non-Public Agency 0104632210-5875	\$30,260
Parent Reimbursement/ Legal	Reimbursement per settlement agreement for Psycho-Educational Evaluation/attorney's fees	09/21/18-11/21/18	Parent Reimbursement/Legal 0104256700-5880	\$6,000

Independent Contract Maxim Healthcare Services	LVN services for a special education student	09/04/18- 06/30/19	Outside Agency 0104172860-5831	\$52,943
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**Laguna Beach Unified School District**

**13.j. CONSENT/ACTION**

**September 11, 2018**

**Approval: 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 - September 11, 2018**

<b>Contractor</b>	<b>Description of Services</b>	<b>Term</b>	<b>Funding</b>	<b>Cost</b>
Lucid Data Corporation	Professional Development Management Products	12/01/18 - 11/30/19 Renew	01134571755805	\$2,832.00
Typing Agent	Typing Program for all Elementary Schools	10/31/18 - 10/31/19 Renew	01130171755805	\$2,300.00
Waterford	Early Learning software	9/01/18 - 8/30/19 Renew	01130171755805	\$3,845.00
WeVideo Inc.	Video editing for all schools	08/18/18 - 08/17/19 Renew	01130171755805	\$5,048.00
World Book	Online Access to Worldbook All Schools	07/1/18 - 06/30/19 Renew	01130171755805	\$2,915.00

**Laguna Beach Unified School District**

**13.k. CONSENT/ACTION**

**September 11, 2018**

**Approval: Warrants #394932 Through #395128 in the Amount of \$2,309,061.70  
Dates: 8/03/2018 through 8/30/2018**

**Proposal**

Staff proposes the Board of Education approve/ratify Warrants #394932 through #395128 in the amount of \$2,309,061.70.

**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 2017/2018 and 2018/2019 District Operating Budgets.

**Recommended Action**

Staff recommends the Board of Education approve/ratify the warrants in the amount of \$2,309,061.70.



SELECT Check ID's and Numbers: 76@ ; Check Dates: 080318

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00394932	08/03/18	ASL Lettering LLC	ACCOUNTS PAYABLE MANUAL	0100000000	9510	ACCOUNTS PAYABLE MANUAL	322.15
						CHECK TOTAL:	322.15
00394933	08/03/18	CDW GOVERNMENT LLC	ANNUAL SOFTWARE LICENSE FEE	0113457175	5805	ANNUAL SOFTWARE LICENSE	8,246.00
						CHECK TOTAL:	8,246.00
00394934	08/03/18	CodeHS	CONSULTANTS-INSTRUCTIONAL	0102015380	5830	CONSULTANTS-INSTRUCTIONAL	1,500.00
			ANNUAL SOFTWARE LICENSE FEE	0113017175	5805	ANNUAL SOFTWARE LICENSE	2,500.00
						CHECK TOTAL:	4,000.00
00394935	08/03/18	Eagle Software	ANNUAL SOFTWARE LICENSE FEE	0113457175	5805	ANNUAL SOFTWARE LICENSE	18,042.64
						CHECK TOTAL:	18,042.64
00394936	08/03/18	EMC Paradigm Publishin	TEXTBOOKS	0102016300	4100	TEXTBOOKS	4,208.57
						CHECK TOTAL:	4,208.57
00394937	08/03/18	Fisher Science Educati	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	40.41
						CHECK TOTAL:	40.41
00394938	08/03/18	Follett School Solutio	TEXTBOOKS	0102016300	4100	TEXTBOOKS	12,186.16
						CHECK TOTAL:	12,186.16
00394939	08/03/18	Mind Research Institut	ANNUAL SOFTWARE LICENSE FEE	0113017175	5805	ANNUAL SOFTWARE LICENSE	33,002.00
						CHECK TOTAL:	33,002.00
00394940	08/03/18	Mystery Science Inc.	ANNUAL SOFTWARE LICENSE FEE	0113017175	5805	ANNUAL SOFTWARE LICENSE	999.00
						CHECK TOTAL:	999.00
00394941	08/03/18	OCDE	ACCOUNTS PAYABLE MANUAL	0100000000	9510	ACCOUNTS PAYABLE MANUAL	14,393.00
						CHECK TOTAL:	14,393.00
00394942	08/03/18	VISTA HIGHER LEARNING I	TEXTBOOKS	0102016300	4100	TEXTBOOKS	3,653.55
						CHECK TOTAL:	3,653.55
00394943	08/03/18	BEST Contracting Servi	ACCOUNTS PAYABLE MANUAL	4000008440	9510	ACCOUNTS PAYABLE MANUAL	4,818.40
			ACCOUNTS PAYABLE MANUAL	4000008440	9510	ACCOUNTS PAYABLE MANUAL	4,513.45
			ROOFING	4005498440	6209	ROOFING	66,025.00
			ROOFING	4006498440	6209	ROOFING	137,279.75
						CHECK TOTAL:	212,636.60
00394944	08/03/18	BEST Contracting Servi	ACCOUNTS PAYABLE MANUAL	4200008442	9510	ACCOUNTS PAYABLE MANUAL	1,427.85
						CHECK TOTAL:	1,427.85

LAGUNA BEACH USD                      08/03/18                      Commercial Check Register  
FRI, AUG 03, 2018,   8:23 AM --req: ADMIN-----leg: 76 ----loc: ISSTAFF----job: 10660941 #J302--prog: CK514 <1.02>--report id: CKOCLIST

SELECT Check ID's and Numbers: 76@ ; Check Dates: 080318

<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							313,157.93
GRAND TOTAL							313,157.93

SELECT Check ID's and Numbers: 768 ; Check Dates: 080818

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00394945	08/08/18	Apple Computer Inc.	EQUIPMENT-COMPUTER	0113017175	4460	EQUIPMENT-COMPUTER	332.27
			EQUIPMENT-COMPUTER	0113017175	4460	EQUIPMENT-COMPUTER	2,720.22
						CHECK TOTAL:	3,052.49
00394946	08/08/18		AUGUST 2018	0104632900	5878	PARENT REIMBURSEMENT (LE	2,025.00
						CHECK TOTAL:	2,025.00
00394947	08/08/18	Laguna Beach Water Dis	5/29/18 - 7/27/18	0108477409	5530	WATER - UTILITIES	6,125.07
						CHECK TOTAL:	6,125.07
00394948	08/08/18		JULY 2018	0104632900	5887	SPEECH THERAPY	375.00
						CHECK TOTAL:	375.00
00394949	08/08/18	Southern California Ed	JULY 2018	0105477409	5520	LIGHT & POWER	10,683.33
			JULY 2018	0106477409	5520	LIGHT & POWER	10,147.26
			JULY 2018	0107477409	5520	LIGHT & POWER	24.18
			JULY 2018	0102477409	5520	LIGHT & POWER	3,281.00
						CHECK TOTAL:	24,135.77
00394950	08/08/18	Waste Management of OC	AUGUST 2018	0108477409	5540	TRASH - UTILITIES	375.10
			AUGUST 2018	0105477409	5540	TRASH - UTILITIES	1,370.50
			AUGUST 2018	0107477409	5540	TRASH - UTILITIES	447.11
			AUGUST 2018	0106477409	5540	TRASH - UTILITIES	476.41
			AUGUST 2018	0102477409	5540	TRASH - UTILITIES	233.42
						CHECK TOTAL:	2,902.54
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							38,615.87
GRAND TOTAL							38,615.87

SELECT Check ID's and Numbers: 760 ; Check Dates: 080918

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00394951	08/09/18	Arbor Scientific	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	115.96
						CHECK TOTAL:	115.96
00394952	08/09/18	B & H Photo Video Inc.	EQUIPMENT-NEW	0105015040	4410	EQUIPMENT-NEW	1,446.95
						CHECK TOTAL:	1,446.95
00394953	08/09/18	Burnham Benefits Insur	AUGUST 2018	0102397400	5831	CONSULTANTS-OTHER	5,000.00
						CHECK TOTAL:	5,000.00
00394954	08/09/18	CALIFORNIA SCHOOLS EMP	AUGUST 2018	0102397400	3402	HEALTH & WELFARE, CLASSIF	9,283.56
			AUGUST 2018	0102017400	3401	HEALTH & WELFARE, CERTIF	2,549.06
			AUGUST 2018	0102397400	5831	CONSULTANTS-OTHER	543.00
			AUGUST 2018	0102397400	3402	HEALTH & WELFARE, CLASSIF	1,255.51
			AUGUST 2018	0102017400	3401	HEALTH & WELFARE, CERTIF	18,848.45
						CHECK TOTAL:	32,479.58
00394955	08/09/18	Capistrano USD	ACCOUNTS PAYABLE MANUAL	0100002000	9510	ACCOUNTS PAYABLE MANUAL	10,440.00
						CHECK TOTAL:	10,440.00
00394956	08/09/18	CARE Youth Corporation	JULY 2018	0104632210	5898	AB3632 ROOM & BOARD	6,820.00
			JULY 2018	0104632210	5889	OTHER THERAPY	2,294.00
			JULY 2018	0104632210	5875	TUITION	3,150.00
						CHECK TOTAL:	12,264.00
00394957	08/09/18	CDW GOVERNMENT LLC	EQUIPMENT-COMPUTER	0113457175	4460	EQUIPMENT-COMPUTER	1,383.59
						CHECK TOTAL:	1,383.59
00394958	08/09/18	Dunn Edwards Paint	MAINTENANCE SUPPLIES	0107477408	4362	MAINTENANCE SUPPLIES	-130.35
			MAINTENANCE SUPPLIES	0108477408	4362	MAINTENANCE SUPPLIES	33.62
			MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES	1,914.08
						CHECK TOTAL:	1,817.35
00394959	08/09/18	EDVOTEK INC.	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	98.95
						CHECK TOTAL:	98.95
00394960	08/09/18	Express Pipe & Supply	PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	51.94
						CHECK TOTAL:	51.94
00394961	08/09/18	Follett School Solutio	TEXTBOOKS	0102016300	4100	TEXTBOOKS	5,934.66
						CHECK TOTAL:	5,934.66
00394962	08/09/18	Garwal, John	ALL OTHER LOCAL REVENUE	0105001080	8699	ALL OTHER LOCAL REVENUE	200.00
						CHECK TOTAL:	200.00

SELECT Check ID's and Numbers: 768 ; Check Dates: 080918

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00394963	08/09/18	Grainger	MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES	442.42
			MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES	168.09
						CHECK TOTAL:	610.51
00394964	08/09/18	IXL Learning Inc.	ANNUAL SOFTWARE LICENSE FEE	0105011012	5805	ANNUAL SOFTWARE LICENSE	9,315.00
						CHECK TOTAL:	9,315.00
00394965	08/09/18	Mardan Center of Educa	JULY 2018	0104632210	5875	TUITION	3,110.49
			JULY 2018 - SPEECH	0104632210	5875	TUITION	120.00
						CHECK TOTAL:	3,230.49
00394966	08/09/18	OCDE	POSTAGE/DELIVERY	0102397400	5910	POSTAGE/DELIVERY	5,000.00
						CHECK TOTAL:	5,000.00
00394967	08/09/18	OCDE	7/23-7/26 - AP IN THE OC	0105014730	5220	TRAVEL & CONFERENCE	725.00
						CHECK TOTAL:	725.00
00394968	08/09/18	Orange County Therapy	JULY 2018 - OT	0104632900	5885	OCCUPATIONAL THERAPY	5,400.00
			JULY 2018 - PT	0104632900	5886	PHYSICAL THERAPY	540.00
						CHECK TOTAL:	5,940.00
00394969	08/09/18	PITNEY BOWES GLOBAL FI	5/30/18 - 08/29/2018	0102397400	5620	RENTAL EXPENSE	653.88
						CHECK TOTAL:	653.88
00394970	08/09/18	Resilient Communicatio	REPLACE NON-INSTRUCT EQUIPMENT	0113497175	6520	REPLACE NON-INSTRUCT EQU	2,693.75
						CHECK TOTAL:	2,693.75
00394971	08/09/18	Smardan Supply Co	PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	0.01
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	374.03
						CHECK TOTAL:	374.04
00394972	08/09/18	SparkFun Electronics	MATERIALS & SUPPLIES-INSTRUCT	0105015040	4310	MATERIALS & SUPPLIES-INS	257.15
						CHECK TOTAL:	257.15
00394973	08/09/18	The LaunchPad Therapy	JULY 2018	0104632900	5885	OCCUPATIONAL THERAPY	345.00
			JULY 2018	0104632900	5885	OCCUPATIONAL THERAPY	1,495.00
						CHECK TOTAL:	1,840.00
00394974	08/09/18	Total Fence Solutions	CONTRACT SERVICES	0107477408	5610	CONTRACT SERVICES	5,800.00
						CHECK TOTAL:	5,800.00
00394975	08/09/18	Viloria, Jason	ALL OTHER LOCAL REVENUE	0105001080	8699	ALL OTHER LOCAL REVENUE	395.00
						CHECK TOTAL:	395.00



SELECT Check ID's and Numbers: 76@ ; Check Dates: 080918

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
10394976	08/09/18	Sanders Construction S	BUILDING IMPROVEMENTS	4205498008	6230	BUILDING IMPROVEMENTS	49,685.00
						CHECK TOTAL:	49,685.00
						TOTAL FOR STOCK 76 Laguna Beach's check stock ID	158,752.80
			GRAND TOTAL				158,752.80

SELECT Check ID's and Numbers: 76@ ; Check Dates: 081018

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00394977	08/10/18	Acorn Media	SOFTWARE - NON INSTRUCTIONAL	0113457175	4350	SOFTWARE - NON INSTRUCTI	349.90
						CHECK TOTAL:	349.90
00394978	08/10/18	ANCHOR ELECTRIC	ELECTRICAL REPAIRS	0107477408	5661	ELECTRICAL REPAIRS	7,507.00
						CHECK TOTAL:	7,507.00
00394979	08/10/18	Apple Computer Inc.	EQUIPMENT-COMPUTER	0113457175	4320	COMPUTER SUPPLIES	656.54
			EQUIPMENT-COMPUTER	0113017175	4460	EQUIPMENT-COMPUTER	2,944.55
			EQUIPMENT-COMPUTER	0113457175	4460	EQUIPMENT-COMPUTER	2,623.25
			COMPUTER SUPPLIES	0113457175	4320	COMPUTER SUPPLIES	621.72
						CHECK TOTAL:	6,846.06
00394980	08/10/18	BrightView Landscape S	LANDSCAPE/IRRIGATION	0102477409	5680	LANDSCAPE/IRRIGATION	1,814.00
			LANDSCAPE/IRRIGATION	0108477409	5680	LANDSCAPE/IRRIGATION	8,522.00
						CHECK TOTAL:	10,336.00
00394981	08/10/18	CDW GOVERNMENT LLC	CONSULTANTS-COMPUTER SERVICES	0113457175	5832	CONSULTANTS-COMPUTER SER	3,939.00
						CHECK TOTAL:	3,939.00
00394982	08/10/18	Cox Communications	AUGUST 2018	0113457175	5940	INTERNET CONNECTIVITY	161.37
			AUGUST 2018	0113457175	5940	INTERNET CONNECTIVITY	90.98
			JULY 2018	0113457175	5940	INTERNET CONNECTIVITY	1,502.57
			AUGUST 2018	0100005090	8699	ALL OTHER LOCAL REVENUE	-2,516.78
			AUGUST 2018	0113457175	5940	INTERNET CONNECTIVITY	10,126.72
						CHECK TOTAL:	9,364.86
00394983	08/10/18	Durham School Services	JULY 2018	0102256700	5855	CHARTER BUS-HOME TO SCHO	9,706.49
			JULY 2018	0104256700	5855	CHARTER BUS-HOME TO SCHO	17,598.91
						CHECK TOTAL:	27,305.40
00394984	08/10/18	FIVE STAR TROPHIES	GENERAL SUPPLIES-NON INSTRUCT	0101377100	4340	GENERAL SUPPLIES-NON INS	16.53
						CHECK TOTAL:	16.53
00394985	08/10/18	Ganahl Lumber	MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES	107.76
			MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES	173.46
						CHECK TOTAL:	281.22
00394986	08/10/18	Home Depot	PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	22.03
			MAINTENANCE SUPPLIES	0107477408	4362	MAINTENANCE SUPPLIES	70.20
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	34.04
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	37.56
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	27.24
						CHECK TOTAL:	191.07



SELECT Check ID's and Numbers: 760 ; Check Dates: 081018

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00394987	08/10/18	Knoxlabs Inc.	ALL OTHER LOCAL REVENUE	0100000000	8699	ALL OTHER LOCAL REVENUE	266.00
						CHECK TOTAL:	266.00
00394988	08/10/18	Leader Services	CONSULTANTS-OTHER	0104292600	5831	CONSULTANTS-OTHER	8.21
						CHECK TOTAL:	8.21
00394989	08/10/18	McGraw-Hill School Edu	TEXTBOOKS	0102016300	4100	TEXTBOOKS	16,064.65
						CHECK TOTAL:	16,064.65
00394990	08/10/18	Office Depot	PRINTERS <\$250 & INK/SUPPLIES	0113457175	4322	PRINTERS <\$250 & INK/SUP	222.09
			GENERAL SUPPLIES-NON INSTRUCT	0101377100	4340	GENERAL SUPPLIES-NON INS	90.95
						CHECK TOTAL:	313.04
00394991	08/10/18	Printingforless.com In	OUTSIDE PRINTING	0110377145	5870	OUTSIDE PRINTING	1,030.58
						CHECK TOTAL:	1,030.58
00394992	08/10/18	Resilient Communicatio	REPLACE NON-INSTRUCT EQUIPMENT	0113497175	6520	REPLACE NON-INSTRUCT EQU	1,035.00
						CHECK TOTAL:	1,035.00
00394993	08/10/18	Staples Advantage	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	115.42
			MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	27.00
			MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	223.80
			MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	17.12
			COMPUTER PRINTERS \$250-\$5,000	0105015040	4462	COMPUTER PRINTERS \$250-\$	323.24
						CHECK TOTAL:	706.58
00394994	08/10/18	WM CURBSIDE LLC	TRASH - UTILITIES	0102477408	5540	TRASH - UTILITIES	1,033.10
			TRASH - UTILITIES	0102477408	5540	TRASH - UTILITIES	4,383.00
						CHECK TOTAL:	5,416.10
00394995	08/10/18	School Construction Co	ROOFING	4007498440	6209	ROOFING	275.00
						CHECK TOTAL:	275.00
00394996	08/10/18	School Construction Co	SOFT COSTS - OTHER (SPECIFY)	4205498650	6282	SOFT COSTS - OTHER (SPEC	528.57
						CHECK TOTAL:	528.57
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							91,780.77
GRAND TOTAL							91,780.77

SELECT Check ID's and Numbers: 760 ; Check Dates: 081318

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00394997	08/13/18	Allemann, Jason	ACCOUNTS PAYABLE MANUAL	0100000000	9510	ACCOUNTS PAYABLE MANUAL	67.55
						CHECK TOTAL:	67.55
00394998	08/13/18	BSN Sport	EQUIPMENT-NEW	0107311005	4410	EQUIPMENT-NEW	4,189.27
			EQUIPMENT-NEW	0106311008	4410	EQUIPMENT-NEW	6,483.55
			EQUIPMENT-NEW	0108311005	4410	EQUIPMENT-NEW	8,134.34
						CHECK TOTAL:	18,807.16
00394999	08/13/18	Dee Perry	7/12-7/14 - LEADERSHIP INST	0101377100	5220	TRAVEL & CONFERENCE	252.40
						CHECK TOTAL:	252.40
00395000	08/13/18	Frontier California In	AUGUST 2018	0107477409	5920	TELEPHONE SERVICE	53.47
						CHECK TOTAL:	53.47
00395001	08/13/18	Frontier California In	AUGUST 2018	0106477409	5920	TELEPHONE SERVICE	53.50
						CHECK TOTAL:	53.50
00395002	08/13/18	Frontier California In	AUGUST 2018	0102477409	5920	TELEPHONE SERVICE	53.47
						CHECK TOTAL:	53.47
00395003	08/13/18	Frontier California In	AUGUST 2018	0105477409	5920	TELEPHONE SERVICE	53.47
						CHECK TOTAL:	53.47
00395004	08/13/18	Grainger	MATERIALS & SUPPLIES-INSTRUCT	0105015040	4310	MATERIALS & SUPPLIES-INS	206.29
			MATERIALS & SUPPLIES-INSTRUCT	0105015040	4310	MATERIALS & SUPPLIES-INS	64.83
						CHECK TOTAL:	271.12
00395005	08/13/18	Johnson Controls Fire	SEPTEMBER 2018	0107477409	5560	ALARM MONITORING	327.25
			SEPTEMBER 2018	0108477409	5560	ALARM MONITORING	272.25
			SEPTEMBER 2018	0106477409	5560	ALARM MONITORING	482.25
			SEPTEMBER 2018	0105477409	5560	ALARM MONITORING	1,485.92
			ALARM MONITORING	0105477409	5560	ALARM MONITORING	178.09
						CHECK TOTAL:	2,745.76
00395006	08/13/18	MPS	MATERIALS & SUPPLIES-INSTRUCT	0102014100	4310	MATERIALS & SUPPLIES-INS	1,293.00
						CHECK TOTAL:	1,293.00
00395007	08/13/18	Sigma Aldrich Corp.	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	70.04
						CHECK TOTAL:	70.04
00395008	08/13/18	Southern Calif Gas Co.	JULY 2018	0105477409	5510	UTILITIES - HEAT	16.74
			JULY 2018	0102477409	5510	UTILITIES - HEAT	24.47
			JULY 2018	0102477409	5510	UTILITIES - HEAT	15.78
			JULY 2018	0105477409	5510	UTILITIES - HEAT	84.38

SELECT Check ID's and Numbers: 760 ; Check Dates: 081318

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
			JULY 2018	0106477409	5510	UTILITIES - HEAT	57.32
			JULY 2018	0108477409	5510	UTILITIES - HEAT	45.73
			JULY 2018	0105477409	5510	UTILITIES - HEAT	37.04
			JULY 2018	0102477409	5510	UTILITIES - HEAT	22.55
						CHECK TOTAL:	304.01
00395009	08/13/18	Southern California Ed	JULY 2018	0108477409	5520	LIGHT & POWER	4,090.23
			JULY 2018	0107477409	5520	LIGHT & POWER	4,618.73
						CHECK TOTAL:	8,708.96
00395010	08/13/18	Waste Management of OC	JULY 2018	0107477409	5540	TRASH - UTILITIES	738.54
			JULY 2018	0105477409	5540	TRASH - UTILITIES	662.92
						CHECK TOTAL:	1,401.46
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							34,135.37
GRAND TOTAL							34,135.37

SELECT Check ID's and Numbers: 760 ; Check Dates: 081418

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00395011	08/14/18	ANCHOR ELECTRIC	ELECTRICAL REPAIRS ELECTRICAL REPAIRS	0102477408 0108477408	5661 5661	ELECTRICAL REPAIRS ELECTRICAL REPAIRS	693.00 2,835.00
						CHECK TOTAL:	3,528.00
00395012	08/14/18	Apple Computer Inc.	EQUIPMENT-COMPUTER	0113017175	4460	EQUIPMENT-COMPUTER	4,541.19
						CHECK TOTAL:	4,541.19
00395013	08/14/18	Beacon Day School	JULY 2018	0104632210	5875	TUITION	8,223.97
						CHECK TOTAL:	8,223.97
00395014	08/14/18	CDW GOVERNMENT LLC	EQUIPMENT-COMPUTER	0113017175	4460	EQUIPMENT-COMPUTER	94,287.99
						CHECK TOTAL:	94,287.99
00395015	08/14/18	Cindy Cottier	JULY 2018	0104192430	5895	OUTSIDE ASSESSMENT FEES	950.00
						CHECK TOTAL:	950.00
00395016	08/14/18	Cintas Corporation Loc	OTHER CUSTODIAL SUPPLIES	0105477409	4361	OTHER CUSTODIAL SUPPLIES	165.84
						CHECK TOTAL:	165.84
00395017	08/14/18	COAST TO COAST COMPUTE	PRINTERS <\$250 & INK/SUPPLIES PRINTERS <\$250 & INK/SUPPLIES	0105011012 0105011012	4322 4322	PRINTERS <\$250 & INK/SUP PRINTERS <\$250 & INK/SUP	830.32 668.05
						CHECK TOTAL:	1,498.37
00395018	08/14/18	Copy & Print Center	GENERAL SUPPLIES-NON INSTRUCT	0105091012	4340	GENERAL SUPPLIES-NON INS	423.44
						CHECK TOTAL:	423.44
00395019	08/14/18	Ganahl Lumber	PLUMBING REPAIRS PLUMBING REPAIRS	0102477408 0102477408	5662 5662	PLUMBING REPAIRS PLUMBING REPAIRS	27.79 12.92
						CHECK TOTAL:	40.71
00395020	08/14/18	Konica Minolta	CONTRACT SERVICES	0108477408	5610	CONTRACT SERVICES	300.00
						CHECK TOTAL:	300.00
00395021	08/14/18	KYA SERVICES LLC	FLOOR COVERING	0105477408	5604	FLOOR COVERING	791.50
						CHECK TOTAL:	791.50
00395022	08/14/18	New Haven Youth & Fami	JULY 2018	0104132750	5889	OTHER THERAPY	2,200.00
						CHECK TOTAL:	2,200.00
00395023	08/14/18	School Specialty Inc.	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	636.66
						CHECK TOTAL:	636.66
00395024	08/14/18	Staples Advantage	MATERIALS & SUPPLIES-INSTRUCT MATERIALS & SUPPLIES-INSTRUCT	0105011012 0105011012	4310 4310	MATERIALS & SUPPLIES-INS MATERIALS & SUPPLIES-INS	20.81 15.32



SELECT Check ID's and Numbers: 760 ; Check Dates: 081418

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
						CHECK TOTAL:	36.13
00395025	08/14/18	Verizon Wireless LA	MAY 2018	0113457175	5930	MOBILE COMMUNICATIONS	2,240.09
			JULY 2018	0113457175	5930	MOBILE COMMUNICATIONS	2,818.02
						CHECK TOTAL:	5,058.11
00395026	08/14/18	Ward's Natural Science	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	22.30
			MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	850.30
						CHECK TOTAL:	872.60
00395027	08/14/18	KYA SERVICES LLC	CONTRACT SERVICES	1119474680	5610	CONTRACT SERVICES	3,790.04
						CHECK TOTAL:	3,790.04
00395028	08/14/18	Montgomery Hardware Co	CONTRACT SERVICES	1119474680	5610	CONTRACT SERVICES	2,507.31
						CHECK TOTAL:	2,507.31
00395029	08/14/18	UCMI INC.	PUBLIC AGENCY FEES	4005498946	6268	PUBLIC AGENCY FEES	2,688.00
						CHECK TOTAL:	2,688.00
00395030	08/14/18	ModSpace	SITE IMPROVEMENT	4205498650	6110	SITE IMPROVEMENT	323.65
						CHECK TOTAL:	323.65
00395031	08/14/18	Southwest Inspection &	SOFT COSTS - OTHER (SPECIFY)	4205498650	6282	SOFT COSTS - OTHER (SPEC	4,580.00
						CHECK TOTAL:	4,580.00
00395032	08/14/18	UCMI INC.	PUBLIC AGENCY FEES	4205498650	6268	PUBLIC AGENCY FEES	6,720.00
			PUBLIC AGENCY FEES	4205498008	6268	PUBLIC AGENCY FEES	4,032.00
						CHECK TOTAL:	10,752.00
						TOTAL FOR STOCK 76 Laguna Beach's check stock ID	148,195.51
			GRAND TOTAL				148,195.51

SELECT Check ID's and Numbers: 760 ; Check Dates: 081518

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
0395033	08/15/18	AA Beekeeper	CONTRACT SERVICES	0105477408	5610	CONTRACT SERVICES	250.00
						CHECK TOTAL:	250.00
0395034	08/15/18	Apple Computer Inc.	EQUIPMENT-COMPUTER	0113017175	4460	EQUIPMENT-COMPUTER	3,217.85
						CHECK TOTAL:	3,217.85
0395035	08/15/18	Follett School Solutio	TEXTBOOKS	0102016300	4100	TEXTBOOKS	215.50
						CHECK TOTAL:	215.50
0395036	08/15/18	Grainger	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	136.29
						CHECK TOTAL:	136.29
0395037	08/15/18	Konica Minolta	JULY 2018	0105091012	5650	SOFTWARE/COPIER MAINTENA	68.53
			JULY 2018	0105091012	5650	SOFTWARE/COPIER MAINTENA	0.02
			JULY 2018	0102397400	5650	SOFTWARE/COPIER MAINTENA	32.51
			JULY 2018	0108091005	5650	SOFTWARE/COPIER MAINTENA	187.34
			JULY 2018	0102397400	5650	SOFTWARE/COPIER MAINTENA	68.54
			JULY 2018	0102397400	5650	SOFTWARE/COPIER MAINTENA	33.34
			JULY 2018	0105091012	5650	SOFTWARE/COPIER MAINTENA	35.88
			JULY 2018	0102397400	5650	SOFTWARE/COPIER MAINTENA	23.88
			JULY 2018	0108091005	5650	SOFTWARE/COPIER MAINTENA	0.55
			JULY 2018	0106091008	5650	SOFTWARE/COPIER MAINTENA	2.35
			JULY 2018	0102397400	5650	SOFTWARE/COPIER MAINTENA	29.63
						CHECK TOTAL:	482.57
0395038	08/15/18	Saddleback Valley Unif	JANUARY 2018 - JUNE 2018	0100002000	9510	ACCOUNTS PAYABLE MANUAL	172,595.00
			JANUARY 2018 - JUNE 2018	0104292800	5100	SUBAGREEMENTS FOR SERVIC	83,417.38
						CHECK TOTAL:	256,012.38
0395039	08/15/18	School Services of CA	CONSULTANTS-OTHER	0102397406	5831	CONSULTANTS-OTHER	3,300.00
						CHECK TOTAL:	3,300.00
0395040	08/15/18	Varsity Spirit Fashion	MATERIALS & SUPPLIES-INSTRUCT	0105311075	4310	MATERIALS & SUPPLIES-INS	966.52
						CHECK TOTAL:	966.52
0395041	08/15/18	JL Surveying	SOFT COSTS - OTHER (SPECIFY)	4205498650	6282	SOFT COSTS - OTHER (SPEC	1,600.00
						CHECK TOTAL:	1,600.00
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							266,181.11
GRAND TOTAL							266,181.11

SELECT Check ID's and Numbers: 76@ ; Check Dates: 081618

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00395042	08/16/18	AMERICAN LOGISTICS COM	JULY 2018	0104256700	5855	CHARTER BUS-HOME TO SCHO	24,027.50
						CHECK TOTAL:	24,027.50
00395043	08/16/18	Intermountain	JULY 2018	0104632210	5875	TUITION	2,007.50
			JULY 2018	0104632210	5889	OTHER THERAPY	8,060.00
			JULY 2018	0104632210	5100	SUBAGREEMENTS FOR SERVIC	542.00
			JULY 2018	0104632210	5898	AB3632 ROOM & BOARD	1,550.00
						CHECK TOTAL:	12,159.50
00395044	08/16/18	Ruhnau Clarke Architec	SOFT COSTS - OTHER (SPECIFY)	2505498410	6220	ARCHITECTURAL DESIGN FEE	3,760.00
						CHECK TOTAL:	3,760.00
00395045	08/16/18	Ruhnau Clarke Architec	SOFT COSTS - OTHER (SPECIFY)	4205498650	6282	SOFT COSTS - OTHER (SPEC	3,240.00
						CHECK TOTAL:	3,240.00
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							43,187.00
GRAND TOTAL							43,187.00



SELECT Check ID's and Numbers: 760 ; Check Dates: 082118

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00395046	08/21/18	AT&T	JULY 2018	0102477409	5920	TELEPHONE SERVICE	29.88
			JULY 2018	0105477409	5920	TELEPHONE SERVICE	6.51
			JULY 2018	0106477409	5920	TELEPHONE SERVICE	35.27
						CHECK TOTAL:	71.66
00395047	08/21/18	SC Fuels	JULY 2018	0102477408	4375	FUEL FOR VEHICLES	296.76
			JULY 2018	0105477408	4375	FUEL FOR VEHICLES	74.85
						CHECK TOTAL:	371.61
00395048	08/21/18	Southern Calif Gas Co.	JULY 2018	0107477409	5510	UTILITIES - HEAT	29.73
						CHECK TOTAL:	29.73
00395049	08/21/18	U.S. Bank National Ass	TRAVEL & CONFERENCE	0105011012	5220	TRAVEL & CONFERENCE	1,345.71
			TRAVEL & CONFERENCE	0110377145	5220	TRAVEL & CONFERENCE	161.39
			TRAVEL & CONFERENCE	0102397406	5220	TRAVEL & CONFERENCE	1,227.26
			TRAVEL & CONFERENCE	0107091005	5220	TRAVEL & CONFERENCE	942.05
			GENERAL SUPPLIES-NON INSTRUCT	0105091012	4340	GENERAL SUPPLIES-NON INS	9.98
			GENERAL SUPPLIES-NON INSTRUCT	0113457175	4340	GENERAL SUPPLIES-NON INS	21.54
			ANNUAL SOFTWARE LICENSE FEE	0113457175	5805	ANNUAL SOFTWARE LICENSE	369.73
			TRAVEL & CONFERENCE	0101377100	5220	TRAVEL & CONFERENCE	1,147.53
			MATERIALS & SUPPLIES-INSTRUCT	0105011075	4310	MATERIALS & SUPPLIES-INS	1,800.00
			REFRESHMENTS - NOT FOOD SERV	0102015380	4325	REFRESHMENTS - NOT FOOD	773.36
			OTHER BOOKS	0109397150	4220	OTHER BOOKS	17.99
			OTHER BOOKS	0109397150	4220	OTHER BOOKS	131.80
			EQUIPMENT-NEW	0105114695	4410	EQUIPMENT-NEW	624.94
			TRAVEL & CONFERENCE	0101377100	5220	TRAVEL & CONFERENCE	417.59
			REFRESHMENTS - NOT FOOD SERV	0101377100	4325	REFRESHMENTS - NOT FOOD	36.38
			TRAVEL & CONFERENCE	0101377100	5220	TRAVEL & CONFERENCE	5,978.57
			GENERAL SUPPLIES-NON INSTRUCT	0101377100	4340	GENERAL SUPPLIES-NON INS	189.56
			PUBLICATIONS & JOURNALS	0101377100	4365	PUBLICATIONS & JOURNALS	7.96
			TRAVEL & CONFERENCE	0102395980	5220	TRAVEL & CONFERENCE	1,500.00
			TRAVEL & CONFERENCE	0107091005	5220	TRAVEL & CONFERENCE	300.00
			TRAVEL & CONFERENCE	0102395980	5220	TRAVEL & CONFERENCE	150.00
			TRAVEL & CONFERENCE	0108091005	5220	TRAVEL & CONFERENCE	750.00
			TRAVEL & CONFERENCE	0106171008	5220	TRAVEL & CONFERENCE	150.00
			TRAVEL & CONFERENCE	0105091012	5220	TRAVEL & CONFERENCE	450.00
			MATERIALS & SUPPLIES-INSTRUCT	0104613150	4310	MATERIALS & SUPPLIES-INS	64.43
			TRAVEL & CONFERENCE	0110377145	5220	TRAVEL & CONFERENCE	99.00
			REFRESHMENTS - NOT FOOD SERV	0110397140	4325	REFRESHMENTS - NOT FOOD	14.72
						CHECK TOTAL:	19,681.49
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							19,154.49

SELECT Check ID's and Numbers: 760 ; Check Dates: 082118

<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>
			GRAND TOTAL				19,154.49

SELECT Check ID's and Numbers: 760 ; Check Dates: 082718

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00395050	08/27/18	ACSA	DUES & MEMBERSHIPS	0106091008	5310	DUES & MEMBERSHIPS	1,525.00
						CHECK TOTAL:	1,525.00
00395051	08/27/18	Advanced Alarm Inc.	ALARM MONITORING	0105477409	5560	ALARM MONITORING	345.00
						CHECK TOTAL:	345.00
00395052	08/27/18	Alliance of Schools fo	OTHER INSURANCE	0102397400	5450	OTHER INSURANCE	278,961.00
						CHECK TOTAL:	278,961.00
00395053	08/27/18	Apple Computer Inc.	EQUIPMENT-COMPUTER	0113017175	4460	EQUIPMENT-COMPUTER	12,871.40
			EQUIPMENT-COMPUTER	0113017175	4460	EQUIPMENT-COMPUTER	37.66
			EQUIPMENT-COMPUTER	0113017175	4460	EQUIPMENT-COMPUTER	279.47
			EQUIPMENT-COMPUTER	0113457175	4460	EQUIPMENT-COMPUTER	279.47
						CHECK TOTAL:	13,468.00
00395054	08/27/18	Coyne & Associates Inc	IBI SUPERVISION	0104602140	5894	IBI SUPERVISION	413.60
						CHECK TOTAL:	413.60
00395055	08/27/18	Federal Express Corp	POSTAGE/DELIVERY	0102397406	5910	POSTAGE/DELIVERY	24.34
						CHECK TOTAL:	24.34
00395056	08/27/18	Ganahl Lumber	MAINTENANCE SUPPLIES	0106477408	4362	MAINTENANCE SUPPLIES	122.81
						CHECK TOTAL:	122.81
00395057	08/27/18	HD SUPPLY CONSTRUCTION	MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES	337.06
						CHECK TOTAL:	337.06
00395058	08/27/18	KYA SERVICES LLC	FLOOR COVERING	0102477408	5604	FLOOR COVERING	10,243.69
						CHECK TOTAL:	10,243.69
00395059	08/27/18	Maintex	OTHER CUSTODIAL SUPPLIES	0108477409	4361	OTHER CUSTODIAL SUPPLIES	1,679.45
			OTHER CUSTODIAL SUPPLIES	0108477409	4361	OTHER CUSTODIAL SUPPLIES	83.69
			OTHER CUSTODIAL SUPPLIES	0108477409	4361	OTHER CUSTODIAL SUPPLIES	-75.46
			MAINTENANCE SUPPLIES	0102477408	4362	MAINTENANCE SUPPLIES	136.33
			OTHER CUSTODIAL SUPPLIES	0108477409	4361	OTHER CUSTODIAL SUPPLIES	34.53
						CHECK TOTAL:	1,858.54
00395060	08/27/18	Midas of Laguna Beach	VEHICLE REPAIR	0102477408	5640	VEHICLE REPAIR	277.14
						CHECK TOTAL:	277.14
00395061	08/27/18	School Specialty Inc.	MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	2,696.44
						CHECK TOTAL:	2,696.44
00395062	08/27/18	South Coast Fire Prote	CONTRACT SERVICES	0102477408	5610	CONTRACT SERVICES	491.00

SELECT Check ID's and Numbers: 760 ; Check Dates: 082718

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
			CONTRACT SERVICES	0102477408	5610	CONTRACT SERVICES	855.53
			CONTRACT SERVICES	0102477408	5610	CONTRACT SERVICES	354.00
			CONTRACT SERVICES	0102477408	5610	CONTRACT SERVICES	790.81
						CHECK TOTAL:	2,491.34
00395063	08/27/18	Tangram Interiors	EQUIPMENT - NEW	0113018640	6410	EQUIPMENT - NEW	26,553.71
						CHECK TOTAL:	26,553.71
00395064	08/27/18	KYA SERVICES LLC	CONTRACT SERVICES	1119474680	5610	CONTRACT SERVICES	1,249.19
						CHECK TOTAL:	1,249.19
00395065	08/27/18	Diamond Environmental	SOFT COSTS - OTHER (SPECIFY)	4205498650	6282	SOFT COSTS - OTHER (SPEC	263.47
			SOFT COSTS - OTHER (SPECIFY)	4205498650	6282	SOFT COSTS - OTHER (SPEC	239.27
						CHECK TOTAL:	502.74
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							341,069.60
GRAND TOTAL							341,069.60

SELECT Check ID's and Numbers: 768 ; Check Dates: 092818

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00395066	08/28/18	Advanced Alarm Inc.	ALARM MONITORING	0105477409	5560	ALARM MONITORING	345.00
						CHECK TOTAL:	345.00
00395067	08/28/18	CDW GOVERNMENT LLC	EQUIPMENT-NEW	0113457175	4410	EQUIPMENT-NEW	1,485.80
						CHECK TOTAL:	1,485.80
00395068	08/28/18	Connections Education	ANNUAL SOFTWARE LICENSE FEE	0113017175	5805	ANNUAL SOFTWARE LICENSE	218.00
						CHECK TOTAL:	218.00
00395069	08/28/18	CRISIS PREVENTION INST	DUES & MEMBERSHIPS	0104132750	5310	DUES & MEMBERSHIPS	150.00
						CHECK TOTAL:	150.00
00395070	08/28/18	Culver Newlin Inc.	EQUIPMENT - NEW	0102397400	6410	EQUIPMENT - NEW	8,841.43
						CHECK TOTAL:	8,841.43
00395071	08/28/18	DIAMOND GLASS	CONTRACT SERVICES	0105477408	5610	CONTRACT SERVICES	358.22
						CHECK TOTAL:	358.22
00395072	08/28/18	Dunn Edwards Paint	MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES	46.34
			MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES	98.59
			MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES	-52.32
			MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES	946.60
			MAINTENANCE SUPPLIES	0102477408	4362	MAINTENANCE SUPPLIES	734.70
			MAINTENANCE SUPPLIES	0106477408	4362	MAINTENANCE SUPPLIES	459.70
			MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES	2,582.13
			MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES	-86.92
			MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES	371.40
			MAINTENANCE SUPPLIES	0102477408	4362	MAINTENANCE SUPPLIES	183.79
			MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES	5.08
			MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES	494.24
			MAINTENANCE SUPPLIES	0102477408	4362	MAINTENANCE SUPPLIES	162.25
			MAINTENANCE SUPPLIES	0102477408	4362	MAINTENANCE SUPPLIES	231.97
						CHECK TOTAL:	6,177.55
00395073	08/28/18	Eastbay Inc.	MATERIALS & SUPPLIES-INSTRUCT	0105311075	4310	MATERIALS & SUPPLIES-INS	795.80
						CHECK TOTAL:	795.80
00395074	08/28/18	EdTech Team Inc.	CONSULTANTS-INSTRUCTIONAL	0102015380	5830	CONSULTANTS-INSTRUCTIONA	5,000.00
						CHECK TOTAL:	5,000.00
00395075	08/28/18	Frontier California In	AUGUST 2018	0108477409	5920	TELEPHONE SERVICE	49.08
						CHECK TOTAL:	49.08
00395076	08/28/18	Frontier California In	AUGUST 2018	0107477409	5920	TELEPHONE SERVICE	56.26



SELECT Check ID's and Numbers: 76@ ; Check Dates: 092818

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
CHECK TOTAL:							56.26
00395077	08/28/18	Frontier California In	AUGUST 2018	0102477409	5920	TELEPHONE SERVICE	283.70
CHECK TOTAL:							283.70
00395078	08/28/18	HIDDLESON LISTENING LA	JULY 2018	0104632900	5889	OTHER THERAPY	1,200.00
CHECK TOTAL:							1,200.00
00395079	08/28/18	redacted	JULY 2018	0104632900	5878	PARENT REIMBURSEMENT (LE	2,025.00
CHECK TOTAL:							2,025.00
00395080	08/28/18		7/30/18 - 8/3/18	0104632900	5878	PARENT REIMBURSEMENT (LE	1,300.00
			8/6/18 - 8/10/18	0104632900	5878	PARENT REIMBURSEMENT (LE	1,245.00
			8/13/18 - 8/17/18	0104632900	5878	PARENT REIMBURSEMENT (LE	1,300.00
			CHECK TOTAL:				3,845.00
00395081	08/28/18	McNeany, Christopher	CONSULTANTS-OTHER	0101377100	5831	CONSULTANTS-OTHER	5,790.00
CHECK TOTAL:							5,790.00
00395082	08/28/18	NICK RAIL MUSIC	EQUIPMENT-NEW	0102011190	4410	EQUIPMENT-NEW	7,582.58
			EQUIPMENT-NEW	0102011190	4410	EQUIPMENT-NEW	2,949.38
			CHECK TOTAL:				10,531.96
00395083	08/28/18	ROTARY CLUB OF LAGUNA	DUES & MEMBERSHIPS	0101377100	5310	DUES & MEMBERSHIPS	512.00
CHECK TOTAL:							512.00
00395084	08/28/18	Seneca Family of Agenc	JULY 2018	0104132750	5889	OTHER THERAPY	779.00
CHECK TOTAL:							779.00
00395085	08/28/18	Staples Advantage	GENERAL SUPPLIES-NON INSTRUCT	0102397406	4340	GENERAL SUPPLIES-NON INS	56.92
			GENERAL SUPPLIES-NON INSTRUCT	0105395980	4340	GENERAL SUPPLIES-NON INS	3,865.36
			CHECK TOTAL:				3,922.28
00395086	08/28/18	Waste Management of OC	TRASH - UTILITIES	0108477409	5540	TRASH - UTILITIES	571.07
CHECK TOTAL:							571.07
00395087	08/28/18	MOBILE MODULAR MANAGEM	RENTAL EXPENSE	2506498410	5620	RENTAL EXPENSE	646.00
CHECK TOTAL:							646.00
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							53,583.15
GRAND TOTAL							53,583.15

SELECT Check ID's and Numbers: 760 ; Check Dates: 082918

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00395088	08/29/18	Montgomery Hardware Co	OTHER MAINTENANCE SERVICES	0102477408	5692	OTHER MAINTENANCE SERVIC	480.28
			CONTRACT SERVICES	0107477408	5610	CONTRACT SERVICES	31,532.39
						CHECK TOTAL:	32,012.67
						TOTAL FOR STOCK 76 Laguna Beach's check stock ID	32,012.67
			GRAND TOTAL				32,012.67
			FUND TOTAL	0101		32,012.67	



SELECT Check ID's and Numbers: 750 ; Check Dates: 083018

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00395089	08/30/18	Acorn Media	COMPUTER SUPPLIES	0113457175	4320	COMPUTER SUPPLIES	3,213.16
						CHECK TOTAL:	3,213.16
00395090	08/30/18	Advanced Alarm Inc.	ALARM MONITORING	0105477409	5560	ALARM MONITORING	6,714.50
						CHECK TOTAL:	6,714.50
00395091	08/30/18	Anypromo.com	OUTSIDE PRINTING	0110397140	5870	OUTSIDE PRINTING	1,715.55
						CHECK TOTAL:	1,715.55
00395092	08/30/18	Apple Computer Inc.	EQUIPMENT-COMPUTER	0113457175	4460	EQUIPMENT-COMPUTER	377.07
			EQUIPMENT-COMPUTER	0113017175	4460	EQUIPMENT-COMPUTER	377.07
			EQUIPMENT-COMPUTER	0113017175	4460	EQUIPMENT-COMPUTER	2,429.30
			EQUIPMENT-COMPUTER	0113457175	4460	EQUIPMENT-COMPUTER	2,623.25
						CHECK TOTAL:	5,806.69
00395093	08/30/18	BLICK ART MATERIALS	MATERIALS & SUPPLIES-INSTRUCT	0105015060	4310	MATERIALS & SUPPLIES-INS	100.44
						CHECK TOTAL:	100.44
00395094	08/30/18	Blue Shield of Califor	SEPTEMBER 2018	0102397400	3402	HEALTH & WELFARE,CLASSIF	505.30
			SEPTEMBER 2018	0102017400	3401	HEALTH & WELFARE, CERTIF	1,025.91
			SEPTEMBER 2018	0102397400	3402	HEALTH & WELFARE,CLASSIF	79,381.39
			SEPTEMBER 2018	0102017400	3401	HEALTH & WELFARE, CERTIF	161,168.28
						CHECK TOTAL:	242,080.88
00395095	08/30/18	Blue Sky Outfitters	MATERIALS & SUPPLIES-INSTRUCT	0108015060	4310	MATERIALS & SUPPLIES-INS	100.00
						CHECK TOTAL:	100.00
00395096	08/30/18	Bonnie's Embroidery	GENERAL SUPPLIES-NON INSTRUCT	0101377100	4340	GENERAL SUPPLIES-NON INS	48.60
						CHECK TOTAL:	48.60
00395097	08/30/18	CALIFORNIA SCHOOLS EMP	SEPTEMBER 2018	0102397400	3402	HEALTH & WELFARE,CLASSIF	1,255.51
			SEPTEMBER 2018	0102397400	3402	HEALTH & WELFARE,CLASSIF	9,268.03
			SEPTEMBER 2018	0102397400	5831	CONSULTANTS-OTHER	543.00
			SEPTEMBER 2018	0102017400	3401	HEALTH & WELFARE, CERTIF	18,816.91
			SEPTEMBER 2018	0102017400	3401	HEALTH & WELFARE, CERTIF	2,549.06
						CHECK TOTAL:	32,432.51
00395098	08/30/18	CALIFORNIANS DEDICATED	TRAVEL & CONFERENCE	0102015380	5220	TRAVEL & CONFERENCE	306.00
			TRAVEL & CONFERENCE	0102015380	5220	TRAVEL & CONFERENCE	306.00
			TRAVEL & CONFERENCE	0102015380	5220	TRAVEL & CONFERENCE	306.00
			TRAVEL & CONFERENCE	0102015380	5220	TRAVEL & CONFERENCE	306.00
			TRAVEL & CONFERENCE	0102015380	5220	TRAVEL & CONFERENCE	306.00
			TRAVEL & CONFERENCE	0102015380	5220	TRAVEL & CONFERENCE	306.00
			TRAVEL & CONFERENCE	0102015380	5220	TRAVEL & CONFERENCE	306.00

SELECT Check ID's and Numbers: 750 ; Check Dates: 083018

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
			TRAVEL & CONFERENCE	0102015380	5220	TRAVEL & CONFERENCE	306.00
			TRAVEL & CONFERENCE	0102015380	5220	TRAVEL & CONFERENCE	306.00
			TRAVEL & CONFERENCE	0102015380	5220	TRAVEL & CONFERENCE	306.00
			TRAVEL & CONFERENCE	0102015380	5220	TRAVEL & CONFERENCE	306.00
			TRAVEL & CONFERENCE	0102015380	5220	TRAVEL & CONFERENCE	306.00
						CHECK TOTAL:	3,672.00
00395099	08/30/18	CDW GOVERNMENT LLC	COMPUTER SUPPLIES	0113457175	4320	COMPUTER SUPPLIES	24.50
			COMPUTER SUPPLIES	0113457175	4320	COMPUTER SUPPLIES	637.24
			COMPUTER SUPPLIES	0113457175	4320	COMPUTER SUPPLIES	53.65
						CHECK TOTAL:	715.39
00395100	08/30/18	Cintas Corporation Loc	OTHER CUSTODIAL SUPPLIES	0107477409	4361	OTHER CUSTODIAL SUPPLIES	131.23
			OTHER CUSTODIAL SUPPLIES	0107477409	4361	OTHER CUSTODIAL SUPPLIES	115.80
						CHECK TOTAL:	247.03
00395101	08/30/18	Connections Education	ANNUAL SOFTWARE LICENSE FEE	0113017175	5805	ANNUAL SOFTWARE LICENSE	16,470.00
						CHECK TOTAL:	16,470.00
00395102	08/30/18	Cox Communications	AUGUST 2018	0113457175	5940	INTERNET CONNECTIVITY	97.70
						CHECK TOTAL:	97.70
00395103	08/30/18	Digital Networks Group	EQUIPMENT - NEW	0105495040	6410	EQUIPMENT - NEW	25,397.31
						CHECK TOTAL:	25,397.31
00395104	08/30/18	Dow Diversified Inc.	CONTRACT SERVICES	0105477408	5610	CONTRACT SERVICES	24,298.00
			CONTRACT SERVICES	0108477408	5610	CONTRACT SERVICES	13,244.00
						CHECK TOTAL:	37,542.00
00395105	08/30/18	Express Pipe & Supply	PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	204.90
						CHECK TOTAL:	204.90
00395106	08/30/18	Franklin Covey Client	CONSULTANTS-OTHER	0101377100	5831	CONSULTANTS-OTHER	3,205.88
						CHECK TOTAL:	3,205.88
00395107	08/30/18		MILEAGE - JULY 2018	0104256700	5880	TRANSPORTATION-IN LIEU	425.68
						CHECK TOTAL:	425.68
00395108	08/30/18	Grainger	MAINTENANCE SUPPLIES	0107477408	4362	MAINTENANCE SUPPLIES	1,109.87
						CHECK TOTAL:	1,109.87
00395109	08/30/18	Kaiser Foundation Heal	SEPTEMBER 2018	0102397400	3402	HEALTH & WELFARE,CLASSIF	947.64
			SEPTEMBER 2018	0102017400	3401	HEALTH & WELFARE, CERTIF	1,924.00
			SEPTEMBER 2018	0102397400	3402	HEALTH & WELFARE,CLASSIF	51,352.48

SELECT Check ID's and Numbers: 76@ ; Check Dates: 083018

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
			SEPTEMBER 2018	0102017400	3401	HEALTH & WELFARE, CERTIF	104,261.09
				CHECK TOTAL:			158,485.21
00395110	08/30/18		PARENT REIMBURSEMENT (LEGAL) JULY 2018	0104632900	5878	PARENT REIMBURSEMENT (LE	375.00
				0104632900	5878	PARENT REIMBURSEMENT (LE	2,025.00
				CHECK TOTAL:			2,400.00
00395111	08/30/18	LONGO, LARA	APRIL 2018	0100002000	9510	ACCOUNTS PAYABLE MANUAL	3,068.09
				CHECK TOTAL:			3,068.09
00395112	08/30/18		8/20/18 - 8/24/18	0104632900	5878	PARENT REIMBURSEMENT (LE	780.00
				CHECK TOTAL:			780.00
00395113	08/30/18	OC Snake Removal	PEST CONTROL PEST CONTROL	0108475600	5550	PEST CONTROL	2,500.00
				0108477409	5550	PEST CONTROL	2,600.00
				CHECK TOTAL:			5,100.00
00395114	08/30/18	OCDE	OTHER LOCAL AGENCY FEES OUTSIDE PRINTING	0104072000	5852	OTHER LOCAL AGENCY FEES	278.77
				0104605040	5870	OUTSIDE PRINTING	107.75
				CHECK TOTAL:			386.52
00395115	08/30/18	Office Depot	GENERAL SUPPLIES-NON INSTRUCT PRINTERS <\$250 & INK/SUPPLIES GENERAL SUPPLIES-NON INSTRUCT	0109397150	4340	GENERAL SUPPLIES-NON INS	170.22
				0109397150	4322	PRINTERS <\$250 & INK/SUP	109.88
				0109397150	4340	GENERAL SUPPLIES-NON INS	16.13
				CHECK TOTAL:			296.23
00395116	08/30/18	PITNEY BOWES GLOBAL FI	POSTAGE/DELIVERY	0106091008	5910	POSTAGE/DELIVERY	1,000.00
				CHECK TOTAL:			1,000.00
00395117	08/30/18	Preferred Ceilings Inc	CONTRACT SERVICES	0108477408	5610	CONTRACT SERVICES	9,952.00
				CHECK TOTAL:			9,952.00
00395118	08/30/18	REAL INSPIRATIONS INC.	CONSULTANTS-OTHER	0106011008	5831	CONSULTANTS-OTHER	2,500.00
				CHECK TOTAL:			2,500.00
00395119	08/30/18	Reynolds Carpet Cleane	CONTRACT SERVICES CONTRACT SERVICES	0106477408	5610	CONTRACT SERVICES	4,154.90
				0107477408	5610	CONTRACT SERVICES	5,111.46
				CHECK TOTAL:			9,266.36
00395120	08/30/18	Safety 1st Pest Contro	JULY 2018	0105477409	5550	PEST CONTROL	175.00
			PEST CONTROL	0105477409	5550	PEST CONTROL	100.00
			JULY 2018	0102477409	5550	PEST CONTROL	50.00
			JULY 2018	0108477409	5550	PEST CONTROL	125.00
			JULY 2018	0107477409	5550	PEST CONTROL	125.00

SELECT Check ID's and Numbers: 76@ ; Check Dates: 083018

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
			JULY 2018	0106477409	5550	PEST CONTROL	125.00
						CHECK TOTAL:	700.00
00395121	08/30/18	Scholastic Inc.	MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	1,461.47
						CHECK TOTAL:	1,461.47
00395122	08/30/18	SCHOOL DATEBOOKS INC.	OUTSIDE PRINTING	0106011008	5870	OUTSIDE PRINTING	325.98
						CHECK TOTAL:	325.98
00395123	08/30/18	Smardan Supply Co	PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	203.20
			EQUIPMENT-NEW	0102477408	4410	EQUIPMENT-NEW	960.15
						CHECK TOTAL:	1,163.35
00395124	08/30/18	Southern California Se	OTHER MAINTENANCE SERVICES	0102477408	5692	OTHER MAINTENANCE SERVIC	186.89
						CHECK TOTAL:	186.89
00395125	08/30/18	Sparkletts	MISC OUTSIDE VENDOR	0102397400	5860	MISC OUTSIDE VENDOR	229.71
						CHECK TOTAL:	229.71
00395126	08/30/18	Thomas R. Williams Inc	CONSULTANTS-OTHER	0106011008	5831	CONSULTANTS-OTHER	2,500.00
						CHECK TOTAL:	2,500.00
00395127	08/30/18	U S Postmaster	POSTAGE/DELIVERY	0107011005	5910	POSTAGE/DELIVERY	300.00
						CHECK TOTAL:	300.00
00395128	08/30/18	Sanders Construction S	BUILDING IMPROVEMENTS	4205498650	6230	BUILDING IMPROVEMENTS	187,833.53
						CHECK TOTAL:	187,833.53
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							769,235.43
GRAND TOTAL							769,235.43



**Laguna Beach Unified School District**

**13.I. CONSENT/ACTION**

**September 11, 2018**

**Approval:     Ratification of Certificated Payroll 2A in the Amount of \$488,239.80  
                 Ratification of Classified Payroll 2B in the Amount of \$455,309.50**

**Proposal**

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

1. Certificated Payroll 2A in the amount of \$488,239.80; and,
2. Classified Payroll 2B in the amount of \$455,309.50 for the month of August 2018 totaling \$943,549.30.

**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 2A in the amount of \$488,239.80; and,
2. Classified Payroll 2B in the amount of \$455,309.50 for the month of August 2018 totaling \$943,549.30.

## **Laguna Beach Unified School District**

### **13.m. CONSENT/ACTION**

**September 11, 2018**

**Approval: Contract with the Anti-Defamation League for A World of Difference® Professional Development Institute for Laguna Beach Unified School District Staff at a Cost Not-to-Exceed \$1,500**

#### **Proposal**

Staff proposes the Board of Education approve a contract with the Anti-Defamation League (ADL) to offer their "*A World of Difference® Institute*" to meet the annual professional development requirement in the district's Nondiscrimination/Harassment Board Policy #5145.3 for employees.

#### **Background**

LBUSD Board Policy #5145.3, along with State and federal law, states:

The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

LBUSD is taking critical steps to foster an inclusive educational environment for all students. With this in mind, our district began discussions in 2016-17 and continued in 2017-18 to provide educational training and support to staff members on a voluntary basis to increase awareness in each of us about our cognitive biases and to offer intervention strategies. The district is providing professional development opportunities to various employee groups on this topic. This professional development opportunity is a one-day training which will be required of our administrative office staff in October 2018.

Whether an administrator, classified employee, principal, teacher in the classroom, or security personnel, any adult who works in a school district has the opportunity, and the responsibility for ensuring all students' physical and emotional wellbeing. As the individuals who set the tone of what will or will not be tolerated on the campus, staff members establish the expectations students will follow. Individuals not in attendance for the two ADL dates will be trained separately by the principal or principal's designee.

**Budget Impact**

The cost of this professional development services is not-to-exceed \$1,500.00.

**Recommended Action**

Staff recommends the Board of Education approve the contract with the Anti-Defamation League (ADL) to offer their "*A World of Difference® Institute*" for annual training.



## TRAINING PROGRAM CONTRACT

AGREEMENT ("Agreement") made this 23th day of August, 2018 between the Anti-Defamation League of B'nai B'rith ("ADL"), a not-for-profit corporation having its principal place of business at 605 Third Avenue, New York, NY, 10158 with an office at Los Angeles, 10495 Santa Monica Blvd., Los Angeles, CA 90025-5031, and Laguna Beach Unified School District ("CLIENT"), located at 550 Blumont St., Laguna Beach, CA 92651.

WHEREAS, CLIENT desires that the ADL shall conduct the A WORLD OF DIFFERENCE® Institute Training Program;

WHEREAS, ADL desires to provide the required services to CLIENT; and

WHEREAS, the parties desire to establish the terms and conditions by which ADL will provide said services.

NOW THEREFORE, in consideration of the mutual promises and obligations contained herein, the parties agree as follows:

- (1) ADL agrees to conduct a training program consisting of two (2) days of training sessions. There must be a minimum of ten (10) participants in each training session, and a maximum of fifty (50). Client agrees to notify ADL at least five (5) days in advance of the training session if Client expects participation will fall below the minimum. In such event, ADL shall have the right to cancel or postpone the session until another date can be mutually agreed upon. In the event of such cancellation or postponement, the provisions of Paragraph 6 (c) of this Agreement shall prevail.
- (2) The training sessions will be held on Thursday, October 04, 2018; Tuesday, November 13, 2018.
- (3) The cost for the complete training program will be \$1,500.00 for one (1) facilitator as outlined in Exhibit B. CLIENT will make these arrangements in consultation with ADL.

ADL will be paid for its services specified in Exhibit A in accordance with the payment schedule set forth in Exhibit B and shall submit to CLIENT complete bills for said services and expenses.

- (4) CLIENT will provide the necessary materials, including audio-visual equipment as outlined in Exhibit C.
- (5) CLIENT agrees to provide adequate crowd control and adequate security. CLIENT agrees to obey all fire precautions as required by law or local ordinances.
- (6) (a) Either party shall have the right to terminate this Agreement upon thirty (30) days prior written notice to the other party.  
  
(b) ADL shall have the right to terminate this Agreement immediately, by written notice to CLIENT, for any of the following reasons:

- (i) A breach by CLIENT of any material term or condition of this Agreement including, but not limited to, the inability of CLIENT to provide in a timely fashion any of its obligations outlined in this Agreement;
  - (ii) If CLIENT submits an application or petition for the appointment of a receiver, trustee or liquidator of all substantial amount of their assets;
  - (iii) CLIENT admits to or implies that it is unable to pay its debts as they become due;
  - (iv) There is entered an order, judgment or decree by any court of competent jurisdiction on the application of a creditor adjudicating a petition seeking reorganization of a CLIENT's firm for all or substantial part of its assets; or
  - (v) CLIENT has assigned this Agreement without first receiving ADL's prior written consent.
- (c) If one or more sessions are cancelled within thirty (30) days of the contracted training date, through no fault of ADL, CLIENT agrees to reimburse ADL for 50% of the contracted fee plus all expenses incurred to that date, including travel in connection with the cancelled sessions.
- (7) CLIENT hereby agrees to hold harmless, defend and indemnify ADL affiliates, their directors, officers, employees, agents and representatives from and against all damages, expenses, causes of action, suits, claims, penalties, judgments, reasonable legal fees and/or liabilities by reason of any acts or commission or omission directly or indirectly attributable to any of CLIENT's undertakings and obligations arising under this Agreement.
- ADL hereby agrees to hold harmless, defend and indemnify CLIENT and its affiliates, their directors, officers, employees, agents and representatives from and against all damages, expenses, causes of action, suits, claims, reasonable legal fees, penalties, judgments and/or liabilities to the extent caused by ADL's undertakings or obligations arising under this Agreement.
- (8) CLIENT agrees that all material used in conjunction with the Training program is proprietary to ADL. As such, these materials may not be reproduced, translated, abbreviated, abridged, excerpted or in any way altered without the written consent of the ADL.
- (9) Nothing in this Agreement shall be construed to place ADL and CLIENT in the relationship of a partnership or a joint venture, and neither ADL nor CLIENT shall have any power to oblige or bind the other party in any manner whatsoever.
- (10) On termination of this Agreement, regardless of how termination is effected, or whenever requested by ADL, CLIENT shall immediately return to ADL all copies of ADL's property, and cease using the ADL and/or A WORLD OF DIFFERENCE names.
- (11) Any publicity or promotional materials, including but not limited to press releases and advertisements, produced by CLIENT for or in conjunction with the Training program, must be reviewed and approved in writing by ADL prior to publication.

- (12) This Agreement contains the entire understanding between the parties and supersedes any prior written agreement between the parties. No amendment or modification of this Agreement shall be valid, unless made in writing and signed by both parties. In the event of any inconsistency between the provisions of this Agreement and the provisions of any exhibits or other agreements between the parties relating to the services provided for in this Agreement, the provisions of this Agreement shall prevail.
- (13) This Agreement shall be construed in accordance with, be governed by and subject to the jurisdiction of the laws and courts of the State of California.
- (14) Any notice or document required hereunder shall be delivered in writing. Any notice of termination of this Agreement shall be sent by certified mail, return receipt requested, or delivered personally to the parties at the address set forth above. A copy of any notice or document sent to ADL shall be sent to the attention of Director of Operations, Education Division, and a copy of any such notice or document shall be sent to Ann M. Ortega, Education Director.

Any notice or document sent to CLIENT shall be sent to Dr. Jason Vilorio. Any notice or document sent by mail shall be deemed received five (5) business days after mailing. Any notice or document personally delivered shall be deemed received when delivered.

IN WITNESS HEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date first written above.

**LAGUNA BEACH UNIFIED SCHOOL DISTRICT      ANTI-DEFAMATION LEAGUE OF B'NAI B'RITH**

BY: \_\_\_\_\_ BY: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_ TITLE: \_\_\_\_\_

CLIENT TAX IDENTIFICATION NUMBER: \_\_\_\_\_

## **EXHIBIT A: Tasks and Responsibilities**

### **[SAMPLE]**

#### **TITLE OF TRAINING PROGRAM:**

A CLASSROOM OF DIFFERENCE Full Day

OTHER:

#### **Sample Outline of Standard Training Program:**

1. *Introduction:*
  - A. Of Facilitators
  - B. Of ADL
  - C. Of A WORLD OF DIFFERENCE® Institute
2. *Explanation of Agenda and Ground Rules*
3. *Warm up Exercise-Human Time Line*

To effectively deal with issues such as cultural diversity, participants must be made to feel at ease. This exercise is designed with this goal in mind.
4. *Self Identity Exercise-Four Questions*

This exercise invites participants to share and relate information with one another. It explores a mechanism for exploring the importance of identity and how we define ourselves. It can also establish a broad definition of diversity for a seemingly homogenous group.
5. *Cultural Self-Knowledge Exercise-Name 5*

The purpose of this activity is to allow participants to identify their own cultural knowledge gaps and explore the importance of positive roles models for everyone. It provides a forum for discussing the need for expanding traditional approaches to education and for examining the ways people from non-mainstream groups have been absent or misrepresented.
6. *Cultural/Organizational Simulation – Video: "Eye of the Beholder"*

This powerful documentary special features Jane Elliot and her workshop on prejudice –Blue Eye/Brown Eye-for adults. This video is followed by an extensive and elaborate large group discussion and debriefing process.
7. *Training Video Vignettes or Case Studies*

Facilitators will present, either in the form of videos or case studies, two to four scenarios which require program participants to decide where the line is drawn between personal choice, personal freedoms and discrimination. Appropriate behaviors are discussed as part of this exercise.
8. *Action Planning*

Facilitators will lead a discussion on how the group can address the problems identified and produce solutions or make recommendations for change.
9. *Questions Answers/Wrap-Up/Evaluation*

Participants will be asked to provide a written evaluation of the program content and the facilitators. Space is provided for any additional feedback/information participants want to offer.

## EXHIBIT B: PAYMENT SCHEDULE

### TRAINING FEE:

The training fee for the program described herein will cost \$1,500.00 plus travel expenses for one (1) facilitators to and from the training site.

### TRAVEL EXPENSES:

Travel expenses include the following:

Basic transportation:	Facilitator #1	Facilitator #2
RT airfare	<u>N/A</u>	<u>N/A</u>
Bus	<u>N/A</u>	<u>N/A</u>
Train	<u>N/A</u>	<u>N/A</u>
Car Rental	<u>N/A</u>	<u>N/A</u>
Mileage @ 54.5 ¢	<u>N/A</u>	<u>N/A</u>
Ground transportation:		
To and from airports	<u>N/A</u>	<u>N/A</u>
To and from training site	<u>N/A</u>	<u>N/A</u>
Hotel Accommodations:		
At prevailing rates at time of training in hotel near training site.	<u>N/A</u>	<u>N/A</u>
Meals and Miscellaneous:		
(\$50 per day/per facilitator)	<u>N/A</u>	<u>N/A</u>

Other: Costs for travel expenses, if any, will be passed on to CLIENT for reimbursement at the time of invoice.

All cost information provided above is estimated. Receipts for actual expenses will accompany invoice.

**PAYMENT METHOD:** For services performed (i.e. payments made after services are commenced to proportion with those received).

This contract is being made with the Anti-Defamation League. Total payment must be received within forty five (45) business days upon receipt of invoice, in the form of a check made payable to ANTI-DEFAMATION LEAGUE (ADL - Federal Tax I.D. #13-1818723) and mailed to the Anti-Defamation League, A WORLD OF DIFFERENCE® Institute, 10495 Santa Monica Blvd., Los Angeles, CA 90025-5031.

## **EXHIBIT C: MATERIALS**

**Materials and supplies provided by the CLIENT:**

- 1 Room with moveable seating;
- 1 DVD and Monitor (the larger the screen the better);
- 1 Newsprint pad, easel, and markers
- 2 Sheets of blank paper (or more) and a pen or pencil per person.



**A WORLD OF DIFFERENCE® Institute**

**Anti-Defamation League**  
1201 Dove Street  
Suite 550  
Newport Beach, CA 92660

# INVOICE

**BILL TO: Dr. Jason Viloria**  
**Laguna Beach Unified School District**  
**550 Blumont St**  
**Laguna Beach, CA 92651**

INVOICE#:	01-270000250
INVOICE DATE:	8/29/2018
PO #:	
TERMS:	Net 30 Days
ADL FEDERAL ID:	13-1818723

Qty	Description	Unit Price	Total
1	General Anti-Bias Program Training Delivered on (Thursday, October 04, 2018; Tuesday, November 13, 2018)	\$1,500.00	\$1,500.00

**Please indicate invoice # on check.**

**Make Check Payable to:** Anti-Defamation League

**Send Check to:** Anti-Defamation League  
Attn: [REDACTED] Peter Levi  
1201 Dove Street  
Suite 550  
Newport Beach, CA 92660

<b>Sub Total:</b>	<b>\$1,500.00</b>
<b>Tax:</b>	<b>\$0.00</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Total:</b>	<b>\$1,500.00</b>

Enclosed are two invoice copies: one for your records, and one to be sent with payment. If you have any questions concerning this invoice, please call [REDACTED] at 949-679-[REDACTED]. Please have the invoice number available.

Peter Levi	3737
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**THANK YOU FOR YOUR BUSINESS!**

**Laguna Beach Unified School District**

**13.n. CONSENT/ACTION**

**September 11, 2018**

**Approval: La Sierra University of Riverside Agreement for Educational Field Practice with Laguna Beach Unified from August 9, 2018 through August 9, 2023**

**Proposal**

Staff proposes the Board of Education approve an Educational Field Practice Agreement with La Sierra University of Riverside from August 9, 2018 through August 9, 2023.

**Background**

The District routinely enters into agreements with various local universities in order to provide the educational fieldwork experience to students in the area 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 an Educational Field Practice Agreement with La Sierra University of Riverside from August 9, 2018 through August 9, 2023.

**LA SIERRA UNIVERSITY**  
4500 Riverwalk Parkway, Riverside, CA 92515  
**EDUCATIONAL FIELD PRACTICE AGREEMENT**

This Agreement is entered into by and between LAGUNA BEACH SCHOOL DISTRICT (hereinafter called "District"), and LA SIERRA UNIVERSITY (hereinafter called the "University").

**RECITALS**

- A. The purpose of this Agreement is to provide to the students of the University educational field practice experience/school psychology internships in the areas of: student teaching and/or administration and/or pupil services (special education, counseling and school psychology); and
- B. The University has established programs in student teaching, pupil services, and administration and leadership.
- C. The programs require locations where the students can obtain educational field practice experience required by the curriculum; and
- D. The District has the appropriate settings needed by the students of these programs as part of their practical learning experience.

**TERMS**

In consideration of the mutual promises and conditions in this Agreement and for good and valuable consideration, the University and the District agree as follows:

**1.0 Obligations of the District.**

- 1.1 The District shall provide to the students of the University educational field practice experience in schools, classes or other appropriate sites of the District, under the direct or indirect supervision of certified employees of the District.
- 1.2 The District will designate appropriate personnel to coordinate the student's educational field practice experience. This will involve working with University faculty and staff to assign students to the appropriate sites as required by the particular program.
- 1.3 The District will recommend to the University the withdrawal of a student if: (1) the achievement, progress, adjustment, or health of the student does not warrant continuation at the District, or (2) the behavior of the student fails to conform to the applicable regulations of the District. The District will assist the University, if necessary, in implementing this recommendation.
- 1.4 The District reserves the right, exercisable in its discretion after consultation with the University, to exclude any student from its premises in the event that such person's conduct or state of health is deemed objectionable or detrimental, having in mind the proper administration of said District.
- 1.5 The District shall provide emergency care in case of illness or accident to any participating student. However, the District shall have no financial obligation pursuant to section 6.1 below.

## 2.0 Obligations of the University.

- 2.1 The University will provide and maintain the records and reports necessary for conducting the student's educational field practice experience.
- 2.2 The University will withdraw a student from the educational field practice program with the District if, after consultation with District personnel, the University determines such action to be warranted.
- 2.3 The University will be responsible for providing a University Supervisor or person designated and employed by the University to direct, supervise, and evaluate the performance of the students of the University engaged in the educational field practice experience. The person(s) will participate cooperatively with those individuals in the District responsible for placement and direct supervision.
- 2.4 The University will provide the District supervisors with student and/or supervisor guides to the required field experience. The guide will include a description of the field experience program, the curriculum and objectives to be achieved, and the responsibilities of the District supervisors at the district and/or school site.
- 2.5 The University will require that each fieldwork student apply for and be issued a Certificate of Clearance from the State of California.

## 3.0 Reservation of Rights; Placement.

The University and the District each reserve the right to withhold the placement of students depending upon the availability of field locations and personnel to adequately provide a satisfactory educational field practice experience.

## 4.0 Student Teaching fieldwork Provisions.

Where the District agrees to provide to the students of the University educational field practice experience in the area of student teaching, the following additional provisions will apply:

- 4.1 Student Teaching fieldwork students are defined as persons who are working towards the completion of a credential preparation program and who have met prescribed training prerequisites for field placement. Such students will have met all requirements of the Teacher Education Program prerequisites to student teaching, and will have been issued a Certificate of Clearance from the State of California.
- 4.2 The District agrees to place student teachers from the University in the District schools under guidelines specified by the California Commission on Teacher Credentialing and incorporated into the Teacher Education Program of the University.
- 4.3 Participating Master Teachers of the District will receive a stipend in the amount of \$100.00 for each student teaching period.
- 4.4 Arrangements for student teaching placement will be made by the University's Director of Student Teaching with the person designated by the Assistant Superintendent of Schools in the District, according to District policy.

- 4.5 Regular supervision of student teachers by the faculty of the University will be provided during this educational field practice experience.
- 4.6 The District's Master Teachers will be issued a La Sierra University Directed Teaching Handbook, specifying the requirements and regulations of the student teaching program.
- 4.7 The District's Master Teachers will hold a California Clear Professional Credential and will have had a minimum of three years of successful teaching experience, and at least one year in the current teaching assignment.
- 4.8 The District's Master Teachers will be viewed as good professional role models for student teachers, be committed to the teaching profession, and provide the guidance, supervision and evaluation of student teachers as specified in the Directed Teaching Handbook.

#### 5.0 Labor Disputes.

- 5.1 The University is obligated to maintain neutrality in the District's labor disputes, to ensure that all field experiences will be educationally valid, and to avoid placing its students in situations in which there is a risk of physical injury.
- 5.2 In the event of a labor dispute in the District, University students involved in an educational field practice program shall report to the University until the University's Director of Field Practice has assessed the situation.
- 5.3 During a labor dispute at a District field practice experience site, the University faculty members who supervise students will visit the District's school site on a regular basis to observe, to meet with District personnel, and to determine whether the situation remains educationally valid and physically safe for field experience activity.
- 5.4 During a labor dispute, if the situation is educationally valid and physically safe and the District Field Supervisor is present in his/her regular position, the University's Director of Field Practice will allow the students the option of continuing the field practice at that site or of terminating the assignment.

#### 6.0 Financial Provision.

- 6.1 Students of the University are individually responsible for medical insurance. However, the University shall provide such workers' compensation for the performance of its employees and students under this Agreement, as may be required by California law.
- 6.2 It is mutually agreed upon that no monetary provisions to the District or from the University will be made for services rendered by the students of the University.

#### 7.0 Term.

- 7.1 This Agreement shall be for a term of five (5) years, beginning on August 9, 2018 and ending without further notice on August 9, 2023.
- 7.2 This Agreement may be renewed by written agreement of both parties.



## 8.0 Termination.

Either party may terminate this Agreement upon thirty (30) days written notice to the other party except if the University terminates this Agreement based on lack of funding, the thirty (30) days notice requirement shall not apply. The notice required under this clause shall be sent by registered mail.

## 9.0 Non-Assignment and Subcontracting.

The District shall not assign, transfer, or contract for the furnishing of services to be performed under this Agreement without the written approval of the University.

## 10.0 Hold Harmless.

10.1 The University and its field work students hereby agree to indemnify, defend, and hold harmless the District and its departments, agents, officers, and employees from any and all claims or sums which the District or any of its departments, agents, officers, or employees may be obligated to pay by reason of any liability of any kind imposed upon them, including damages to property or injury or death of persons, arising out of the performance of services rendered by field work students or caused by any error, omission, or act of the field work student or of any other for whose acts the field work student is legally liable. Said sums shall include, in the event of legal action, court costs, expenses of litigation, and reasonable attorney's fees.

10.2 The District agrees that it will indemnify and hold harmless the University, its servants, agents and employees, and any students acting as such, from any and all liability, damage, expense, cause of action, suits, claims, or judgments arising from injury to person(s) or personal property or otherwise which arises out of the act, failure to act, or negligence of the District, its servants, agents, or employees, in connection with or arising out of the activity which is the subject of this Agreement.

## 11.0 Statement Regarding Fingerprint Clearance

That in accordance with PC 11105.3, pre-service teachers and fieldwork candidates will not be placed in fieldwork experiences in the District with unsupervised access to children until a background check by the Department of Justice, including fingerprint clearance, is complete and reviewed by the District. Subsequent arrest records received by the District will be cause for a District review of continued student suitability. The District will be the sole determiner if it is deemed that the student will be removed from the fieldwork assignment.

## 12.0 Entire Agreement; Alteration Disclaimer.

11.1 This Agreement constitutes the entire understanding between the parties with respect to the subject matter hereof.

11.2 No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding of the Agreement not incorporated herein shall be binding on any of the parties hereto.



13.0 Governing Law.

This Agreement shall be governed by and construed under the laws of the State of California, which shall be the forum of any lawsuit arising from or incident to this Agreement.

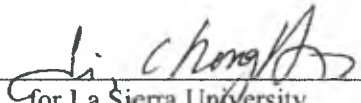
14.0 Severability.

In the event that one or more clauses of this Agreement are declared illegal, void or unenforceable, that shall not affect the validity of the remaining portions of this Agreement.

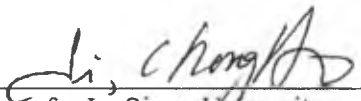
15.0 Waiver.

The failure of either party to exercise any of its rights under this Agreement for a breach thereof shall not be deemed to be a waiver of such rights, and no waiver by either party, whether written or oral, express or implied, of any rights under or arising from the Agreement shall be binding on any subsequent occasion; and no concession by either party shall be treated as an implied modification of the Agreement unless specifically agreed in writing.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Agreement on this 9th day of August, 2018.

By:   
for La Sierra University  
Dean, School of Education

By: \_\_\_\_\_  
for Laguna Beach School District

By:   
for La Sierra University  
Department Chair or Program Coordinator

**Laguna Beach Unified School District**

**13.o. CONSENT/ACTION**

**September 11, 2018**

**Approval: University of California, Irvine Amendment to Student Teaching Agreement with Laguna Beach Unified effective September 1, 2018**

**Proposal**

Staff proposes the Board of Education approve an Amendment for Student Teaching Agreement with University of California, Irvine beginning September 1, 2018.

**Background**

The District routinely enters into agreements with various local universities in order to provide a student teaching experience to students enrolled in various educational programs of the university. The agreement may be terminated by either the University or District at any time.

**Budget Impact**

There is no financial impact to the District.

**Recommended Action**

Staff recommends the Board of Education approve an Amendment for Student Teaching Agreement with University of California, Irvine beginning September 1, 2018.

**AMENDMENT TO STUDENT TEACHING AGREEMENT**  
**Between**  
**The Regents of the University of California**  
**and**  
**Laguna Beach Unified School District**

Date Agreement entered into: 9/1/18

AMENDMENT NUMBER: 1

THE TERMS AND CONDITIONS OF THIS AGREEMENT ARE AMENDED AS FOLLOWS:

**Section I: Effective 9/1/18 replace the following text:**

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

The District shall provide teaching experience through practice teaching in schools and classes of the District. Such practice teaching shall be provided in 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."

**With:**

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

The District shall provide teaching experience through practice teaching in schools and classes of the District. Such practice teaching shall be provided in 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 expectations for district supervisors are informed by guidelines issued by the California Commission on Teacher Credentialing and can be found in the UC Irvine Handbook for School Partners ([education.uci.edu/mat-credential.html](http://education.uci.edu/mat-credential.html))

**Section II: Effective 9/1/18 replace the following table:**

Payment to Mentor Teachers	
Program	Total Compensation Per Student Teacher
Multiple Subject Payment Fieldwork for 10 weeks (\$100) Student teaching for 10 weeks (\$150) Student teaching for 10 weeks (\$150)	\$400
Single Subject Payment Fieldwork for 10 weeks (\$50) Student teaching for 20 weeks (\$300) Academic Support Placement (\$50)	\$400
Spring Cohort Fieldwork for 10 weeks (\$200) Student teaching for 14 weeks (\$200)	\$400

**With:**

Program	Total Compensation Per Student teacher
Multiple Subject Payment Fieldwork and Co-Teaching for a minimum of 10 weeks (\$100) Student teaching for 20 weeks (\$300)	\$400
Single Subject and CalTeach Payment Fieldwork and Co-Teaching for a minimum of 10 weeks (\$100) Student teaching for 20 weeks (\$300)	\$400
Cal Teach Blended Single Subject Program Payment Fieldwork for 10 weeks (\$100 per 10 week fieldwork placement) * <i>CalTeach Blended program student teachers complete three separate 10-week fieldwork placements prior to their final year of student teaching. Accordingly, the university shall make three separate mentor payments of \$100 per 10 week placement.</i>	\$300

All other terms and conditions of the Agreement shall remain as previously agreed to by the parties.

---

University Internal Approval(s):

\_\_\_\_\_  
Director, Teaching Programs (date)  
School of Education

\_\_\_\_\_  
Dean, School of Education (date)

---

IN WITNESS WHEREOF, duly authorized representatives of the parties have signed in confirmation of the Agreement.

**DISTRICT**

**THE REGENTS OF THE  
UNIVERSITY OF CALIFORNIA**

\_\_\_\_\_  
Signature (date)  
Name:  
Title:

\_\_\_\_\_  
Responsible Administrative Official (date)  
Procurement Services

**UNIVERSITY OF CALIFORNIA, IRVINE  
STUDENT TEACHING AGREEMENT**

KFS PO # 26028

THIS AGREEMENT entered into this 27th day of July, 2012 by and between the Regents of the University of California on behalf of the School of Education at the University of California, Irvine (hereinafter called the "University"), and the Laguna Beach Unified School District, of Orange County (hereinafter called the "District"). The term of this agreement shall commence on AUGUST 1, 2012, and shall continue thereafter until terminated by University or District on thirty (30) day's written notice to the other. Upon execution of this Agreement any previous Student Teaching Agreement between the parties will be automatically terminated. This Agreement contains the entire agreement between the parties and from the date specified above supersedes all prior written or oral agreements with respect to the subject matter herein.

**WITNESSETH**

WHEREAS, pursuant to the provisions 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 practice teaching to students enrolled in teacher training curricula of such institutions; and

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

**I**

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

The District shall provide teaching experience through practice teaching in schools and classes of the District. Such practice teaching shall be provided in 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.

**II**

The District may, for good cause, refuse to accept for practice teaching any student of the University assigned to practice teaching in the District, and upon request of the District, made for good cause, the University shall terminate the assignment of any student of the University to practice teaching in the District.

"Practice 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 employees of the District holding credentials issued by the California Commission on Teacher Credentialing, other than emergency or provisional credentials, authorizing them to serve as classroom teachers in the Districts or classes in which the practice teaching is provided.

The University will pay the District for the performance by the District of all services required to be performed by the District under this agreement as follows:

Payment to Mentor Teachers	
Program	Total Compensation Per Student Teacher
Multiple Subject Payment Fieldwork for 10 weeks (\$100) Student teaching for 10 weeks (\$150) Student teaching for 10 weeks (\$150)	\$400
Single Subject Payment Fieldwork for 10 weeks (\$50) Student teaching for 20 weeks (\$300) Academic Support Placement (\$50)	\$400
Spring Cohort Fieldwork for 10 weeks (\$200) Student teaching for 14 weeks (\$200)	\$400

**III**

An assignment of a student of the University to practice teaching in schools or classes of the District shall be, at the discretion of the University, either for approximately ten (10) weeks or for approximately twenty (20) weeks, but a student may be given more than one assignment by the University to practice teach in such District or classes.

The assignment of a student of the University to practice teach in the District shall be deemed to be effective for the purposes of this agreement as of the date posted on the assignment papers sent to the proper authorities of the District or other document generated by the University effecting such assignment, but not earlier than the date of such assignment as shown on such papers or other document.



IV

Within a reasonable time following the close of the academic term of the University of California, the District shall submit an invoice, in triplicate, to University for payment for practice teaching provided by the District under and in accordance with this agreement during said quarter.

The District shall generate an invoice, in triplicate, executed by a duly authorized representative of the District certifying that the District expended or became obligated to expend in providing such practice teaching an amount not less than the amount of the invoice. University will pay the amount of such invoice from monies made available for such purposes by or pursuant to the laws of the State.

V

Notwithstanding anything herein contained to the contrary, this agreement may be terminated and the provisions of this agreement may be altered, changed, or amended in writing, by mutual consent of the parties hereto.

VI

Notwithstanding any other provisions of this agreement, University shall not be obliged by this agreement to pay the District any amount in excess of four hundred dollars (\$400) per student teacher.

VII

The University shall defend, indemnify and hold the District, its officers, agents and employees, harmless from and against any and all liability, loss, expense (including reasonable attorney's fees) or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the University, its officers, agents or employees.

The District shall defend, indemnify and hold the University, its officers, agents and employees, harmless from and against any and all liability, loss, expense (including reasonable attorney's fees) or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the District, its officers, agents or employees.

Each party shall maintain in full force and effect, at its sole expense, comprehensive general liability insurance of not less than One Million Dollars.

VIII

The District in the performance of this Agreement shall be and act as an independent contractor. The District understands and agrees that its employees, contractors, subcontractors, and agents shall not be considered officers, employees, or agents of University, and are not entitled to benefits of any kind or nature normally provided to employees. Contractor assumes the full responsibility for the acts and/or omissions of its employees or agents as they relate to the services to be provided under this Agreement. The District shall assume full responsibility for payment of all federal, state, and local taxes or contributions, including unemployment insurance (as applicable), social security, and income tax withholding with respect to District employees.

LAGUNA BEACH UNITED SCHOOL DISTRICT:

By *[Signature]*  
Principal or Authorized Personnel

THE REGENTS OF UNIVERSITY OF CALIFORNIA:

By *Deborah Rome Vandell* By *[Signature]*  
Chair Director, Credential Programs  
School of Education School of Education

By *[Signature]*  
Director  
Material and Risk Management



## **Laguna Beach Unified School District**

### **13.p. CONSENT/ACTION**

**September 11, 2018**

**Approval: Quarterly Report – Board Policy 3002 – Investments**

#### **Proposal**

Staff proposes the Board of Education approve the attached Investment Report as per Board Policy No. 3002 – Investments.

#### **Background**

Senate Bill 564 added Government Code section 53646 requiring the chief fiscal officer of each local agency in California to annually render a statement of investment policy and to render quarterly reports to the governing board with respect to the agency's investments. A District Investment Policy was adopted at the October 22, 2002 regular Board meeting.

In addition to reviewing the wording in the bill, there has been an advisory issued from School Legal Services regarding implementation of the requirements in SB564.

Government Code Section 53646 (e) states: "If a local agency has placed all of its investments in...a county investment pool...the chief fiscal officer may supply to the governing body...the most recent statement or statements received by the local agency from these institutions..."

A memo from School Legal Services to districts says, "In most cases, districts in Orange County would be able to rely on the provisions of Section 53646 (e) and provide the most recent statements received by the local agency from the county treasurer. Only in cases where districts have invested surplus funds outside the county treasury, LAIF, or a bank or savings and loan will districts be required to prepare an individualized written report."

On July 3, 1995, the Office of the Treasury-Tax Collector established a separate bank and custody account entitled the Orange County Educational Investment Pool for public education funds. Available at the District Office for review is the June 2018 Treasurer's Management Report from the Orange County Treasurer's Office and the June 2018, bank statements for District funds held outside the County Treasury.

Government Section 53646 (b)(2) states: "the quarterly report shall state compliance of the portfolio to the statement of investment policy." Under section 3430(b), the investment policy specified that the District shall deposit in the Orange County Treasury, pursuant to Education Code section 41001, to be placed to the credit of the proper fund, all General funds, Adult Education funds, Cafeteria funds, Deferred Maintenance funds,

General Obligation Bond funds, Capital Facilities funds, Developer Fees, School Facilities funds, Special Reserve funds, and Foundation Trust funds.

The District and the Orange County Treasury shall make investments of all such funds within the requirements of the “Prudent Investor Rule” in California Probate Code section 16045 et seq.

**Budget Impact**

District monies are deposited in compliance with Board Policy 3002 – Investments.

**Recommended Action**

Staff recommends the Board of Education approve the report on District investments and certify that the method of investments is in compliance with the District investment policy.

**Quarterly Financial Investment Report**  
**Pursuant to Government Code Section 53646 and**  
**Board Policy No. 3002 – Investments**

**June 30, 2018**

As of June 30, 2018, Laguna Beach Unified School District had the following deposits:

**At the Orange County Treasury**

General Fund	\$ 10,437,941
Adult Education	95,689
Cafeteria Fund	17,492
Special Reserve Other Than C/O	16,546,011
Capital Facilities Fund	55,591
Special Reserve Fund – FRRP	962,587
Special Reserve – Aliso Property	5,158,001
Special Reserve – Capital Imp Plan	<u>3,205,957</u>

**Total in County Treasury** **\$36,479,269**

**At Wells Fargo Bank**

LBUSD Revolving Cash Account	\$ 49,559
Miscellaneous Clearing Account	330,058
Cafeteria Fund Clearing Account	19,070
Thurston Student Body Account – Checking	<u>25,623</u>

**Total in Wells Fargo Bank** **\$ 423,310**

**At Citizen's Business Bank**

Laguna Beach High School Student Body Account – Checking	\$ 135,517
Laguna Beach High School Student Body Account - Savings	<u>79,867</u>

**Total in Citizen's Business Bank** **\$ 215,384**

**At U.S. Bank**

Community Facilities District No. 98-1 (Crystal Cove)	
Bond Administration Fund	\$ 50,121

**CalPERS**

CERBT Strategy 3	\$ 3,106,782
------------------	--------------

**ORANGE COUNTY TREASURER-TAX COLLECTOR**  
**INVESTMENT POOL STATISTICS**  
**FOR THE MONTH, QUARTER, AND FISCAL YEAR ENDED: JUNE 30, 2018**

INVESTMENT STATISTICS - By Investment Pool <sup>(1)</sup>							
DESCRIPTION	CURRENT BALANCES	Average Days to Maturity	Daily Yield as of 6/30/18	MONTHLY Gross Yield	QUARTERLY Average Yield	ANNUAL Average Yield	Current NAV
<b>COMBINED POOL BALANCES</b> <b>(Includes the Extended Fund)</b>							
Orange County Investment Pool (OCIP)	MARKET Value \$ 4,018,864,086	350	1.68%	1.60%	1.52%	1.28%	1.00
	COST (Capital) \$ 4,040,470,575						
	MONTHLY AVG Balance \$ 4,344,890,956						
	QUARTERLY AVG Balance \$ 4,838,631,544						
	ANNUAL AVG Balance \$ 4,480,291,250						
	BOOK Value \$ 4,039,514,424						
Orange County Educational Investment Pool (OCEIP)	MARKET Value \$ 4,932,226,510	302	1.71%	1.65%	1.57%	1.30%	1.00
	COST (Capital) \$ 4,954,083,761						
	MONTHLY AVG Balance \$ 4,876,022,430						
	QUARTERLY AVG Balance \$ 4,906,179,026						
	ANNUAL AVG Balance \$ 4,634,872,915						
	BOOK Value \$ 4,953,551,827						
INVESTMENT STATISTICS - Non Pooled Investments <sup>(2)</sup>							
DESCRIPTION	CURRENT BALANCE	INVESTMENT BALANCES AT COST					
Specific Investment							
Funds:	MARKET Value \$ 97,508,543	John Wayne Airport Investment Fund <sup>(4)</sup>					\$ 51,040,920
283, 505, FVSD, CCCD	COST (Capital) \$ 98,489,058	Fountain Valley School District Fund 40					34,790,770
	MONTHLY AVG Balance \$ 103,285,361	Repurchase Agreement					1,081,500
	QUARTERLY AVG Balance \$ 105,531,811	CCCD Series 2017E Bonds					20,111,872
	ANNUAL AVG Balance \$ 100,514,620						
	BOOK Value \$ 98,410,273						
							\$ 107,025,062
MONTH END TOTALS							
INVESTMENTS & CASH		INVESTMENTS & CASH					
COUNTY MONEY MARKET FUND (OCMMF)							
County Money Market Fund	\$ 762,020,129	OCIP					\$ 4,050,736,262
County Cash	\$ 10,265,687	OCEIP					5,212,091,494
EXTENDED FUND	\$ 6,647,464,234	Specific Investment Funds <sup>(4)</sup>					107,025,062
EDUCATIONAL MONEY MARKET FUND (OCEMMF)		Non-Pooled Cash					17,760,186
Educational Money Market Fund <sup>(4)</sup>	\$ 1,811,936,418						
Educational Cash	\$ 31,141,288						
NON-POOLED INVESTMENTS & CASH							
Non-Pooled Investments	\$ 107,025,062						
Non-Pooled Cash	\$ 17,760,186						
	\$ 9,387,613,004						\$ 9,387,613,004
KEY POOL STATISTICS							
INTEREST RATE YIELD		WEIGHTED AVERAGE MATURITY (WAM)					
OCMMF - MONTHLY GROSS YIELD	1.60%	OCMMF					53
OCEMMF - MONTHLY GROSS YIELD	1.81%	OCEMMF					53
JOHN WAYNE AIRPORT - MONTHLY GROSS YIELD	1.90%	JOHN WAYNE AIRPORT WAM					70
OCIP - YTD NET YIELD <sup>(3)</sup>	1.22%	LGIP WAM (Standard & Poors)					36
OCEIP - YTD NET YIELD <sup>(3)</sup>	1.24%						
90-DAY T-BILL YIELD - MONTHLY AVERAGE	1.92%						

## **Laguna Beach Unified School District**

### **14. INFORMATION**

**September 11, 2018**

#### **Recognition of Laguna Beach Unified School District as a “No Place For Hate” District**

##### **Proposal**

Staff will present information to the Board of Education in celebration of Laguna Beach Unified School District’s recognition by the Anti-Defamation League as a “No Place for Hate” District.

##### **Background**

“No Place for Hate” is designed to create inclusive school communities by promoting unity and respect, and empowering schools to reduce bullying, name-calling and other expressions of bias. This program offers schools the opportunity to be recognized for their staff development and student training related to bullying, harassment and discrimination. Schools that fulfill all requirements receive recognition and a personalized “No Place for Hate” banner at the end of the school year. Staff will present information on the actions and activities that have led us to become a “No Place for Hate” District.

##### **Budget Impact**

There is no budget impact for this report.

##### **Recommended Action**

There is no action required for this report.

Laguna Beach Unified School District

15. ACTION

September 11, 2018

Approval: **Resolution No. 18-07: Ensure Availability of Textbooks and Instructional Materials for 2018-2019 and Certification of Provision of Standards-Aligned Instructional Materials Per Education Code Sections 60119 and 60422 (b)**

Proposal

Staff proposes that the Board of Education approve Resolution No. 18-07: Ensure Availability of Textbooks and Instructional Materials for 2017-2018 and Certification of Provision of Standards-Aligned Instructional Materials per Education Code Sections 60119 and 60422 (b).

Background

Per Education Code Section 60119, districts must adopt a resolution attesting to the sufficiency of textbooks and instructional materials within the first eight (8) weeks of the school year. In addition, the Instructional Materials Funding Realignment Program requires a certification. This is a form designed to assist governing boards in assuring compliance with Education Code 60421 (a) and California Code of Regulations (CCR), Title 5, Section 9531 (a). This form certifies current instructional materials adopted for mathematics and reading/language arts are State content standards aligned and may be approved in conjunction with the annual public hearing and resolution required under Education Code Section 60119.

Budget Impact

The District appropriates and spends the funds designated for K-12 State adopted Instructional Materials. There is no additional budget impact for approval of this Resolution and Certification.

Recommended Action

Staff recommends that following a public hearing and public input, the Board of Education approve Resolution No. 18-07: Ensure Availability of Textbooks and Instructional Materials for 2018-2019 and Certification of Provision of Standards Aligned Instructional Materials per Education Code Sections 60119 and 60422 (b).



**Laguna Beach Unified School District  
Laguna Beach, CA**

**Certification of Provision of Standards-Aligned Instructional Materials**

The Governing Board of the Laguna Beach Unified School District hereby certifies that as of September 11, 2018, each pupil in the District, in kindergarten through grade twelve (12), has been provided with a standards-aligned textbook or basic instructional materials in each of the following areas:

- History/Social Studies
- Mathematics
- Reading/Language Arts
- Science

For students in grades kindergarten through eight (8), the instructional materials were purchased from an approved standards-aligned adoption list as required by CCR, Title 5, Section 9531.

For grades nine (9) through twelve (12), the instructional materials were adopted by the local governing board following District review of the materials and their alignment with the State content standards as required by CCR, Title 5, Section 9531. Standards maps submitted by the publishers under Education Code 60451 were used in this review.

Certification was approved by the Governing Board at a public meeting held on September 11, 2018.

**RESOLUTION NO. 18-07**

**OF THE LAGUNA BEACH UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION**

**DETERMINING STEPS TO ENSURE AVAILABILITY OF**

**TEXTBOOKS AND INSTRUCTIONAL MATERIALS FOR 2018-19**

WHEREAS, Education Code Section 60119 establishes steps and procedures to ensure the availability of textbooks and instructional materials in order to be eligible to receive funds for that purpose, and;

WHEREAS, the procedures require that school districts take appropriate action to ensure the availability of textbooks and instructional materials on a yearly basis, and;

WHEREAS, pursuant to Education Code Sections 60119, the Board is required to hold a public hearing to encourage participation by parents, teachers, members of the community interested in the affairs of the school district, and bargaining unit leaders, and;

WHEREAS, the Board is required to provide 10 days' notice of the public hearing or hearings, and;

WHEREAS, the notice shall contain the time, place, and purpose of the hearing and be posted in three public places within the school district, and;

WHEREAS, the hearing shall be held at a time that will encourage the attendance of teachers and parents and guardians of pupils who attend the schools in the district and shall not take place during or immediately following school hours, and;

WHEREAS, the governing Board of a school district, as part of the required hearing, shall also make a written determination as to whether each pupil enrolled in a foreign language or health course has sufficient textbooks or instructional materials that are consistent with the content and cycles of the curriculum frameworks adopted by the state board for those subjects, and;

WHEREAS, the governing Board shall also determine the availability of laboratory science equipment as applicable to science laboratory courses offered in grades 9 to 12, inclusive, and;

WHEREAS, a public hearing was held on September 11, 2018, at 6:00 o'clock p.m., which is on or before the eighth week of school and;

WHEREAS, the Board is required to make a determination, through a resolution, as to whether each pupil in each school in the district has, sufficient textbooks or instructional materials, or both, that are aligned to the content standards adopted pursuant to Education Code Section 60605 and Education Code 33126 in each of the following subjects, as appropriate, that are consistent with the content and cycles of the curriculum framework adopted by the State Board:

(i) Mathematics,

(ii) Science,

(iii) History-social science,

(iv) English/language arts, including the English language development component of an adopted program,

(v) Visual and performing arts. (Not listed in 60605 or 33126)

NOW, THEREFORE BE IT RESOLVED, that the governing Board makes the determination that each pupil of the district, has available sufficient textbooks or instructional materials, or both, that are aligned to the content standards adopted pursuant to Education Code Section 60605 and Education Code Section 33126 in each subject listed above, consistent with the content and cycles of the curriculum framework adopted by the State Board and adopted by this Board in accordance with the procedures as established.

BE IT FURTHER RESOLVED, that for the 2018-19 school year, the Laguna Beach Unified School District, has provided each pupil with sufficient textbooks or instructional materials, or both, that are aligned to the content standards adopted pursuant to Education Code Section 60605 and Education Code Section 33126 in each subject listed above, consistent with the content and consistent with the cycles and content of the curriculum framework adopted by the State Board for those subjects.

BE IT FURTHER RESOLVED, that for the 2018-19 school year, the School District has provided sufficient textbooks or instructional materials, or both, that are consistent with the content and cycles of the curriculum frameworks adopted by the state board, to each pupil enrolled in a foreign language or health course, and that sufficient laboratory science equipment applicable to science laboratory courses offered in grades 9 to 12, inclusive, is available to pupils.

AYES:           Members:

NOES:           Members:

ABSENT:        Members:

STATE OF CALIFORNIA    )

COUNTY OF ORANGE       )

I hereby certify that the foregoing Resolution was duly and regularly adopted

by the Laguna Beach Unified School District Board of Education at a regular meeting of the said board held at 550 Blumont Street, Laguna Beach, California on the 11th day of September 2018.

ATTEST:

\_\_\_\_\_  
Jan Vickers, President

\_\_\_\_\_  
Jason Vioria, Ed.D., Superintendent and Secretary

**Laguna Beach Unified School District**

**16. ACTION**

**September 11, 2018**

**Approval: 2017-2018 Unaudited Actuals Report**

**Proposal**

Staff proposes the Board of Education approve the 2017-2018 unaudited actuals as presented.

**Background**

The unaudited actuals represent the completion of fiscal year 2017-2018. The due date for submitting year-end financial reports to the Orange County Department of Education (OCDE) is September 15, 2018. The OCDE is required to review our submission, recommend adjustments if necessary, and forward final submission to the California Department of Education by October 15, 2018.

**Budget Impact**

This action, when approved by the Board of Education, establishes that the District met its financial obligations for the 2017-2018 fiscal year.

**Recommended Action**

Staff recommends the Board of Education approve the 2017-2018 unaudited actuals as presented.

Unaudited Actuals  
FINANCIAL REPORTS  
2017-18 Unaudited Actuals  
Summary of Unaudited Actual Data Submission

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

Form	Description	Value
CEA	Percent of Current Cost of Education Expended for Classroom Compensation Must equal or exceed 60% for elementary, 55% for unified, and 50% for high school districts or future apportionments may be affected. (EC 41372)	55.88%
	CEA Deficiency Amount Applicable to districts not exempt from the requirement and not meeting the minimum classroom compensation percentage - see Form CEA for further details.	\$0.00
ESMOE	Every Student Succeeds Act (ESSA) Maintenance of Effort (MOE) Determination If MOE Not Met, the 2019-20 apportionment may be reduced by the lesser of the following two percentages: MOE Deficiency Percentage - Based on Total Expenditures MOE Deficiency Percentage - Based on Expenditures Per ADA	MOE Met
GANN	Adjustments to Appropriations Limit Per Government Code Section 7902.1 If this amount is not zero, it represents an increase to your Appropriations Limit. The Department of Finance must be notified of increases within 45 days of budget adoption.	\$3,058,699.35
	Adjusted Appropriations Limit	\$51,356,379.26
	Appropriations Subject to Limit	\$51,356,379.26
	These amounts represent the board approved Appropriations Limit and Appropriations Subject to Limit pursuant to Government Code Section 7906 and EC 42132.	
ICR	Preliminary Proposed Indirect Cost Rate Fixed-with-carry-forward indirect cost rate for use in 2019-20, subject to CDE approval.	7.46%

UNAUDITED ACTUAL FINANCIAL REPORT:

To the County Superintendent of Schools:

2017-18 UNAUDITED ACTUAL FINANCIAL REPORT. This report was prepared in accordance with Education Code Section 41010 and is hereby approved and filed by the governing board of the school district pursuant to Education Code Section 42100.

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

Clerk/Secretary of the Governing Board

(Original signature required)

Date of Meeting: Sep 11, 2018

To the Superintendent of Public Instruction:

2017-18 UNAUDITED ACTUAL FINANCIAL REPORT. This report has been verified for accuracy by the County Superintendent of Schools pursuant to Education Code Section 42100.

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

County Superintendent/Designee

(Original signature required)

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

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

For County Office of Education:

Dean West

Name

Associate Superintendent, Business

Title

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For School District:

Jeff Dixon

Name

Asst. Supt., Business

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E-mail Address



# LAGUNA BEACH UNIFIED SCHOOL DISTRICT

## 2017-2018



## UNAUDITED ACTUALS REPORT

Approval at the September 11, 2018 Regular Meeting of the Board of Education

Prepared and Reviewed by:

Jeff Dixon, Assistant Superintendent of Business Services  
Raymond Lee, Budget Administrator  
Thuy Bui, Financial Analyst

# **2017-2018 UNAUDITED ACTUALS REPORT**

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## **Laguna Beach Unified School District 2017-18 Unaudited Actuals**

The 2017-18 Unaudited Actuals report contains forms that describe the financial position of each fund as of June 30, 2018, and they reflect the District's financial activity that occurred during the July 1, 2017 to June 30, 2018 fiscal year. The Unaudited Actuals also contain supplemental reports concerning the District's capital assets, average daily attendance, restricted programs and other disclosures.

This report of financial position will be provided to the Orange County Department of Education. The independent auditors from Vavrinek, Trine, Day & Co. LLP (VTD) will finalize their review of the District's financial statements in September. The final audit report will be submitted to the State by December 15, 2018.

### **2017-18 Financial Components**

#### **1. Property Tax Revenue**

- Property tax revenues were \$51,320,428.
- The District experienced a growth of 6.7%, a \$3,220,956 increase from prior year.
- Property tax revenues are included as "Local Control Funding Formula (LCFF) Sources".

#### **2. Education Protection Account (EPA)**

- Approved by voters on November 6, 2012, the Schools and Local Public Safety Protection Act of 2012 (Proposition 30) temporarily increased the State's sales tax rate and the personal income tax rates for taxpayers in high tax brackets.
- Proposition 30 funding was set to expire in 2018, however, voters approved Proposition 55 in April 2016, which extended the funding through 2030.
- Revenues generated from Proposition 30 are deposited into a dedicated account called the Education Protection Account (EPA).
- EPA apportionments are calculated as \$200 per Average Daily Attendance (ADA), and the District realized EPA funds of \$578,808 in 2017-18.
- EPA revenues are included as "Local Control Funding Formula (LCFF) Sources".

#### **3. Federal and State Programs**

- Federal revenue in the general fund totaled \$911,404 and contributed 1.5% of total revenue. Federal revenues were up \$4,799 from June estimates.
- Other state revenues in the general fund totaled \$3,704,188 and contributed 6.1% of total revenue. A recalculation of the STRS On-Behalf contribution resulted in a reduction of nearly \$58,011.
- Except as illustrated under Contributions to Restricted Programs, all federal and state restricted categorical programs are self-funded.

#### **4. Other Local Revenue**

- Other Local Revenues are both restricted and unrestricted. Unrestricted local revenue is received for e-rate discounts, donations, interest earnings, facilities use, transportation fees and other miscellaneous sources. Restricted local revenues are received for special education as pass-through funding from the South Orange County SELPA.
- Local revenue receipts totaled \$3,382,074 in 2017-18. This was about \$276,093 more than projected in June. Increases are attributed to e-rate reimbursements and higher interest earnings.

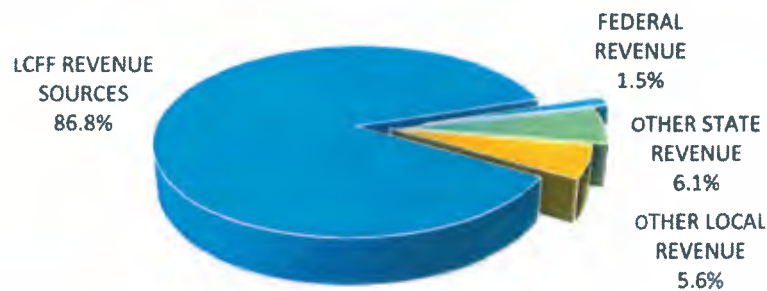


## General Fund Revenue Components

The District receives funding for its general operations from various sources. The types of major funding sources are illustrated below:

Total General Fund Revenues: 2017-2018 Unaudited Actuals			
	Unrestricted	Restricted	Combined
DESCRIPTION			
LCFF REVENUE SOURCES	52,447,441	-	52,447,441
FEDERAL REVENUE	242	911,162	911,404
OTHER STATE REVENUE	1,012,088	2,692,100	3,704,188
OTHER LOCAL REVENUE	1,878,166	1,503,908	3,382,074
<b>TOTAL REVENUES</b>	<b>55,337,937</b>	<b>5,107,169</b>	<b>60,445,107</b>

## 2017-18 Revenues



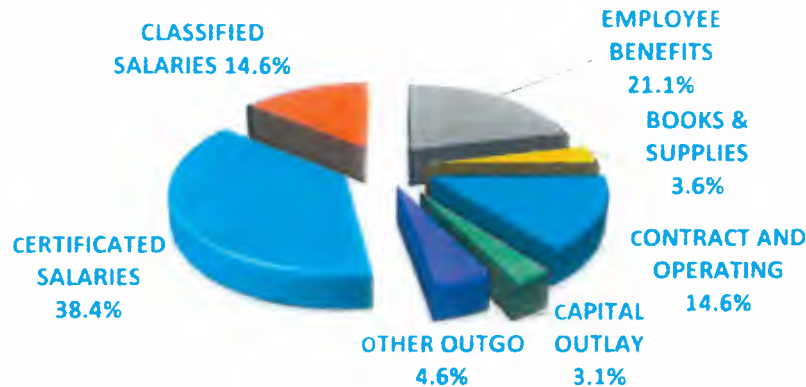
## Operating Expenditure Components

The General Fund is used for the majority of the functions within the District. As illustrated below, salaries and benefits comprise 74% of the District's budget, and approximately 26% of the total General Fund is expended on books, classroom supplies, services, utilities, other operating expenses, capital outlay and contributions to restricted resources.

Total General Fund Expenditures: 2017-2018 Unaudited Actuals			
	Unrestricted	Restricted	Combined
DESCRIPTION			
CERTIFICATED SALARIES	19,680,676	2,868,765	22,549,441
CLASSIFIED SALARIES	6,260,740	2,276,635	8,537,374
EMPLOYEE BENEFITS	8,882,126	3,508,692	12,390,818
BOOKS & SUPPLIES	1,861,943	216,789	2,078,732
CONTRACT AND OPERATING	5,188,570	3,399,480	8,588,050
CAPITAL OUTLAY	868,955	967,205	1,836,161
OTHER OUTGO AND TRANSFERS OUT	2,499,313	219,087	2,718,400
<b>TOTAL EXPENDITURES</b>	<b>45,242,323</b>	<b>13,456,653</b>	<b>58,698,976</b>

A graphical description of expenditures by percentage is depicted below.

## 2017-18 EXPENDITURES



### 1. Cost of Education Expended for Classroom Compensation

- Laguna Beach Unified School District dedicated 55.88% of its General Fund Budget towards Education Expended for Classroom Compensation. For a unified school district, the minimum percentage requirement must be no less than 55%. The District has met the State requirement.

### 2. Employee Benefits

- The total dollars budgeted for health benefits in the 2017-18 school year was \$4,559,000. Through employee contributions, the District was able to keep costs below the cap. The final total was \$4,395,309.

### 3. Books and Supplies

- A textbook adoption is not just about buying new books; rather it focuses on excellent and sustained professional development so teachers have the necessary resources, knowledge, confidence, and strategies to educate students in the classroom to meet the needs of all learners.
- In May 2017, the District approved the textbook adoption for English Language Arts/English Language Development (ELA/ELD) framework. The cost was approximately \$1 million to purchase the selected textbooks.
- For the 2017-18 budget funds were allocated in anticipation of the next major textbook adoption, History/Social Science. However, plans to purchase these new instructional materials follow a rigorous process for evaluation and stakeholder participation. Therefore, approximately \$460,470 has been designated as carry-over for 2018-19.

### 5. Services and Other Operating Expenditures

- Services and operating expenses amounted to \$8,588,050. Costs in this category are comprised of utilities, insurance, software and web application licenses, consultants, sub-agreements for services, routine maintenance repairs and professional development.
- Continued attention to utility usage, water conservation measures and efficiencies in electricity consumption kept utility costs down during the 2017-18 year.
- Various facility projects for routine maintenance were deferred to the 2018-19 school year.

- A decrease in contract services was attributed to reduced services in special education. Nonetheless, local funds still cover an increasing share of special education costs.
6. Capital Outlay
    - Capital outlay expenditures in the general fund included Prop 39 Clean Energy Jobs Act projects, CTE equipment, large routine maintenance projects and various equipment purchases at the school sites.
    - Capital outlay expenditures were \$1,836,161. Expenditures were \$130K less than projected due to carryover for 4CLE projects.
  7. Other Outgo
    - Included in this category are payments for Laguna Beach students in country programs and indirect costs.
    - \$328,400 was expended, which was lower than expected. The attendance for District funded County programs was slightly lower than projected.
  8. Transfers Out
    - As planned, a General Fund transfer to the Cafeteria Fund in the amount of \$165,000 was carried out to maintain a positive ending fund balance.
    - A transfer of \$900,000 from the General Fund to the Special Reserve Fund (Capital Projects) Fund was fulfilled for the facility, repair and replacement program (FRRP).
    - Lastly, a transfer of \$1,200,000 from the General Fund to the Special Reserve Fund (Capital Projects) Fund was realized to fund projects in the Capital Improvement Plan (CIP).

### **Contributions to Restricted Programs**

The following transfers of unrestricted resources to restricted programs are necessary to cover restricted program expenditures in excess of revenue:

CONTRIBUTION TO RESTRICTED PROGRAMS	
	Unaudited Actuals
PROGRAM	
Special Education	5,554,677
Routine Restricted Maintenance	2,800,000
<b>TOTAL CONTRIBUTIONS</b>	<b>8,354,677</b>



## General Fund Summary

A comparison of the 2017-18 Estimated Actuals (from the June budget adoption) to the 2017-18 Unaudited Actuals is presented for review.

2017-2018 Estimated Actuals to Unaudited Actuals Comparison									
DESCRIPTION	2017-18 Estimated Actuals			2017-18 Unaudited Actuals			Variances		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>A. REVENUES</b>									
LCFF SOURCES	52,358,909	-	52,358,909	52,447,441	-	52,447,441	88,532	-	88,532
FEDERAL REVENUE	950	905,655	906,605	242	911,162	911,404	(708)	5,507	4,799
OTHER STATE REVENUE	991,458	2,770,741	3,762,199	1,012,088	2,692,100	3,704,188	20,630	(78,641)	(58,011)
OTHER LOCAL REVENUE	1,605,926	1,500,055	3,105,981	1,878,166	1,503,908	3,382,074	272,240	3,853	276,093
<b>TOTAL REVENUES</b>	<b>54,957,243</b>	<b>5,176,451</b>	<b>60,133,694</b>	<b>55,337,937</b>	<b>5,107,169</b>	<b>60,445,107</b>	<b>380,694</b>	<b>(69,282)</b>	<b>311,413</b>
<b>B. EXPENDITURES</b>									
CERTIFICATED SALARIES	19,942,316	2,855,111	22,797,427	19,680,676	2,868,765	22,549,441	(261,640)	13,654	(247,986)
CLASSIFIED SALARIES	6,213,242	2,360,060	8,573,302	6,260,740	2,276,635	8,537,374	47,498	(83,425)	(35,926)
EMPLOYEE BENEFITS	9,081,848	3,581,481	12,663,329	8,882,126	3,508,692	12,390,818	(199,722)	(72,789)	(272,511)
BOOKS AND SUPPLIES	2,431,634	440,563	2,872,197	1,861,943	216,789	2,078,732	(569,691)	(223,774)	(793,465)
SERVICES/OTHER OPERATING	5,532,127	3,869,459	9,401,586	5,188,570	3,399,480	8,588,050	(343,557)	(469,979)	(813,536)
CAPITAL OUTLAY	1,505,775	460,709	1,966,484	868,955	967,205	1,836,161	(636,820)	506,496	(130,323)
OTHER OUTGO	152,496	180,000	332,496	164,939	163,461	328,400	12,443	(16,539)	(4,096)
TRANSFER OF INDIRECT COST	(60,657)	60,657	-	(55,626)	55,626	-	5,031	(5,031)	-
<b>TOTAL EXPENDITURES</b>	<b>44,798,781</b>	<b>13,808,040</b>	<b>58,606,821</b>	<b>42,852,323</b>	<b>13,456,653</b>	<b>56,308,976</b>	<b>(1,946,458)</b>	<b>(351,387)</b>	<b>(2,297,845)</b>
<b>C. EXCESS/(DEFICIENCY)</b>	<b>10,158,462</b>	<b>(8,631,589)</b>	<b>1,526,873</b>	<b>12,485,615</b>	<b>(8,349,484)</b>	<b>4,136,131</b>	<b>2,327,153</b>	<b>282,105</b>	<b>2,609,258</b>
<b>D. OTHER SOURCES/USES</b>									
TRANSFERS IN	-	-	-	-	-	-	-	-	-
TRANSFERS OUT	2,390,000	-	2,390,000	2,390,000	-	2,390,000	-	-	-
NET OTHER SOURCES	-	-	-	-	-	-	-	-	-
CONTRIBUTIONS	(8,507,965)	8,507,965	-	(8,354,677)	8,354,677	-	153,288	(153,288)	-
<b>TOTAL OTHER SOURCES/USES</b>	<b>(10,897,965)</b>	<b>8,507,965</b>	<b>(2,390,000)</b>	<b>(10,744,677)</b>	<b>8,354,677</b>	<b>(2,390,000)</b>	<b>153,288</b>	<b>(153,288)</b>	<b>-</b>
<b>E. NET INCREASE/(DECREASE)</b>	<b>(739,503)</b>	<b>(123,624)</b>	<b>(863,127)</b>	<b>1,740,938</b>	<b>5,193</b>	<b>1,746,131</b>	<b>2,480,441</b>	<b>128,817</b>	<b>2,609,258</b>
<b>F. FUND BALANCE, RESERVES</b>									
BEGINNING FUND BALANCE	4,786,668	2,680,302	7,466,970	4,786,668	2,680,302	7,466,970	-	-	-
<b>ENDING BALANCE</b>	<b>4,047,165</b>	<b>2,556,678</b>	<b>6,603,843</b>	<b>6,527,606</b>	<b>2,685,495</b>	<b>9,213,101</b>	<b>2,480,441</b>	<b>128,817</b>	<b>2,609,258</b>

The District ended fiscal year 2017-18 with an unrestricted ending fund balance for the General Fund of \$6,527,606, which is sufficient to meet the State required 3% reserve for economic uncertainty plus an additional 2% per our local requirement for financial reserves. Half a million is committed for the basic aid differential. Another \$857,979 in funds are carry-over for textbook purchases, 4CLE projects and specific site purposes. After Non-Spendable, an unrestricted balance of \$2,138,911 is assigned for potential one-time expenditures in the upcoming fiscal year.

The restricted general fund ending balance is reported at \$2,685,495. These funds will carry forward for Routine Restricted Maintenance, College Readiness, Lottery Instructional Materials and Medi-Cal Billing Option.

## Other Funds

As illustrated below, all other funds have a positive ending balance at June 30, 2018 and budgets for FY 2018-19 have not been adversely affected by any changes in ending balances for FY 2017-18.

All Other Funds Summary: 2017-2018 Unaudited Actuals					
	Beginning Fund Balance	Revenue	Expenditures	Net Surplus/ (Deficit)	Unaudited Ending Fund Balance
FUND					
11 ADULT EDUCATION	67,634	92,480	68,040	24,441	92,075
13 CAFETERIA	46,273	859,192	867,253	(28,061)	18,212
17 SPECIAL RESERVE OTHER THAN CAPITAL OUTLAY	16,133,087	434,528	-	434,528	16,567,615
25 CAPITAL FACILITIES	283,102	197,470	428,904	(231,433)	51,668
40 SPECIAL RESERVES CAPITAL OUTLAY					
FRRP	500,275	917,405	156,641	760,764	1,261,039
ALISO PROPERTY	5,225,920	63,816	125,000	(61,184)	5,164,736
CIP	3,325,621	1,239,606	1,575,379	(335,773)	2,989,848

## Conclusion

The State required Unaudited Actuals reports and supplemental documents are included in this packet. The State reports are designed to provide a general overview of the District's finances for each fund.

In September 2018, the District's external auditors will meet with District staff and audit the records contained in this packet. The auditors will render an opinion as to the accuracy of these reports no later than December 15, 2018.

Staff recommends approval of the 2017-18 Unaudited Actuals reports.

			2017-18 Unaudited Actuals			2018-19 Budget			
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	% Diff Column C & F
Description	Resource Codes	Object Codes							
A. REVENUES									
1) LCFF Sources		8010-8099	52,447,440.93	0.00	52,447,440.93	54,802,500.00	0.00	54,802,500.00	4.5%
2) Federal Revenue		8100-8299	242.00	911,161.53	911,403.53	950.00	911,690.00	912,640.00	0.1%
3) Other State Revenue		8300-8599	1,012,088.48	2,692,099.80	3,704,188.28	907,589.00	2,767,492.00	3,675,081.00	-0.8%
4) Other Local Revenue		8600-8799	1,878,165.81	1,503,908.00	3,382,073.81	1,222,990.00	1,406,702.00	2,629,692.00	-22.2%
5) TOTAL, REVENUES			55,337,937.22	5,107,169.33	60,445,106.55	56,934,029.00	5,085,884.00	62,019,913.00	2.6%
B. EXPENDITURES									
1) Certificated Salaries		1000-1999	19,680,675.85	2,868,765.25	22,549,441.10	20,652,458.00	3,075,423.00	23,727,881.00	5.2%
2) Classified Salaries		2000-2999	6,260,739.64	2,276,634.79	8,537,374.43	6,402,213.00	2,375,109.00	8,777,322.00	2.8%
3) Employee Benefits		3000-3999	8,882,125.75	3,508,692.05	12,390,817.80	9,976,630.00	4,037,061.00	14,013,691.00	13.1%
4) Books and Supplies		4000-4999	1,861,942.97	216,788.55	2,078,731.52	2,240,491.00	295,885.00	2,536,376.00	22.0%
5) Services and Other Operating Expenditures		5000-5999	5,188,569.75	3,399,480.49	8,588,050.24	6,008,591.00	3,502,347.00	9,510,938.00	10.7%
6) Capital Outlay		6000-6999	868,955.43	967,205.41	1,836,160.84	938,000.00	540,000.00	1,478,000.00	-19.5%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299							
		7400-7499	164,939.30	163,460.62	328,399.92	150,000.00	185,800.00	335,800.00	2.3%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(55,626.04)	55,626.04	0.00	(30,152.00)	30,152.00	0.00	0.0%
9) TOTAL, EXPENDITURES			42,852,322.65	13,456,653.20	56,308,975.85	46,338,231.00	14,041,777.00	60,380,008.00	7.2%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			12,485,614.57	(8,349,483.87)	4,136,130.70	10,595,798.00	(8,955,893.00)	1,639,905.00	-60.4%
D. OTHER FINANCING SOURCES/USES									
1) Interfund Transfers									
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	2,390,000.00	0.00	2,390,000.00	2,265,000.00	0.00	2,265,000.00	-5.2%
2) Other Sources/Uses									
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	(8,354,676.97)	8,354,676.97	0.00	(8,955,893.00)	8,955,893.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(10,744,676.97)	8,354,676.97	(2,390,000.00)	(11,220,893.00)	8,955,893.00	(2,265,000.00)	-5.2%

Description	Resource Codes	Object Codes	2017-18 Unaudited Actuals			2018-19 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			1,740,937.60	5,193.10	1,746,130.70	(625,095.00)	0.00	(625,095.00)	-135.8%
<b>F. FUND BALANCE, RESERVES</b>									
1) Beginning Fund Balance									
a) As of July 1 - Unaudited		9791	4,786,667.97	2,680,302.25	7,466,970.22	6,527,605.57	2,685,495.35	9,213,100.92	23.4%
b) Audit Adjustments		9793	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			4,786,667.97	2,680,302.25	7,466,970.22	6,527,605.57	2,685,495.35	9,213,100.92	23.4%
d) Other Restatements		9795	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			4,786,667.97	2,680,302.25	7,466,970.22	6,527,605.57	2,685,495.35	9,213,100.92	23.4%
2) Ending Balance, June 30 (E + F1e)			6,527,605.57	2,685,495.35	9,213,100.92	5,902,510.57	2,685,495.35	8,588,005.92	-6.8%
Components of Ending Fund Balance									
a) Nonspendable									
Revolving Cash		9711	50,000.00	0.00	50,000.00	50,000.00	0.00	50,000.00	0.0%
Stores		9712	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Prepaid Items		9713	45,765.90	0.00	45,765.90	0.00	0.00	0.00	-100.0%
All Others		9719	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Restricted		9740	0.00	2,685,495.35	2,685,495.35	0.00	2,685,495.35	2,685,495.35	0.0%
c) Committed									
Stabilization Arrangements		9750	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Commitments		9760	500,000.00	0.00	500,000.00	500,000.00	0.00	500,000.00	0.0%
Basic Aid Differential	0000	9760	500,000.00		500,000.00				
Basic Aid Differential BP 3001	0000	9760				500,000.00		500,000.00	
d) Assigned									
Other Assignments		9780	2,996,890.67	0.00	2,996,890.67	2,202,510.57	0.00	2,202,510.57	-26.5%
Carryover	0000	9780	857,979.33		857,979.33				
Potential Onetime Expenditures	0000	9780	2,138,911.34		2,138,911.34				
Carryover	0000	9780				857,979.33		857,979.33	
Potential Onetime Expenditures	0000	9780				1,344,531.24		1,344,531.24	
e) Unassigned/Unappropriated									
Reserve for Economic Uncertainties		9789	2,934,949.00	0.00	2,934,949.00	3,150,000.00	0.00	3,150,000.00	7.3%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

**LAGUNA BEACH UNIFIED SCHOOL DISTRICT**  
**FISCAL YEAR 2017-18**  
**UNAUDITED ACTUAL**  
**GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB) 54 TERMINOLOGY**  
**COMPONENTS OF ENDING FUND BALANCE**

<u>General Fund</u>	
<b>ENDING FUND BALANCE</b>	<b>\$ 9,213,101</b>
<u>Nonspendable</u>	
Revolving Cash	\$ 50,000
Prepaid Expenditures	45,766
<u>Restricted - (Categorical Programs)</u>	
Medi-Cal Billing Option	1,685
Lottery: Instructional Materials	160,471
College Readiness Block Grant	39,663
Routine Restricted Maintenance (4%)	2,483,676
<u>Committed</u>	
Special Reserve for Basic Aid Differential	500,000
<u>Assigned</u>	
Carryover for Unrestricted Programs	857,979
Potential One-Time Expenditures Including:	2,138,911
District Goals, Textbooks, Special Education	
Facilities, Common Core, and Litigation	
<u>Unassigned / Unappropriated</u>	
Reserve for Economic Uncertainties = 5%	2,934,949
State required reserve for economic uncertainty 3%	
Local requirement under Policy 3101: Financial Reserves 2%	
<b>Fund Balance</b>	<b><u>\$ 9,213,101</u></b>

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Description	2017-18 Unaudited Actuals			2018-19 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
<b>A. DISTRICT</b>						
<b>1. Total District Regular ADA</b> Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (includes Necessary Small School ADA)	2,787.69	2,787.54	2,878.08	2,768.00	2,768.00	2,787.90
<b>2. Total Basic Aid Choice/Court Ordered Voluntary Pupil Transfer Regular ADA</b> Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)						
<b>3. Total Basic Aid Open Enrollment Regular ADA</b> Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)						
<b>4. Total, District Regular ADA (Sum of Lines A1 through A3)</b>	2,787.69	2,787.54	2,878.08	2,768.00	2,768.00	2,787.90
<b>5. District Funded County Program ADA</b>						
a. County Community Schools	14.10	12.80	14.10	14.10	14.10	14.10
b. Special Education-Special Day Class	1.76	1.73	1.76	1.76	1.76	1.76
c. Special Education-NPS/LCI						
d. Special Education Extended Year	0.10	0.10	0.10	0.10	0.10	0.10
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]						
<b>g. Total, District Funded County Program ADA (Sum of Lines A5a through A5f)</b>	15.96	14.63	15.96	15.96	15.96	15.96
<b>6. TOTAL DISTRICT ADA (Sum of Line A4 and Line A5g)</b>	2,803.65	2,802.17	2,894.04	2,783.96	2,783.96	2,803.86
<b>7. Adults in Correctional Facilities</b>						
<b>8. Charter School ADA</b> (Enter Charter School ADA using Tab C. Charter School ADA)						

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PART I - CURRENT EXPENSE FORMULA	Total Expense for Year (1)	EDP No.	Reductions (See Note 1) (2)	EDP No.	Current Expense of Education (Col 1 - Col 2) (3)	EDP No.	Reductions (Extracted) (See Note 2) (4a)	Reductions (Overrides)* (See Note 2) (4b)	EDP No.	Current Expense-Part II (Col 3 - Col 4) (5)	EDP No.
1000 - Certificated Salaries	22,549,441.10	301	0.00	303	22,549,441.10	305	368,027.82		307	22,181,413.28	309
2000 - Classified Salaries	8,537,374.43	311	16,154.26	313	8,521,220.17	315	25,957.64		317	8,495,262.53	319
3000 - Employee Benefits	12,390,817.80	321	168,600.66	323	12,222,217.14	325	89,333.07		327	12,132,884.07	329
4000 - Books, Supplies Equip Replace. (6500)	2,078,731.52	331	2,293.84	333	2,076,437.68	335	205,011.10		337	1,871,426.58	339
5000 - Services. . . & 7300 - Indirect Costs	8,588,050.24	341	14,046.18	343	8,574,004.06	345	2,861,723.23		347	5,712,280.83	349
TOTAL					53,943,320.15	365	TOTAL			50,393,267.29	369

Note 1 - In Column 2, report expenditures for the following programs: Nonagency (Goals 7100-7199), Community Services (Goal 8100), Food Services (Function 3700), Fringe Benefits for Retired Persons (Objects 3701-3702), and Facilities Acquisition & Construction (Function 8500).

Note 2 - In Column 4, report expenditures for: Transportation (Function 3600), Lottery Expenditures (Resource 1100), Special Education Students in Nonpublic Schools (Function 1180), and other federal or state categorical aid in which funds were granted for expenditures in a program not incurring any teacher salary expenditures or requiring disbursement of the funds without regard to the requirements of EC Section 41372.

\* If an amount (even zero) is entered in any row of Column 4b or in Line 13b, the form uses only the values in Column 4b and Line 13b rather than the values in Column 4a and Line 13a.

PART II: MINIMUM CLASSROOM COMPENSATION (Instruction, Functions 1000-1999)		Object	EDP No.
1. Teacher Salaries as Per EC 41011. . . . .		1100	17,829,419.16 375
2. Salaries of Instructional Aides Per EC 41011. . . . .		2100	2,285,171.18 380
3. STRS. . . . .		3101 & 3102	4,113,328.44 382
4. PERS. . . . .		3201 & 3202	249,196.12 383
5. OASDI - Regular, Medicare and Alternative. . . . .		3301 & 3302	414,823.60 384
6. Health & Welfare Benefits (EC 41372) (Include Health, Dental, Vision, Pharmaceutical, and Annuity Plans). . . . .		3401 & 3402	2,771,257.46 385
7. Unemployment Insurance. . . . .		3501 & 3502	9,962.69 390
8. Workers' Compensation Insurance. . . . .		3601 & 3602	251,290.52 392
9. OPEB, Active Employees (EC 41372). . . . .		3751 & 3752	188,128.00
10. Other Benefits (EC 22310). . . . .		3901 & 3902	45,277.20 393
11. SUBTOTAL Salaries and Benefits (Sum Lines 1 - 10). . . . .			28,157,854.37 395
12. Less: Teacher and Instructional Aide Salaries and Benefits deducted in Column 2. . . . .			0.00
13a. Less: Teacher and Instructional Aide Salaries and Benefits (other than Lottery) deducted in Column 4a (Extracted). . . . .			0.00 396
b. Less: Teacher and Instructional Aide Salaries and Benefits (other than Lottery) deducted in Column 4b (Overrides)*. . . . .			396
14. TOTAL SALARIES AND BENEFITS. . . . .			28,157,854.37 397
15. Percent of Current Cost of Education Expended for Classroom Compensation (EDP 397 divided by EDP 369) Line 15 must equal or exceed 60% for elementary, 55% for unified and 50% for high school districts to avoid penalty under provisions of EC 41372. . . . .			55.88%
16. District is exempt from EC 41372 because it meets the provisions of EC 41374. (If exempt, enter 'X') . . . . .			

**PART III: DEFICIENCY AMOUNT**

A deficiency amount (Line 5) is only applicable to districts not meeting the minimum classroom compensation percentage required under EC 41372 and not exempt under the provisions of EC 41374.

1. Minimum percentage required (60% elementary, 55% unified, 50% high) . . . . .	55.00%
2. Percentage spent by this district (Part II, Line 15) . . . . .	55.88%
3. Percentage below the minimum (Part III, Line 1 minus Line 2) . . . . .	0.00%
4. District's Current Expense of Education after reductions in columns 4a or 4b (Part I, EDP 369). . . . .	50,393,267.29
5. Deficiency Amount (Part III, Line 3 times Line 4) . . . . .	0.00

**PART IV: Explanation for adjustments entered in Part I, Column 4b (required)**

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Description	Resource Codes	Object Codes	2017-18 Unaudited Actuals	2018-19 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	91,735.00	91,735.00	0.0%
4) Other Local Revenue		8600-8799	745.34	750.00	0.6%
5) TOTAL, REVENUES			92,480.34	92,485.00	0.0%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	33,422.91	60,000.00	79.5%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	6,646.23	11,403.00	71.6%
4) Books and Supplies		4000-4999	27,778.41	21,082.00	-24.1%
5) Services and Other Operating Expenditures		5000-5999	192.00	0.00	-100.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			68,039.55	92,485.00	35.9%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			24,440.79	0.00	-100.0%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2017-18 Unaudited Actuals	2018-19 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			24,440.79	0.00	-100.0%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	67,634.45	92,075.24	36.1%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			67,634.45	92,075.24	36.1%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			67,634.45	92,075.24	36.1%
2) Ending Balance, June 30 (E + F1e)			92,075.24	92,075.24	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	92,075.24	92,075.24	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%



Description	Resource Codes	Object Codes	2017-18 Unaudited Actuals	2018-19 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	151,101.41	151,000.00	-0.1%
3) Other State Revenue		8300-8599	7,842.90	8,400.00	7.1%
4) Other Local Revenue		8600-8799	535,247.86	625,800.00	16.9%
5) TOTAL, REVENUES			694,192.17	785,200.00	13.1%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	470,262.34	481,736.00	2.4%
3) Employee Benefits		3000-3999	99,513.24	107,968.00	8.5%
4) Books and Supplies		4000-4999	309,005.68	346,320.00	12.1%
5) Services and Other Operating Expenditures		5000-5999	8,472.04	22,950.00	170.9%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			887,253.30	958,974.00	8.1%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(193,061.13)	(173,774.00)	-10.0%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	165,000.00	165,000.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			165,000.00	165,000.00	0.0%

Description	Resource Codes	Object Codes	2017-18 Unaudited Actuals	2018-19 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(28,061.13)	(8,774.00)	-68.7%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	46,273.13	18,212.00	-60.6%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			46,273.13	18,212.00	-60.6%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			46,273.13	18,212.00	-60.6%
2) Ending Balance, June 30 (E + F1e)			18,212.00	9,438.00	-48.2%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	1,295.00	1,295.00	0.0%
Stores		9712	12,232.00	8,143.00	-33.4%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	4,685.00	0.00	-100.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2017-18 Unaudited Actuals	2018-19 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	184,528.06	197,950.00	7.3%
5) TOTAL, REVENUES			184,528.06	197,950.00	7.3%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			0.00	0.00	0.0%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			184,528.06	197,950.00	7.3%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	250,000.00	250,000.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			250,000.00	250,000.00	0.0%

Description	Resource Codes	Object Codes	2017-18 Unaudited Actuals	2018-19 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			434,528.06	447,950.00	3.1%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	16,133,086.62	16,567,614.68	2.7%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			16,133,086.62	16,567,614.68	2.7%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			16,133,086.62	16,567,614.68	2.7%
2) Ending Balance, June 30 (E + F1e)			16,567,614.68	17,015,564.68	2.7%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	16,567,614.68	17,015,564.68	2.7%
Basic Aid Differential	0000	9760	16,567,614.68		
Basic Aid Differential BP 3003	0000	9760		17,015,564.68	
d) Assigned					
Other Assignments		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2017-18 Unaudited Actuals	2018-19 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	197,470.23	191,000.00	-3.3%
5) TOTAL, REVENUES			197,470.23	191,000.00	-3.3%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	9,113.25	30,000.00	229.2%
6) Capital Outlay		6000-6999	419,790.34	0.00	-100.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			428,903.59	30,000.00	-93.0%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(231,433.36)	161,000.00	-169.6%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2017-18 Unaudited Actuals	2018-19 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(231,433.36)	161,000.00	-169.6%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	283,101.61	51,668.25	-81.7%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			283,101.61	51,668.25	-81.7%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			283,101.61	51,668.25	-81.7%
2) Ending Balance, June 30 (E + F1e)			51,668.25	212,668.25	311.6%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	51,668.25	212,668.25	311.6%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%



Description	Resource Codes	Object Codes	2017-18 Unaudited Actuals	2018-19 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	120,827.82	101,830.00	-15.7%
5) TOTAL, REVENUES			120,827.82	101,830.00	-15.7%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	30,000.00	0.00	-100.0%
6) Capital Outlay		6000-6999	1,702,020.66	2,905,320.00	70.7%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			1,732,020.66	2,905,320.00	67.7%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(1,611,192.84)	(2,803,490.00)	74.0%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	2,100,000.00	2,100,000.00	0.0%
b) Transfers Out		7600-7629	125,000.00	250,000.00	100.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			1,975,000.00	1,850,000.00	-6.3%

Description	Resource Codes	Object Codes	2017-18 Unaudited Actuals	2018-19 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			363,807.16	(953,490.00)	-362.1%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	9,051,815.96	9,415,623.12	4.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			9,051,815.96	9,415,623.12	4.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			9,051,815.96	9,415,623.12	4.0%
2) Ending Balance, June 30 (E + F1e)			9,415,623.12	8,462,133.12	-10.1%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	9,415,623.12	8,462,133.12	-10.1%
Facilities Repair & Replacement Program FF	0000	9760	1,261,039.10		
Aliso Property 4041	0000	9760	5,164,736.19		
Capital Improvement Plan 4042	0000	9760	2,989,847.83		
Facilities Repair & Replacement Program 4C	0000	9760		1,421,719.10	
Aliso Property 4041	0000	9760		4,975,566.19	
Capital Improvement Plan 4042	0000	9760		2,064,847.83	
d) Assigned					
Other Assignments		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

LAGUNA BEACH UNIFIED SCHOOL DISTRICT Special Reserve for Capital Projects - Fund 40		2017-18 Unaudited Actuals			
		Fund 4040 Facilities Repair and Replacement (FRRP)	Fund 4041 Aliso Property Reserve	Fund 4042 Capital Improvement Plan (CIP)	State Reporting Fund 40 (Combining SubFunds 4040, 4041, & 4042)
A	REVENUES	Object			
	1 LCFF Sources	8010-8099	-	-	-
	2 Federal Revenue	8100-8299	-	-	-
	3 Other State Revenue	8300-8599	-	-	-
	4 Other Local Revenue	8600-8799	17,405.49	63,816.42	39,605.91
	5 TOTAL REVENUES		17,405.49	63,816.42	39,605.91
B	EXPENDITURES				
	1 Certificated salaries	1000-1999	-	-	-
	2 Classified salaries	2000-2999	-	-	-
	3 Employee Benefits	3000-3999	-	-	-
	4 Books & Supplies	4000-4999	-	-	-
	5 Contracted Services	5000-5999	-	30,000.00	30,000.00
	6 Capital Outlay	6000-6999	156,641.42	1,545,379.24	1,702,020.66
		7100-7299	-	-	-
	7 Other Outgo	7400-7499	-	-	-
	8 Indirect Costs	7300-7399	-	-	-
	9 TOTAL EXPENDITURES		156,641.42	1,575,379.24	1,732,020.66
C	EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES		(139,235.93)	63,816.42	(1,535,773.33)
D	1 Interfund Transfers				
	a) Transfers In	8900-8929	900,000.00	-	2,100,000.00
	b) Transfers out	7600-7629	-	125,000.00	125,000.00
	2 Other Sources/Uses				
	a) Sources	8930-8979	-	-	-
	b) Uses	7630-7699	-	-	-
	3 Contributions	8980-8999	-	-	-
	TOTAL OTHER FINANCING				
	4 SOURCES/USES		900,000.00	(125,000.00)	1,200,000.00
E	NET INCREASE (DECREASE) IN FUND BALANCE		760,764.07	(61,183.58)	(335,773.33)
F	FUND BALANCE, RESERVES				
	1 Beginning Fund Balance				
	a) As of July 1 - Unaudited	9791	500,275.03	5,225,919.77	3,325,621.16
	b) Audit Adjustments	9793	-	-	-
	c) As of July 1 - Audited		500,275.03	5,225,919.77	3,325,621.16
	d) Other Restatements	9795	-	-	-
	e) Adjusted Beginning Balance		500,275.03	5,225,919.77	3,325,621.16
	2 Ending Balance, June 30		1,261,039.10	5,164,736.19	2,989,847.83
	Components				
	a) Nonspendable				
	b) Restricted	9740	-	-	-
	c) Committed				
	FRRP	9760	1,261,039.10	-	1,261,039.10
	Aliso Property	9760	-	5,164,736.19	5,164,736.19
	CIP	9760	-	-	2,989,847.83
	d) Assigned	9780	-	-	-
	e) Unassigned/unappropriated				

LAGUNA BEACH UNIFIED SCHOOL DISTRICT Special Reserve for Capital Projects - Fund 40		2018-19 Budget			
		Fund 4040 Facilities Repair and Replacement (FRRP)	Fund 4041 Aliso Property Reserve	Fund 4042 Capital Improvement Plan (CIP)	State Reporting Fund 40 (Combining SubFunds 4040, 4041, & 4042)
A	REVENUES	Object			
	1 LCFF Sources	8010-8099	-	-	-
	2 Federal Revenue	8100-8299	-	-	-
	3 Other State Revenue	8300-8599	-	-	-
	4 Other Local Revenue	8600-8799	16,000	60,830	25,000
	5 TOTAL REVENUES		16,000	60,830	25,000
B	EXPENDITURES				
	1 Certificated salaries	1000-1999	-	-	-
	2 Classified salaries	2000-2999	-	-	-
	3 Employee Benefits	3000-3999	-	-	-
	4 Books & Supplies	4000-4999	-	-	-
	5 Contracted Services	5000-5999	-	-	-
	6 Capital Outlay	6000-6999	755,320	-	2,150,000
		7100-7299	-	-	-
	7 Other Outgo	7400-7499	-	-	-
	8 Indirect Costs	7300-7399	-	-	-
	9 TOTAL EXPENDITURES		755,320	2,150,000	2,905,320
C	EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES		(739,320)	60,830	(2,125,000)
D	1 Interfund Transfers				
	a) Transfers In	8900-8929	900,000	-	1,200,000
	b) Transfers out	7600-7629	-	250,000	-
	2 Other Sources/Uses				
	a) Sources	8930-8979	-	-	-
	b) Uses	7630-7699	-	-	-
	3 Contributions	8980-8999	-	-	-
	TOTAL OTHER FINANCING				
	4 SOURCES/USES		900,000	(250,000)	1,200,000
E	NET INCREASE (DECREASE) IN FUND BALANCE		160,680	(189,170)	(925,000)
F	FUND BALANCE, RESERVES				
	1 Beginning Fund Balance				
	a) As of July 1 - Unaudited	9791	1,261,039.10	5,164,736.19	2,989,847.83
	b) Audit Adjustments	9793	-	-	-
	c) As of July 1 - Audited		1,261,039.10	5,164,736.19	2,989,847.83
	d) Other Restatements	9795	-	-	-
	e) Adjusted Beginning Balance		1,261,039.10	5,164,736.19	2,989,847.83
	2 Ending Balance, June 30		1,421,719.10	4,975,566.19	2,064,847.83
	Components				
	a) Nonspendable				
	b) Restricted	9740	-	-	-
	c) Committed				
	FRRP	9760	1,421,719.10	-	-
	Aliso Property	9760	-	4,975,566.19	-
	CIP	9760	-	-	2,064,847.83
	d) Assigned	9780	-	-	-
	e) Unassigned/unappropriated				

Unaudited Actuals  
2017-18 Unaudited Actuals  
Technical Review Checks

Laguna Beach Unified

Orange County

Following is a chart of the various types of technical review checks and related requirements:

- F - Fatal (Data must be corrected; an explanation is not allowed)
- W/WC - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)
- O - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

**IMPORT CHECKS**

**GENERAL LEDGER CHECKS**

**SUPPLEMENTAL CHECKS**

**EXPORT CHECKS**

Checks Completed.

Unaudited Actuals  
2018-19 Budget  
Technical Review Checks

Laguna Beach Unified

Orange County

Following is a chart of the various types of technical review checks and related requirements:

- F - Fatal (Data must be corrected; an explanation is not allowed)
- W/WC - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)
- O - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

**IMPORT CHECKS**

**GENERAL LEDGER CHECKS**

**SUPPLEMENTAL CHECKS**

**EXPORT CHECKS**

Checks Completed.



	2017-18 Calculations			2018-19 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
<b>A. PRIOR YEAR DATA</b> (2016-17 Actual Appropriations Limit and Gann ADA are from district's prior year Gann data reported to the CDE)	<b>2016-17 Actual</b>			<b>2017-18 Actual</b>		
1. FINAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D11, PY column)	48,083,945.33		48,083,945.33			51,356,379.26
2. PRIOR YEAR GANN ADA (Preload/Line B3, PY column)	2,894.23		2,894.23			2,803.65
<b>ADJUSTMENTS TO PRIOR YEAR LIMIT</b>	<b>Adjustments to 2016-17</b>			<b>Adjustments to 2017-18</b>		
3. District Lapses, Reorganizations and Other Transfers						
4. Temporary Voter Approved Increases						
5. Less: Lapses of Voter Approved Increases						
6. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT (Lines A3 plus A4 minus A5)		0.00				0.00
7. ADJUSTMENTS TO PRIOR YEAR ADA (Only for district lapses, reorganizations and other transfers, and only if adjustments to the appropriations limit are entered in Line A3 above)						
<b>B. CURRENT YEAR GANN ADA</b> (2017-18 data should tie to Principal Apportionment Software Attendance reports and include ADA for charter schools reporting with the district)	<b>2017-18 P2 Report</b>			<b>2018-19 P2 Estimate</b>		
1. Total K-12 ADA (Form A, Line A6)	2,803.65		2,803.65	2,783.96		2,783.96
2. Total Charter Schools ADA (Form A, Line C9)	0.00		0.00	0.00		0.00
3. TOTAL CURRENT YEAR P2 ADA (Line B1 plus B2)			2,803.65			2,783.96
<b>C. LOCAL PROCEEDS OF TAXES/STATE AID RECEIVED</b> TAXES AND SUBVENTIONS (Funds 01, 09, and 62)	<b>2017-18 Actual</b>			<b>2018-19 Budget</b>		
1. Homeowners' Exemption (Object 8021)	285,876.12		285,876.12	299,670.00		299,670.00
2. Timber Yield Tax (Object 8022)	6.62		6.62	4.00		4.00
3. Other Subventions/In-Lieu Taxes (Object 8029)	0.00		0.00	0.00		0.00
4. Secured Roll Taxes (Object 8041)	48,884,182.79		48,884,182.79	51,229,000.00		51,229,000.00
5. Unsecured Roll Taxes (Object 8042)	1,586,746.95		1,586,746.95	1,561,750.00		1,561,750.00
6. Prior Years' Taxes (Object 8043)	578,008.59		578,008.59	603,100.00		603,100.00
7. Supplemental Taxes (Object 8044)	0.86		0.86	0.00		0.00
8. Ed. Rev. Augmentation Fund (ERAF) (Object 8045)	0.00		0.00	0.00		0.00
9. Penalties and Int. from Delinquent Taxes (Object 8048)	0.00		0.00	0.00		0.00
10. Other In-Lieu Taxes (Object 8082)	0.00		0.00	0.00		0.00
11. Comm. Redevelopment Funds (objects 8047 & 8625)	0.00		0.00	0.00		0.00
12. Parcel Taxes (Object 8621)	0.00		0.00	0.00		0.00
13. Other Non-Ad Valorem Taxes (Object 8622) (Taxes only)	0.00		0.00	0.00		0.00
14. Penalties and Int. from Delinquent Non-LCFF Taxes (Object 8629) (Only those for the above taxes)	0.00		0.00	0.00		0.00
15. Transfers to Charter Schools in Lieu of Property Taxes (Object 8096)						
16. TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15)	51,334,821.93	0.00	51,334,821.93	53,693,524.00	0.00	53,693,524.00
<b>OTHER LOCAL REVENUES (Funds 01, 09, and 62)</b>						
17. To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8914)	0.00		0.00	0.00		0.00
18. TOTAL LOCAL PROCEEDS OF TAXES (Lines C16 plus C17)	51,334,821.93	0.00	51,334,821.93	53,693,524.00	0.00	53,693,524.00

	2017-18 Calculations			2018-19 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
<b>EXCLUDED APPROPRIATIONS</b>						
19. Medicare (Enter federally mandated amounts only from objs. 3301 & 3302; do not include negotiated amounts)			448,378.52			480,751.00
<b>OTHER EXCLUSIONS</b>						
20. Americans with Disabilities Act						
21. Unreimbursed Court Mandated Desegregation Costs						
22. Other Unfunded Court-ordered or Federal Mandates						
23. TOTAL EXCLUSIONS (Lines C19 through C22)			448,378.52			480,751.00
<b>STATE AID RECEIVED (Funds 01, 09, and 62)</b>						
24. LCFF - CY (objects 8011 and 8012)	1,127,012.00		1,127,012.00	1,108,976.00		1,108,976.00
25. LCFF/Revenue Limit State Aid - Prior Years (Object 8019)	0.00		0.00	0.00		0.00
26. TOTAL STATE AID RECEIVED (Lines C24 plus C25)	1,127,012.00	0.00	1,127,012.00	1,108,976.00	0.00	1,108,976.00
<b>DATA FOR INTEREST CALCULATION</b>						
27. Total Revenues (Funds 01, 09 & 62; objects 8000-8799)	60,445,106.55		60,445,106.55	62,019,913.00		62,019,913.00
28. Total Interest and Return on Investments (Funds 01, 09, and 62; objects 8660 and 8662)	155,763.53		155,763.53	107,683.00		107,683.00
<b>APPROPRIATIONS LIMIT CALCULATIONS</b>						
<b>D. PRELIMINARY APPROPRIATIONS LIMIT</b>						
1. Revised Prior Year Program Limit (Lines A1 plus A6)			48,083,945.33			51,356,379.26
2. Inflation Adjustment			1.0369			1.0367
3. Program Population Adjustment (Lines B3 divided by [A2 plus A7]) (Round to four decimal places)			0.9687			0.9930
4. PRELIMINARY APPROPRIATIONS LIMIT (Lines D1 times D2 times D3)			48,297,679.91			52,868,470.27
<b>APPROPRIATIONS SUBJECT TO THE LIMIT</b>						
5. Local Revenues Excluding Interest (Line C18)			51,334,821.93			53,693,524.00
6. Preliminary State Aid Calculation						
a. Minimum State Aid in Local Limit (Greater of \$120 times Line B3 or \$2,400; but not greater than Line C26 or less than zero)			336,438.00			334,075.20
b. Maximum State Aid in Local Limit (Lesser of Line C26 or Lines D4 minus D5 plus C23; but not less than zero)			0.00			0.00
c. Preliminary State Aid in Local Limit (Greater of Lines D6a or D6b)			336,438.00			334,075.20
7. Local Revenues in Proceeds of Taxes						
a. Interest Counting in Local Limit (Line C28 divided by [Lines C27 minus C28] times [Lines D5 plus D6c])			133,497.85			93,969.38
b. Total Local Proceeds of Taxes (Lines D5 plus D7a)			51,468,319.78			53,787,493.38
8. State Aid in Proceeds of Taxes (Greater of Line D6a, or Lines D4 minus D7b plus C23; but not greater than Line C26 or less than zero)			336,438.00			334,075.20
9. Total Appropriations Subject to the Limit						
a. Local Revenues (Line D7b)			51,468,319.78			
b. State Subventions (Line D8)			336,438.00			
c. Less: Excluded Appropriations (Line C23)			448,378.52			
d. TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D9a plus D9b minus D9c)			51,356,379.26			

\* Please provide below an explanation for each entry in the adjustments column.

(949) 497-7700 ext.5222  
Contact Phone Number

## **Laguna Beach Unified School District**

### **17. ACTION**

**September 11, 2018**

**Approval: Resolution #18-08: Increase 2017-2018 Gann Limit by \$3,058,699.35 and Adoption of the 2017-2018 and 2018-2019 District Appropriations Subject to GANN Limits**

#### **Proposal**

Staff proposes the Board of Education approve Resolution #18-08: Increase 2017-2018 Gann Limit by \$3,058,699.35 and Adoption of the 2017-2018 and 2018-2019 District Appropriations Subject to GANN Limits.

#### **Background**

Each year the Board approves the GANN Limit calculation. The numbers that go into the calculation are based on specific formulas set by the State according to applicable constitutional and statutory law and supplied to the District by the California Department of Education.

For the 2017-2018 GANN Limit Calculation, there is an increase in the appropriations limit of \$3,058,699.35. The increase of the appropriations limit will permanently increase our appropriations limit and should have virtually no adverse effect due to our increase being absorbed in the State's own total GANN limit. Government code 7902.1(a) states:

*If, beginning with the 1980-81 fiscal year or any fiscal year thereafter, the proceeds of taxes of a school district, community college district, or county superintendent of schools, exceed its appropriations limit determined pursuant to Section 7902 for that fiscal year, the governing body of the school district, community college district, or the county superintendent of schools, may increase its appropriations limit to an amount equal to its proceeds of taxes.*

Approval by the Board of Education of Resolution #18-08: Increase of \$3,058,699.35 Appropriations Limit to the 2017-2018 GANN Limit will satisfy the requirement of Government Code Section 7902.1(a).

#### **Budget Impact**

No budget impact will result from approval of this Resolution.

#### **Recommended Action**

Staff recommends the Board of Education approve Resolution #18-08: Increase 2017-2018 Gann Limit by \$3,058,699.35 and Adoption of the 2017-2018 and 2018-2019 District Appropriations Subject to GANN Limits.

**RESOLUTION NO. 18-08**

**A RESOLUTION OF THE BOARD OF EDUCATION OF THE LAGUNA  
BEACH UNIFIED SCHOOL DISTRICT IN CONNECTION WITH THE  
GANN LIMIT APPROPRIATIONS CALCULATION**

WHEREAS, in November of 1979, the California electorate did adopt Proposition 4, commonly called the Gann Amendment, which added Article XIII-B to the California Constitution; and,

WHEREAS, the provisions of that Article establish maximum appropriation limitations, commonly called "Gann Limits," for public agencies, including school districts; and,

WHEREAS, the District must establish a revised Gann limit for the 2017-18 fiscal year and a projected Gann Limit for the 2018-19 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law; and,

WHEREAS, Government Code Section 7902.1 provides that school districts may increase their Gann Limits under specified circumstances;

NOW, THEREFORE, BE IT RESOLVED that this Board does provide public notice that the attached calculations and documentation of the Gann limits for the 2016-17 and 2017-18 fiscal years are made in accord with applicable constitutional and statutory law;

AND BE IT FURTHER RESOLVED that this board does provide public notice that the attached calculations and documentation of the Gann Limits for the 2017-18 and 2018-19 fiscal years include an increase of \$3,058,699.35 to the 2017-18 Gann Limit pursuant to the provisions of Government Code Section 7902.1;

AND BE IT FURTHER RESOLVED that the Superintendent notifies the Director of the State Department of Finance of the increase to the 2017-18 Gann Limit;

AND BE IT FURTHER RESOLVED that this Board does hereby declare that the appropriations in the Budget for the 2017-18 and 2018-19 fiscal years do not exceed the limitations imposed by Proposition 4;

AND BE IT FURTHER RESOLVED that the Superintendent provides copies of this resolution along with the appropriate attachments to interested citizens of this district.

PASSED AND ADOPTED by the Governing Board on September 11, 2018, by the following vote:

AYES:	Members:
NOES:	Members:
ABSENT:	Members:

STATE OF CALIFORNIA     )  
  ) ss  
COUNTY OF ORANGE

I, Jan Vickers, President of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution passed and adopted by the Board at a regularly called and conducted meeting held on said date.

WITNESSED my hand this 11<sup>th</sup> day of September 2018.

---

Jan Vickers, President



## **Laguna Beach Unified School District**

### **18. ACTION**

**September 11, 2018**

**Approval: Resolution #18-09: Temporary Interfund Transfer of \$6,000,000 from the Special Reserve for Non-Capital Outlay Fund (17) to the General Fund (01)**

#### **Proposal**

Staff proposes the Board of Education approve a temporary interfund transfer of \$6,000,000 from the Special Reserve for Non-Capital Outlay (17) to the General Fund (01).

#### **Background**

Pursuant to Education Code Section 42603, the governing board of any school district may direct that moneys held in any fund or account be temporarily transferred to another fund or account of the district for payment of obligations.

The months of October through December are the low cash balance months in the General Fund. Major payrolls begin September 30 and the first major cash receipt from property taxes arrives mid-December. The cash shortage in the General Fund during this period is estimated at \$6,000,000. Therefore, it is requested that funds be transferred from the Special Reserve for Non-Capital Outlay to the General Fund on or about September 12, 2018 with the plan to repay the temporary borrowing on or about December 19, 2018.

An information agenda item will be prepared in January noting the return transfer to Fund 17.

#### **Recommended Action**

Staff recommends the Board of Education approve Resolution 18-09: Temporary interfund transfer of \$6,000,000 from the Special Reserve for Non-Capital Outlay (17) to the General Fund (01).

## RESOLUTION NO. 18-09

### RESOLUTION OF THE BOARD OF EDUCATION OF THE LAGUNA BEACH UNIFIED SCHOOL DISTRICT TO ESTABLISH TEMPORARY INTERFUND TRANSFERS

ON MOTION of \_\_\_\_\_, seconded by \_\_\_\_\_, the following resolution is hereby adopted:

WHEREAS, the governing board of any school district may direct that moneys held in any fund or account may be temporarily transferred to another fund or account of the district for payment of obligations as authorized by Education Code 42603; and

WHEREAS, no more than 75 percent of the maximum of moneys held in any fund or account during a current fiscal year may be transferred; and,

WHEREAS, the transfer shall be accounted for as temporary borrowing between funds or accounts and shall not be available for appropriation or be considered income to the borrowing fund or account; and,

WHEREAS, amounts transferred shall be repaid either in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year;

NOW THEREFORE, BE IT RESOLVED that the Governing Board of the Laguna Beach Unified School District, in accordance with the provisions of Education Code section 42603 adopts the following authorization for fiscal year 2018/2019 to temporarily transfer \$6,000,000 from the Special Reserve for Non-Capital Outlay Fund (17) to the General Fund (01).

FURTHERMORE, BE IT RESOLVED that the Governing Board of the Laguna Beach Unified School District will be notified by the Superintendent or designee in a following agenda item when the temporary transfer of \$6,000,000 was returned to the Special Reserve for Non-Capital Outlay Fund (17) from the General Fund (01).

PASSED AND ADOPTED by the Governing Board on September 11, 2018, by the following vote:

AYES:	Members:
NOES:	Members:
ABSENT:	Members:

STATE OF CALIFORNIA       )  
  ) ss

COUNTY OF ORANGE

I, Jan Vickers, President of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution passed and adopted by the Board at a regularly called and conducted meeting held on said date.

WITNESSED my hand this 11<sup>th</sup> day of September 2018.

---

Jan Vickers  
President of the Governing Board

Dixon/Viloria

## **Laguna Beach Unified School District**

### **19. ACTION**

**September 11, 2018**

**Approval: Purchase of FORECAST5 Analytics: A Data Analysis Software in An Amount Not-to-Exceed \$17,500**

#### **Proposal**

Staff proposes the Board of Education approve the purchase of FORECAST5 Analytics: A Data Analysis Software.

#### **Background**

FORECAST5 Analytics would enable the District to have access to data comparisons to other like Districts. This will enable the District to compare programs and reach out to districts that have had success. This tool will enable us to find relative weaknesses and set goals and focus areas. Laguna Beach is purchasing Forecast5's decision support tools 5Sight and 5Cast.

Some of the features of 5Site include, but are not limited to:

- Analyze local compensation/benefits trends
- View revenue and expenditure trends by fund, function or object Identify relative performance against benchmark peers
- Evaluate staffing ratios and FTE trends by position against peers
- Compare testing and achievement results by location

Some of the features of 5Cast include, but are not limited to:

- Develop a multilayer budget plan
- Simulate collective bargaining budget impacts
- Analyze results by fund, function, object or location
- Compare "what-if" scenarios
- Generate visual and tabular information for stakeholders

The one-year license will allow staff to be trained on the use of both products and test it on its ability to both improve efficiencies and generate useful comparative reports.

#### **Budget Impact**

The budget impact of the FORECAST5 Analytics License is \$17,500 for one year.

#### **Recommended Action**

Staff recommends the Board of Education approve the purchase of FORECAST5 Analytics: A Data Analysis Software.

**Morrison/Odipo/Dixon/Viloria**

## CUSTOMER AGREEMENT

This Customer Agreement is entered into by Forecast 5 Analytics, Inc., a Delaware corporation ("Forecast5"), and Customer (named below), and will commence on the Effective Date indicated below.

FORECAST5 Service	Service Description	Price	Discount	Total Cost
4001001	5Sight - License Agreement (4 Users)	\$8,000.00	\$5,000.00	\$3,000.00
4002004	5Cast Plus (2 Users)	\$4,000.00	\$0.00	\$4,000.00
4005001	5Cast - Support Fee (2 Users)	\$3,500.00	\$0.00	\$3,500.00
4002001	5Cast - License Agreement (2 Users)	\$8,000.00	\$1,000.00	\$7,000.00

Total Amount Due: \$17,500.00

The above Services are provided pursuant to the Forecast5 Terms of Service (available at [www.forecast5analytics.com/about/termsofservice](http://www.forecast5analytics.com/about/termsofservice)), which are incorporated herein by this reference. Customer and Forecast5 may from time to time agree upon additional Services pursuant to a mutually agreed Work Order. All subscriptions (even if purchased after your Effective Date, such as Additional User subscriptions) will be coterminous and end on the applicable anniversary of your Effective Date.

**Customer acknowledges and agrees that if it provides access to the Services to another governmental unit or other third party, or uses the Services for the benefit of any such party, then it will be liable for, among other things, additional subscription fees for each such party at the applicable Forecast5 prices.**

At the request of the Customer, Forecast5 may provide opinions or representations with respect to the financial feasibility and/or fiscal prudence of assumptions and/or projections that Customer may select for inclusion in 5Cast financial projections, provided, however, that it is understood that the Customer is solely responsible for the decision and any associated risk of incorporating any particular assumption in its financial plan. Additionally, Forecast5 duties and responsibilities do not include giving any opinion or advice regarding the issuance of debt instruments.

**EXPIRATION DATE: 9/30/2019** (All subscriptions are for periods of 1 year, unless indicated otherwise).

Please see the following page for the signature line.



Customer: **Laguna Beach Unified, CA**


Signature: \_\_\_\_\_

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

Title: \_\_\_\_\_

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

**FORECAST5 ANALYTICS, INC.**

Signature: \_\_\_\_\_

Name: Michael R. English

Title: CEO

**Laguna Beach Unified School District**

**20. ACTION**

**September 11, 2018**

**Approval: Board Policies - First Read**

**Proposal**

On August 15, 2018, the Board of Education held a special meeting to review and discuss the policies and bylaws listed below. The Superintendent recommends a first reading by the Board of Education of the same Board policies. The Board may waive a second reading or require an additional reading if necessary. Board policies are brought forward for a first reading by the Board, as described in Board Bylaw 9310.

<b>Policy Number</b>	<b>Description</b>	<b>Notes</b>
0410	Nondiscrimination in District Programs and Activities	Policy reflects NEW LAW (AB 699)
0460	Local Control Accountability Plan	Revised to delete CCR 15497.5 (repealed)
0500	Accountability	Updated to reflect the new state accountability system
1312.3	Uniform Complaint Procedures	Policy reflects NEW LAW (AB 699)
3513.4	Drug and Alcohol Free Schools	New policy prohibits the possession, use, sale....NEW LAW (Prop. 64)
3514	Environmental Safety	Reflects NEW LAW (AB 746)
3514.1	Hazardous Substances	Policy includes legal requirements regarding toxic art and craft supplies.
3516	Emergency and Disaster Preparedness Plan	Expands on staff and community training and involvement.
4033	Lactation Accommodation	New Policy
4111/4211/4311	Recruitment and Selection	Updated to expand discussion on recruitment incentives and NEW LAWS (AB 99 and AB 168)
4112.9/4212.9/4312.9	Employee Notifications	New for LBUSD
4119.11/4219.11/4319.11	Sexual Harassment	Updated
4158	Employee Security	Updated
5111	Admission	Reflects NEW LAW (AB 699)
5111.1	District Residency	Reflects NEW LAW (AB 699)



<b>Policy Number</b>	<b>Description</b>	<b>Notes</b>
5113.1	Chronic Absence and Truancy	Updated to include chronic absence indicator
5113.12	District School Attendance Review Board	New Policy
5117	Interdistrict Attendance	Reflects NEW LAW (AB 99)
5125	Student Records	Policy reflects NEW LAW (AB 699)
5131.2	Bullying	Policy reflects NEW LAW (AB 699)
5131.6	Alcohol and Other Drugs	Policy updated to reflect the goals and purposes of the federal Student Support and Academic Enrichment Grants program
5141	Health Care and Emergencies	New for LBUSD
5144.1	Suspension and Expulsion/Due Process	Policy reflects NEW LAW (AB 667)
5145.13	Response to Immigration Enforcement	New policy reflects NEW LAW (AB 699)
5145.3	Non-Discrimination	Policy reflects NEW LAW (AB 699)
6142.1	Comprehensive Health Instruction	New Mandated Policy
6153	School Sponsored Trips	New Policy reflects NEW LAW AB 341). Replaces 6019 Field Trips and Excursions.
6162.5	Student Assessment	New policy reflects NEW LAW (AB 1035)
6170.1	Transitional Kindergarten	New Policy reflects NEW LAW (AB 99)
6171	Title 1 Programs	Revised
6173	Education for Homeless Children	Updated to reflect the federal McKinney-Vento Homeless Assistance Act
6173.1	Education for Foster Youth	New Policy
6178	Career Technical Education	New Policy
Bylaws on next page		

<b>Bylaw Number</b>	<b>Description</b>	<b>Notes</b>
BB 9005	Governance Standards	Delete LBUSD 9005 - Public Statements
BB 9010	Public Statements	Delete Current LBUSD 9005 and Replace with New 9010
BB 9012	Board Member Electronic Communications	New for LBUSD
BB 9150	Student Board Members	Revise in accordance to reflect NEW LAWS (AB 261 and SB 468)

### **Recommended Action**

Staff recommends the Board review, discuss, and amend policies as needed and move them forward for a second reading and approval.

## **LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

### **NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES**

#### **BP 0410**

##### **Philosophy, Goals, Objectives and Comprehensive Plans**

The Governing Board is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

All individuals shall be treated equitably in the receipt of district and school services. Personally identifiable information collected in the implementation of any district program, including, but not limited to, student and family information for the free and reduced-price lunch program, transportation, or any other educational program, shall be used only for the purposes of the program, except when the Superintendent or designee authorizes its use for another purpose in accordance with law. Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on race, gender, sexual orientation, religion, ethnicity, national origin, or immigration status or any other category identified above.

District programs and activities shall be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames.

The Superintendent or designee shall annually review district programs and activities to ensure the removal of any derogatory or discriminatory name, image, practice, or other barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities. They shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report their findings and recommendations to the Board after each review.

All allegations of unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with the procedures specified in AR 1312.3 - Uniform Complaint Procedures.

Pursuant to 34 CFR 104.8 and 34 CFR 106.9, the Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination and related complaint procedures. Such notification shall be included in the annual parental notification distributed pursuant to Education Code 48980 and, as applicable, in announcements, bulletins, catalogs, handbooks, application forms, or other materials distributed

by the district. The notification shall also be posted on the district's website and social media and in district schools and offices, including staff lounges, student government meeting rooms, and other prominent locations as appropriate.

In addition, the annual parental notification shall inform parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, including information on educational rights issued by the California Attorney General. Alternatively, such information may be provided through any other cost-effective means determined by the Superintendent or designee.

The district's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand. In addition, when 15 percent or more of a school's students speak a single primary language other than English, those materials shall be translated into that other language.

#### Access for Individuals with Disabilities

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act (ADA) and any implementing standards and/or regulations. When structural changes to existing district facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the Superintendent or designee shall develop a transition plan that sets forth the steps for completing the changes.

The Superintendent or designee shall ensure that the district provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies or other modifications to increase accessibility to district and school websites, notetakers, written materials, taped text, and Braille or large-print materials. Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to a school-sponsored function, program, or meeting.

The individual identified in AR 1312.3 - Uniform Complaint Procedures as the employee responsible for coordinating the district's response to complaints and for complying with state federal civil rights laws is hereby designated as the district's ADA coordinator. They shall receive and address requests for accommodation submitted by individuals with disabilities, and shall investigate and resolve complaints regarding their access to district programs, services, activities, or facilities.

Assistant Superintendent, Human Resources and Public Communications  
550 Blumont Street  
Laguna Beach, CA 92651  
949-497-7700 x 5219  
lwinston@lbusd.org

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

48980 Parental notifications

48985 Notices to parents in language other than English

51007 Legislative intent: state policy

GOVERNMENT CODE

8310.3 California Religious Freedom Act

11000 Definitions

11135 Nondiscrimination in programs or activities funded by state

12900-12996 Fair Employment and Housing Act

54953.2 Brown Act compliance with Americans with Disabilities Act

PENAL CODE

422.55 Definition of hate crime

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

4600-4670 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities in Education Act

1681-1688 Discrimination based on sex or blindness, Title IX

2301-2414 Carl D. Perkins Career and Technical Education Act

6311 State plans

6312 Local education agency plans

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

2000h-2000h-6 Title IX

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

36.303 Auxiliary aids and services

CODE OF FEDERAL REGULATIONS, TITLE 34

100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI

104.1-104.39 Section 504 of the Rehabilitation Act of 1973

106.1-106.61 Discrimination on the basis of sex, effectuating Title IX, especially:

106.9 Dissemination of policy

Date Board Policy Adopted:

## **LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

### **LOCAL CONTROL AND ACCOUNTABILITY PLAN (LCAP)**

#### **BP 0460**

#### **Philosophy, Goals, Objectives and Comprehensive Plans**

The Governing Board desires to ensure the most effective use of available funding to improve outcomes for all students. A community-based, comprehensive, data-driven planning process shall be used to identify annual goals and specific actions and to facilitate continuous improvement of district practices.

The Board shall adopt a districtwide local control and accountability plan (LCAP), following the template provided in 5 CCR 15497.5, based on the template adopted by the State Board of Education that addresses the state priorities in Education Code 52060 and any local priorities adopted by the Board. The LCAP shall be updated on or before July 1 of each year and, like the district budget, shall cover the next fiscal year and subsequent two fiscal years

The LCAP shall focus on improving outcomes for all students, particularly those who are "unduplicated students" and other underperforming students or are part of any numerically significant student subgroup that is at risk of or is underperforming.

Unduplicated students include students who are eligible for free or reduced-price meals, English learners, and foster youth and are counted only once for purposes of the local control funding formula.

Numerically significant student subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, when there are at least 30 students in the subgroup or at least 15 foster youth or homeless students, or as otherwise defined by the Superintendent of Public Instruction (SPI).

The Superintendent or designee shall review the Single Plan for Student Achievement (SPSA) submitted by each district school pursuant to Education Code 64001 to ensure that the specific actions included in the LCAP are consistent with strategies included in the SPSA.

The LCAP shall also be aligned with other district and school plans to the extent possible in order to minimize duplication of effort and provide clear direction for program implementation.

Any complaint that the District has not complied with legal requirements pertaining to the LCAP may be filed pursuant to AR 1312.3 - Uniform Complaint Procedures.

#### **Plan Development**

The Superintendent or designee shall gather data and information needed for effective and meaningful plan development and present it to the Board and community. Such data and information shall include, but not be limited to, data regarding the numbers of students in various student subgroups, disaggregated data on student achievement levels, and information about current programs and expenditures.



The District shall consult with teachers, principals, administrators, other school personnel, employee bargaining units, parents/guardians, and students in developing the LCAP. Consultation with students shall enable unduplicated students and other numerically significant student subgroups to review and comment on LCAP development and may include surveys of students, student forums, student advisory committees, and/or meetings with student government bodies or other groups representing students.

#### Public Review and Input

The District shall establish a parent advisory committee to review and comment on the LCAP. The committee shall be composed of a majority of parents/guardians and shall include at least one parent/guardian of an unduplicated student as defined above.

Whenever district enrollment includes at least 15 percent English learners, with at least 50 students who are English learners, the district shall establish an English learner parent advisory committee composed of a majority of parents/guardians of English learners.

The Superintendent or designee shall present the LCAP to the committee(s) before it is submitted to the Board for adoption, and shall respond in writing to comments received from the committee(s).

The Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP. The notification shall be provided using the most efficient method of notification possible, which may not necessarily include producing printed notices or sending notices by mail. All written notifications related to the LCAP shall be provided in the primary language of parents/guardians when required by Education Code 48985.

As part of the parent and community engagement process, the district shall solicit input on effective and appropriate instructional methods, including, but not limited to, establishing language acquisition programs to enable all students, including English learners and native English speakers, to have access to the core academic content standards and to become proficient in English.

The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP. The public hearing shall be held at the same meeting as the budget hearing required pursuant to Education Code 42127 and AR 3100 - Budget.

#### Adoption of the Plan

The Board shall adopt the LCAP prior to adopting the district budget, but at the same public meeting. This meeting shall be held after the public hearing described above, but not on the same day as the hearing.

The Board may adopt revisions to the LCAP at any time during the period in which the plan is in effect, provided the Board follows the process to adopt the LCAP pursuant to Education Code 52062 and the revisions are adopted in a public meeting.

## Submission of Plan to County Superintendent of Schools

Not later than five days after adoption of the LCAP, the Board shall file the LCAP with the County Superintendent of Schools.

If the County Superintendent sends, by August 15, a written request for clarification of the contents of the LCAP, the Board shall respond in writing within 15 days of the request. If the County Superintendent then submits recommendations for amendments to the LCAP within 15 days of receiving the Board's response, the Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations.

## Monitoring Progress

The Superintendent or designee shall report to the Board, at least annually in accordance with the timeline and indicators established by them and the Board, regarding the district's progress toward attaining each goal identified in the LCAP. Evaluation shall include, but not be limited to, an assessment of district and school performance on the California School Dashboard. Evaluation data shall be used to recommend any necessary revisions to the LCAP.

## Technical Assistance/Intervention

When it is in the best interest of the district, the Board may submit a request to the County Superintendent for technical assistance, including, but not limited to:

1. Assistance in the identification of district strengths and weaknesses in regard to state priorities and review of effective, evidence-based programs that apply to the district's goals
2. Assistance from an academic expert, team of academic experts, or another district in the county in identifying and implementing effective programs to improve the outcomes for student subgroups
3. Advice and assistance from the California Collaborative for Educational Excellence established pursuant to Education Code 52074

In the event that the County Superintendent requires the district to receive technical assistance pursuant to Education Code 52071, the Board shall review all recommendations received from the County Superintendent or other advisor and shall consider revisions to the LCAP as appropriate in accordance with the process specified in Education Code 52062.

If the Superintendent of Public Instruction (SPI) identifies the district as needing intervention pursuant to Education Code 52072, the district shall cooperate with any action taken by the SPI or any academic advisor appointed by the SPI, which may include one or more of the following:

1. Revision of the district's LCAP
2. Revision of the district's budget in accordance with changes in the LCAP

3. A determination to stay or rescind any district action that would prevent the district from improving outcomes for all student subgroups, provided that action is not required by a collective bargaining agreement

Legal Reference:

EDUCATION CODE

305-306 English language education

17002 State School Building Lease-Purchase Law, including definition of good repair

41020 Audits

42127 Public hearing on budget adoption

42238.01-42238.07 Local control funding formula

44258.9 County superintendent review of teacher assignment

48985 Parental notices in languages other than English

51210 Course of study for grades 1-6

51220 Course of study for grades 7-12

52052 Academic Performance Index; numerically significant student subgroups

52060-52077 Local control and accountability plan

52302 Regional occupational centers and programs

52372.5 Linked learning pilot program

54692 Partnership academies

60119 Sufficiency of textbooks and instructional materials; hearing and resolution

60605.8 California Assessment of Academic Achievement; Academic Content Standards Commission

60811.3 Assessment of language development

64001 Single plan for student achievement

99300-99301 Early Assessment Program

CODE OF REGULATIONS, TITLE 5

15494-15497 Local control and accountability plan and spending requirements

UNITED STATES CODE, TITLE 20

6312 Local educational agency plan

6826 Title III funds, local plans

Dated Adopted by the Board: August 25, 2015

Date Revised:

## **LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

### **ACCOUNTABILITY**

#### **BP 0500**

##### **Philosophy, Goals, Objectives and Comprehensive Plans**

The Governing Board recognizes its responsibility to ensure accountability to the public for the performance of the district and each district school. The Board shall regularly review the effectiveness of district programs, personnel, and fiscal operations, with a focus on the capacity to improve student achievement. The Board shall establish appropriate processes and measures to monitor results and to evaluate progress toward accomplishing the district's vision and goals set forth in the local control and accountability plan (LCAP).

District and school performance shall be annually evaluated based on multiple measures specified in the California Accountability and Continuous Improvement System as reported on the California School Dashboard.

The district's alternative schools serving high-risk student populations, including continuation high schools, opportunity schools, community day schools, and nonpublic, nonsectarian schools pursuant to Education Code 56366, shall be subject to an alternative accountability system established by the Superintendent of Public Instruction.

The district and each district school shall demonstrate comparable improvement in academic achievement for all numerically significant student subgroups. Numerically significant subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, when the subgroup consists of at least 30 students with a valid test score or 15 foster youth or homeless students.

The Superintendent shall provide regular reports to the Board and the public regarding district and school performance. Opportunities for feedback from students, parents/guardians, staff, and community members shall be made available as part of any review and evaluation of district programs and operations and as part of the development or annual update of the LCAP.

Evaluation results may be used as a basis for revising district or school goals, updating the LCAP or other comprehensive plans, identifying and developing strategies to address disparities in achievement among student subgroups, implementing programmatic changes, determining the need for additional support and assistance, awarding incentives or rewards, and establishing other performance-based consequences.

Legal Reference:

EDUCATION CODE

33127-33129 Standards and criteria for fiscal accountability  
33400-33407 California Department of Education evaluation of district programs  
44660-44665 Evaluation of certificated employees  
51041 Evaluation of the educational program  
52052-52052.1 Public school performance accountability program  
52060-52077 Local control and accountability plan  
56366 Nonpublic, nonsectarian schools  
60640-60649 California Assessment of Student Performance and Progress

CODE OF REGULATIONS, TITLE 5

1068-1074 Alternative schools accountability model, assessments  
15440-15464 Standards and criteria for fiscal accountability

UNITED STATES CODE, TITLE 20

6311 Accountability, state plan  
6312 Local educational agency plan

CODE OF FEDERAL REGULATIONS, TITLE 34

200.12-200.24 State accountability system  
200.30-200.48 State and LEA report cards and plans

Date Board Policy Adopted:

10/13 10/15) 10/17

## **LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

### **UNIFORM COMPLAINT PROCEDURES**

BP 1312.3

#### **Community Relations**

The Governing Board recognizes that the District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early, informal resolution of complaints whenever possible and appropriate. To resolve complaints which cannot be resolved through such informal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

The District's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging District violation of applicable state or federal law or regulations governing adult education programs, after school education and safety programs, migrant education, bilingual education, peer assistance and review programs for teachers, career technical and technical education and training programs, child care and development programs, child nutrition programs, compensatory education programs, consolidated categorical aid programs, Economic Impact Aid, English learner programs, federal education programs in Title I-VII, Regional Occupational Centers and Programs, school safety plans, special education programs, Tobacco-Use Prevention Education programs, and any other district-implemented program which is listed in Education Code 64000(a) (5 CCR 4610).
2. Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any student, employee, or other person participating in District programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on their association with a person or group with one or more of these actual or perceived characteristics
3. Any complaint alleging District noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student
4. Any complaint alleging District noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities

5. Any complaint alleging District noncompliance with legal requirements related to the implementation of the local control and accountability plan
6. Any complaint, by or on behalf of any student who is a foster youth, alleging District noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the District's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or district, school transfer, or the grant of an exemption from Board-imposed graduation requirements
7. Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, alleging District noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements
8. Any complaint, by or on behalf of a former juvenile court school student, or a child of a military family as defined in Education Code 49701 who transfers into the district after his/her second year of high school, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements
9. Any complaint alleging District noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student in grades 9-12 to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions
10. Any complaint alleging District noncompliance with the physical education instructional minutes requirement for students in elementary school
11. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
12. Any other complaint subject to this procedure as specified in a district policy.

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is acceptable to all parties. ADR such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The District shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. As appropriate for



any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep confidential the identity of the complainant and/or the subject of the complaint if they are different from the complainant, as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints. All such records shall be destroyed in accordance with applicable state law and District policy.

#### Non-UCP Complaints

The following complaints shall not be subject to the District's UCP but shall be referred to the specified agency:

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging fraud shall be referred to the Legal, Audits and Compliance Branch of the California Department of Education.

Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment.

In addition, the District's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

222 Reasonable accommodations; lactating students

8200-8498 Child care and development programs

8500-8538 Adult basic education

18100-18203 School libraries

32289 School safety plan, uniform complaint procedures

35186 Williams uniform complaint procedures

44500-44508 California Peer Assistance and Review Program for Teachers

48853-48853.5 Foster youth

48985 Notices in language other than English

49010-49013 Student fees

49060-49079 Student records

49069.5 Rights of parents

49490-49590 Child nutrition programs

49701 Interstate Compact on Educational Opportunity for Military Children

51210 Courses of study grades 1-6

51223 Physical education, elementary schools

51225.1-51225.2 Foster youth, homeless children, former juvenile court school students, and military-connected students; course credits; graduation requirements

51226-51226.1 Career technical education

51228.1-51228.3 Course periods without educational content

52060-52077 Local control and accountability plan, especially

52075 Complaint for lack of compliance with local control and accountability plan requirements

52160-52178 Bilingual education programs

52300-52462 Career technical education

52500-52616.24 Adult schools

54000-54029 Economic Impact Aid

54400-54425 Compensatory education programs

54440-54445 Migrant education

54460-54529 Compensatory education programs

56000-56865 Special education programs

59000-59300 Special schools and centers

64000-64001 Consolidated application process

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state

12900-12996 Fair Employment and Housing Act

HEALTH AND SAFETY CODE

104420 Tobacco-Use Prevention Education

PENAL CODE

422.55 Hate crime; definition

422.6 Interference with constitutional right or privilege

Date Policy Adopted by the Board: May 28, 2013

(Replaced BP 6009)

Date Policy Revised:

August 25, 2015

May 10, 2016

November 14, 2017

## **LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

### **DRUG AND ALCOHOL FREE SCHOOLS**

#### **BP 3513.4**

##### **Business and Noninstructional Operations**

The Governing Board recognizes the need to keep district schools free of drugs and alcohol in order to create a safe and healthy environment conducive to learning and promote student health and well-being. The Board prohibits the possession, use, or sale of drugs and alcohol at any time in district-owned or leased buildings, on district property, and in district vehicles, unless otherwise permitted by law.

The following substances are prohibited on all district property:

1. Any substance which may not lawfully be possessed, used, or sold in California
2. Cannabis or cannabis products
3. Alcoholic beverages, unless approved by the Superintendent or designee for limited purposes specified in Business and Professions Code 25608

Prescription medication, except for prescribed cannabis, may be administered at school in accordance with law, district policy and regulations, and written statements by the parent/guardian and the student's authorized health care provider as applicable.

Information about the district's drug- and alcohol-free schools policy and the consequences for violations shall be communicated clearly to employees, parents/guardians, students, and the community.

#### **Enforcement/Discipline**

The Superintendent or designee shall take appropriate action to eliminate the possession, use, or sale of alcohol and other drugs and related paraphernalia in district facilities, on district property, in district vehicles, or at school-sponsored activities. As appropriate, they may direct anyone violating this policy to leave school property and/or refer the matter to law enforcement.

Students and employees who violate the terms of this policy may be subject to discipline and/or referred to assistance programs in accordance with law and Board policy.

Legal Reference:

EDUCATION CODE

- 44940 Compulsory leave of absence for certificated persons
- 44940.5 Procedures when employees are placed on compulsory leave of absence
- 45123 Employment after conviction of controlled substance offense
- 45304 Compulsory leave of absence for classified persons
- 48900 Suspension or expulsion (grounds)
- 48900.5 Suspension, limitation on imposition; exception
- 48901 Smoking or use of tobacco prohibited
- 48901.5 Prohibition of electronic signaling devices
- 48902 Notification of law enforcement authorities; civil or criminal immunity
- 48909 Narcotics or other hallucinogenic drugs
- 48915 Expulsion; particular circumstances

BUSINESS AND PROFESSIONS CODE

- 25608 Alcohol on school property; use in connection with instruction

GOVERNMENT CODE

- 8350-8357 Drug-free workplace

HEALTH AND SAFETY CODE

- 11053-11058 Standards and schedules
- 11353.6 Juvenile Drug Trafficking and Schoolyard Act
- 11362.1 Possession and use of cannabis, persons age 21 and over
- 11362.3 Limitations on possession and use of cannabis
- 11362.79 Limitations on medical use of cannabis
- 104559 Tobacco use prohibition

PENAL CODE

- 13860-13864 Suppression of drug abuse in schools

VEHICLE CODE

- 13202.5 Drug and alcohol related offenses by person under age of 21, but aged 13 or over;

UNITED STATES CODE, TITLE 20

- 7101-7122 Student Support and Academic Enrichment Grants

UNITED STATES CODE, TITLE 21

- 812 Schedules of controlled substances
- 844 Penalties for possession of controlled substance

UNITED STATES CODE, TITLE 41

- 8101-8106 Drug-Free Workplace Act

COURT DECISIONS

- Ross v. RagingWire Telecommunications, Inc., 42 Cal. 4th 920 (2008)

Date Board Policy Adopted:

## **LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

### **ENVIRONMENTAL SAFETY**

#### **BP 3514**

##### **Business and Noninstructional Operations**

The Governing Board recognizes its obligation to provide a safe and healthy environment at school facilities for students, staff, and community members. The Superintendent or designee shall regularly assess school facilities to identify environmental health risks and shall develop strategies to prevent and/or mitigate environmental hazards. They shall consider the proven effectiveness of various options, anticipated short-term and long-term costs and/or savings to the district, and the potential impact on staff and students, including the impact on student achievement and attendance.

Such strategies shall focus on maximizing healthy indoor air quality; monitoring the quality of outdoor air and adjusting outdoor activities as necessary; reducing exposure to vehicle emissions; minimizing exposure to lead and mercury; reducing the risk of unsafe drinking water; inspecting and properly abating asbestos; appropriately storing, using, and disposing of potentially hazardous substances; using effective least toxic pest management practices; reducing the risk of foodborne illness; and addressing any other environmental hazards identified during facilities inspections.

In developing strategies to promote healthy school environments, the Superintendent or designee may consult and collaborate with local environmental protection agencies, health agencies, water boards, and other community organizations.

The Superintendent or designee shall provide the district's maintenance and facilities staff, food services staff, teachers, and other staff as appropriate with professional development regarding their responsibilities in implementing strategies to improve and maintain environmentally safe and healthy schools.

The Superintendent or designee shall notify the Board, staff, parents/guardians, students, and/or governmental agencies, as appropriate, if an environmental hazard is discovered at a school site. The notification shall provide information about the district's actions to remedy the hazard and may recommend health screening of staff and students.

Legal Reference:

EDUCATION CODE

17002 Definition of "good repair"  
17070.75 Facilities inspection  
17582 Deferred maintenance fund  
17590 Asbestos abatement fund  
17608-17614 Healthy Schools Act of 2000, least toxic pest management practices  
32080-32081 Carbon monoxide devices  
32240-32245 Lead-Safe Schools Protection Act  
48980.3 Notification of pesticides  
49410-49410.7 Asbestos materials containment or removal

FOOD AND AGRICULTURAL CODE

11401-12408 Pest control operations and agricultural chemicals  
13180-13188 Healthy Schools Act of 2000, least toxic pest management practices

GOVERNMENT CODE

3543.2 Scope of representation; right to negotiate safety conditions

HEALTH AND SAFETY CODE

105400-105430 Indoor environmental quality  
113700-114437 California Retail Food Code, sanitation and safety requirements  
116277 Lead testing of potable water at schools and requirements to remedy

CODE OF REGULATIONS, TITLE 5

14010 Standards for school site selection

CODE OF REGULATIONS, TITLE 8

337-339 Hazardous substances list  
340-340.2 Occupational safety and health, rights of employees  
1528-1537 Construction safety orders; exposure to hazards

5139-5223 Control of hazardous substances

CODE OF REGULATIONS, TITLE 13

2025 Retrofitting of diesel school buses

2480 Vehicle idling

CODE OF REGULATIONS, TITLE 17

35001-36100 Lead abatement services

CODE OF REGULATIONS, TITLE 22

64670-64679 Lead and copper in drinking water

CODE OF REGULATIONS, TITLE 24

915.1-915.7 California Building Standards Code; carbon monoxide devices

UNITED STATES CODE, TITLE 7

136-136y Use of pesticides

UNITED STATES CODE, TITLE 15

2601-2629 Control of toxic substances

2641-2656 Asbestos Hazard Emergency Response Act

UNITED STATES CODE, TITLE 42

1758 Food safety and inspections

CODE OF FEDERAL REGULATIONS, TITLE 40

141.1-141.723 Drinking water standards



745.61-745.339 Lead-based paint standards  
763.80-763.99 Asbestos-containing materials in schools  
763.120-763.123 Asbestos worker protections

Date Board Policy Adopted:

## **LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

### **HAZARDOUS SUBSTANCES**

#### **BP 3514.1**

##### **Business and Noninstructional Operations**

The Governing Board desires to provide a safe school environment that protects students and employees from exposure to any potentially hazardous substances used in the district's educational program and in the maintenance and operation of district facilities and equipment.

Insofar as reasonably possible, the Superintendent or designee shall minimize the quantities of hazardous substances stored and used on school property. When hazardous substances must be used, the Superintendent or designee shall give preference to materials that cause the least risk to people and the environment.

The Superintendent or designee shall ensure that all potentially hazardous substances on district properties are inventoried, used, stored, and regularly disposed of in a safe and legal manner.

The Superintendent or designee shall develop, implement, and maintain a written hazard communication program in accordance with 8 CCR 5194 and shall ensure that employees, students, and others as necessary are fully informed about the properties and potential hazards of substances to which they may be exposed.

The Superintendent or designee shall develop specific measures to ensure the safety of students and staff in school laboratories where hazardous chemicals are used. Such measures shall include the development and implementation of a chemical hygiene plan in accordance with 8 CCR 5191 and instruction to students about proper handling of hazardous substances.

The Superintendent or designee shall not order or purchase for use in grades K-6 any arts and crafts materials containing a substance determined by the California Office of Environmental Health Hazard Assessment to be toxic. The Superintendent or designee shall not purchase any such toxic material for use in grades 7-12 unless it includes a warning label as specified in Education Code 32065 that identifies any toxic ingredients, warns of potential adverse health effects, and describes procedures for safe use and storage.

Legal Reference:

EDUCATION CODE

32060-32066 Toxic art supplies in schools

49340-49341 Hazardous substances education

49401.5 Legislative intent; consultation services

49411 Chemical listing; compounds used in school programs; determination of shelf life; disposal

FOOD AND AGRICULTURAL CODE

12981 Regulations re pesticides and worker safety

HEALTH AND SAFETY CODE

25163 Transportation of hazardous wastes; registration; exemptions; inspection

25500-25520 Hazardous materials release response plans; inventory

108100-108515 California Hazardous Substances Act

LABOR CODE

6360-6363 Hazardous Substances Information and Training Act

6380-6386 List of hazardous substances

CODE OF REGULATIONS, TITLE 8

339 List of hazardous substances

3203 Illness and injury prevention program

3204 Records of employee exposure to toxic or harmful substances

5139-5230 Control of hazardous substances, especially

5154.1-5154.2 Ventilation

5161 Definitions

5162 Emergency eyewash and shower equipment

5163 Control of spills

5164 Storage of hazardous substances

5191 Occupational exposure to hazardous chemicals in laboratories; chemical hygiene plan

5194 Hazard communication

CODE OF REGULATIONS, TITLE 22

67450.40-67450.49 School hazardous waste collection, consolidation, and accumulation facilities

Date Board Policy Adopted:

## **LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

### **EMERGENCIES AND DISASTER PREPAREDNESS PLAN**

#### **BP 3516**

##### **Business and Noninstructional Operations**

The Governing Board recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster. The district shall take all reasonable steps to prevent and/or mitigate the impact of a disaster on district students, staff, and schools.

The Superintendent or designee shall develop and maintain a disaster preparedness plan which contains routine and emergency disaster procedures, including, but not limited to, earthquake emergency procedures, and adaptations for individuals with disabilities in accordance with the Americans with Disabilities Act. Such procedures shall be incorporated into the comprehensive school safety plan.

In developing the disaster preparedness plan, the Superintendent or designee shall involve district staff at all levels, including administrators, school resource officers, facilities managers, transportation managers, food services personnel, school psychologists, counselors, school nurses, teachers, classified employees, and public information officers. As appropriate, they shall also collaborate with law enforcement, fire safety officials, emergency medical services, health and mental health professionals, parents/guardians, and students.

The plan shall comply with state-approved Standardized Emergency Management System (SEMS) guidelines established for multiple-jurisdiction or multiple-agency operations and with the National Incident Management System.

The Superintendent or designee shall provide training to employees regarding their responsibilities, including periodic drills and exercises to test and refine staff's responsiveness in the event of an emergency.

The Board shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services the district may deem necessary to meet the community's needs.

District employees are considered disaster service workers and are subject to disaster service activities assigned to them.

Legal Reference:

EDUCATION CODE

32001 Fire alarms and drills

32040 Duty to equip school with first aid kit

32280-32289 School safety plans

32290 Safety devices

39834 Operating overloaded bus

46390-46392 Emergency average daily attendance in case of disaster

49505 Natural disaster; meals for homeless students; reimbursement

CIVIL CODE

1714.5 Release from liability for disaster service workers and shelters

GOVERNMENT CODE

3100-3109 Public employees as disaster service workers; oath or affirmation

8607 Standardized emergency management system

CALIFORNIA CONSTITUTION

Article 20, Section 3 Oath or affirmation

CODE OF REGULATIONS, TITLE 5

550 Fire drills

560 Civil defense and disaster preparedness plans

CODE OF REGULATIONS, TITLE 19

2400-2450 Standardized emergency management system

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

Date Board Policy Adopted:

## **LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

### **LACTATION ACCOMMODATION**

#### **BP 4033**

##### **Personnel**

The Governing Board recognizes the immediate and long-term health advantages of breastfeeding for infants and mothers and desires to provide a supportive environment for any district employee to express milk for her infant child upon her return to work following the birth of the child. The Board prohibits discrimination, harassment, and/or retaliation against any district employee who chooses to express breast milk for her infant child while at work.

The district shall provide a reasonable amount of break time to accommodate an employee each time she has a need to express breast milk for her infant child.

To the extent possible, such break time shall run concurrently with the break time already provided to the employee. Any additional break time used by a non-exempt employee for this purpose shall be unpaid.

The employee shall be provided a private location, other than a restroom, which is in close proximity to her work area and meets the requirements of Labor Code 1031 and 29 USC 207, as applicable.

Employees are encouraged to notify their supervisor or other appropriate personnel in advance of their intent to make use of the accommodations offered for employees who are nursing mothers. As needed, the supervisor shall work with the employee to address arrangements and scheduling in order to ensure that the employees' essential job duties are covered during the break time.

Lactation accommodations may be denied only in limited circumstances in accordance with law.

Before an employee's supervisor makes a determination to deny lactation accommodations, they shall consult the Superintendent or designee. In any case in which lactation accommodations are denied, the Superintendent or designee shall document the options that were considered and the reasons for denying the accommodations.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

CIVIL CODE

43.3 Right of mothers to breastfeed in any public or private location

GOVERNMENT CODE

12940 Discriminatory employment practices

12945 Discrimination based on pregnancy, childbirth, or related medical conditions

LABOR CODE

1030-1033 Lactation accommodation

CODE OF REGULATIONS, TITLE 2

11035-11049 Sex discrimination; pregnancy and related medical conditions

UNITED STATES CODE, TITLE 29

207 Fair Labor Standards Act; lactation accommodation

FAIR EMPLOYMENT AND HOUSING COMMISSION DECISIONS

Department of Fair Employment and Housing v. Acosta Tacos (Chavez), FEHC

Precedential Decision 09-03P, 2009

Date Board Policy Adopted:



## **LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

### **RECRUITMENT AND SELECTION**

#### **BP 4111/4211/4311**

##### **Personnel**

The Governing Board is committed to employing suitable, qualified individuals to effectively carry out the district's vision, mission and goals.

The Superintendent or designee shall develop equitable, fair, and transparent recruitment and selection processes and procedures that ensure individuals are selected based on demonstrated knowledge, skills, and competence and not on any bias, personal preference, or unlawful discrimination.

When a vacancy occurs, the Superintendent or designee shall review the job description for the position to ensure that it accurately describes the major functions and duties of the position. They also shall disseminate job announcements to ensure a wide range of candidates.

The district's selection procedures shall include screening processes, interviews, recommendations from previous employers, and observations when appropriate, as necessary to identify the best possible candidate for a position. The Superintendent or designee may establish an interview committee to rank candidates and recommend finalists.

During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. All discussions and recommendations shall be confidential in accordance with law. No inquiry shall be made with regard to any category of discrimination prohibited by state or federal law.

For each position, the Superintendent or designee shall present to the Board one candidate who meets all qualifications established by law and the Board for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.

##### **Incentives**

With Board approval and in accordance with district needs, the district may provide incentives to recruit teachers, administrators or other employees, such as signing bonuses, assistance with beginning teacher induction and/or credential costs, mentoring, additional compensation, and/or subsidized housing.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

35035 Responsibilities of superintendent

44066 Limitations on certification requirement

44259 Teaching credential; exception; designated subjects; minimum requirements

44750 Teacher recruitment resource center

44830-44831 Employment of certificated persons

44858 Age or marital status in certificated positions

44859 Prohibition against certain rules and regulations re: residency

45103-45139 Employment (classified employees)

49406 Examination for tuberculosis

GOVERNMENT CODE

815.2 Liability of public entities and public employees

6250-6276.48 Public Records Act

12900-12996 Fair Employment and Housing Act, including:

12940-12957 Discrimination prohibited; unlawful practices

**\*\*This policy covers certificated (4111)/classified (4211)/management (4311) employees**

Date Adopted by the Board of Education: May 12, 2015

Revised:

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## **LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

### **SEXUAL HARASSMENT**

#### **BP 4119.11/4219.11/4319.11**

##### **Personnel**

The Governing Board is committed to providing a safe work environment that is free of harassment and intimidation. The Board prohibits sexual harassment against district employees and retaliatory behavior or action against any person who complains, testifies, or otherwise participates in the complaint process established for the purpose of this policy.

Sexual harassment includes, but is not limited to, harassment that is based on the gender, gender identity, gender expression, or sexual orientation of the victim.

This policy shall apply to all district employees and to other persons on district property or with some employment relationship with the district, such as interns, volunteers, contractors, and job applicants.

Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment in violation of this policy is subject to disciplinary action, up to and including dismissal.

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to employees and others to whom the policy may apply
3. Ensuring prompt, thorough, and fair investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

Any district employee who feels that they have been sexually harassed in the performance of their district responsibilities or who has knowledge of any incident of sexual harassment by or against another employee shall immediately report the incident to their direct supervisor, another supervisor, the district's coordinator for nondiscrimination, the Superintendent, or if available, a complaint hotline or an ombudsman. A supervisor or administrator who receives a harassment complaint shall promptly notify the coordinator.

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions.

A supervisor, principal or other district administrator who receives a harassment complaint shall promptly notify the Superintendent or designee.

Complaints of sexual harassment shall be filed in accordance with AR 4030 - Nondiscrimination in Employment. An employee may bypass their supervisor in filing a complaint where the supervisor is the subject of the complaint.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act, especially:

12940 Prohibited discrimination

12950 Sexual harassment; distribution of information

12950.1 Sexual harassment training

Date Policy Adopted by the Board: November 14, 2017

Revised:

## **LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

### **EMPLOYEE SECURITY**

**BP 4158/4258/4358**

Personnel

The Governing Board desires to provide a safe and orderly work environment for all employees. As part of the district's comprehensive safety plan, the Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for providing necessary assistance and support when emergency situations occur.

Any employee against whom violence or any threat of violence has been directed in the workplace shall notify the Superintendent or designee immediately. As appropriate, the Superintendent or designee shall initiate legal and security measures to protect the employee and others in the workplace.

The Superintendent or designee may pursue legal action on behalf of an employee against a student or their parent/guardian to recover damages to the employee or their property caused by the student's willful misconduct that occurred on district property, at a school or district activity, or in retaliation for lawful acts of the employee in the performance of their duties.

The Superintendent or designee shall ensure that employees receive training in crisis prevention and intervention techniques in order to protect themselves and students. Staff development may include training in classroom management, effective communication techniques, procedures for responding to an active shooter situation, and crisis resolution.

The Superintendent or designee also shall inform teachers, in accordance with law, of crimes and offenses committed by students who may pose a danger in the classroom.

The Superintendent or designee may make available at appropriate locations, including, but not limited to, district and school offices, gyms, and classrooms, communication devices that would enable two-way communication with law enforcement and others when emergencies occur.

#### **Use of Pepper Spray**

Employees shall not carry or possess pepper spray on school property or at school activities, except when authorized by the Superintendent or designee for self-defense purposes. When allowed, an employee may only possess pepper spray in accordance with administrative regulations and Penal Code 22810. Any employee who is negligent or careless in the possession or handling of pepper spray shall be subject to appropriate disciplinary measures.

## Reporting of Injurious Objects

The Board requires employees to take immediate action upon being made aware that any person is in possession of a weapon or unauthorized injurious object on school grounds or at a school-related or school-sponsored activity. The employee shall use their own judgment as to the potential danger involved and shall do one of the following:

1. Confiscate the object and deliver it to the principal immediately
2. Immediately notify the principal, who shall take appropriate action
3. Immediately call 911 and the principal

When informing the principal about the possession or seizure of a weapon or dangerous device, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of any seizure.

### Legal Reference:

#### EDUCATION CODE

32210-32212 Willful disturbance, public schools or meetings

32225-32226 Communication devices

35208 Liability insurance

35213 Reimbursement for loss, destruction or damage of school property

44014 Report of assault by pupil against school employee

44807 Duty concerning conduct of students

48201 Transfer of student records

48900-48926 Suspension or expulsion

49079 Notification to teacher; student who has engaged in acts re: grounds suspension or expulsion

49330-49335 Injurious objects

#### CIVIL CODE

51.7 Freedom from violence or intimidation

#### CODE OF CIVIL PROCEDURE

527.8 Workplace violence safety

#### GOVERNMENT CODE

995-996.4 Defense of public employees

3543.2 Scope of representation

#### PENAL CODE

71 Threatening public officers and employees and school officials

240-246.3 Assault and battery, especially:

241.3 Assault against school bus drivers

241.6 Assault on school employee including board member

243.3 Battery against school bus drivers

243.6 Battery against school employee including board member

245.5 Assault with deadly weapon against school employee including board member

290 Registration of sex offenders

601 Trespass by person making credible threat

626-626.11 School crimes

646.9 Stalking

22810 Purchase, possession, and use of tear gas

WELFARE AND INSTITUTIONS CODE

827 Juvenile court proceedings; reports; confidentiality

828.1 District police or security department, disclosure of juvenile records

COURT DECISIONS

City of San Jose v. William Garbett, (2010) 190 Cal. App. 4th 526

Dated Board Policy Adopted by the Board:



## **LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

### **ADMISSION**

#### **BP 5111**

##### **Students**

The Governing Board encourages the enrollment and appropriate placement of all school-aged children in school. The Superintendent or designee shall inform parents/guardians of children seeking admission to a district school at any grade level about admission requirements and shall assist them with enrollment procedures.

The Superintendent or designee shall announce and publicize the timeline and process for registration of students at district schools. Applications for intradistrict or interdistrict enrollment shall be subject to the timelines specified in applicable Board policies and administrative regulations.

All appropriate staff shall receive training on district admission policies and procedures, including information regarding the types of documentation that can and cannot be requested.

The district's enrollment application shall include information about the health care options and enrollment assistance available to families within the district. The district shall not discriminate against any child for not having health care coverage and shall not use any information relating to a child's health care coverage or their interest in learning about health care coverage in any manner that would harm the child or their family.

#### **Verification of Admission Eligibility**

Before enrolling any child in a district school, the Superintendent or designee shall verify the child's age, residency, immunization, and other applicable eligibility criteria specified in law, the accompanying administrative regulation, or other applicable Board policy or administrative regulation.

The district shall not inquire into or request documentation of a student's social security number or the last four digits of the social security number or the citizenship or immigration status of the student or their family members.

However, such information may be collected when required by state or federal law or to comply with requirements for special state or federal programs. In any such situation, the information shall be collected separately from the school enrollment process and the Superintendent or designee shall explain the limited purpose for which the information is collected. Enrollment in a district school shall not be denied on the basis of any such information of the student or their parents/guardians obtained by the district, or the student's or parent/guardian's refusal to provide such information to the district.

School registration information shall list all possible means of documenting a child's age for grades K-1 as authorized by Education Code 48002 or otherwise prescribed by the Board. Any alternative document allowed by the district shall be one that all persons can obtain regardless of immigration status, citizenship status, or national origin and shall not reveal information related to citizenship or immigrant status.

The Superintendent or designee shall immediately enroll a homeless student, foster youth, student who has had contact with the juvenile justice system, or a child of a military family regardless of outstanding fees or fines owed to the student's last school, lack of clothing normally required by the school, such as school uniforms, or their inability to produce previous academic, medical, or other records normally required for enrollment.

**Legal Reference:****EDUCATION CODE**

234.7 Student protections relating to immigration and citizenship status

46300 Computation of average daily attendance, inclusion of kindergarten and transitional kindergarten

46600 Agreements for admission of students desiring interdistrict attendance

48000 Minimum age of admission (kindergarten)

48002 Evidence of minimum age required to enter kindergarten or first grade

48010 Minimum age of admission (first grade)

48011 Admission from kindergarten or other school; minimum age

48050-48053 Nonresidents

48200 Children between ages of 6 and 18 years (compulsory full-time education)

48350-48361 Open Enrollment Act

48645.5 Enrollment of former juvenile court school students

48850-48859 Educational placement of homeless and foster youth

49076 Access to records by persons without written consent or under judicial order

49076.7 Student records; data privacy; social security numbers

49408 Information of use in emergencies

49452.9 Health care coverage options and enrollment assistance

49700-49703 Education of children of military families

**HEALTH AND SAFETY CODE**

120325-120380 Education and child care facility immunization requirements

121475-121520 Tuberculosis tests for students

**CODE OF REGULATIONS, TITLE 5**

200 Promotion from kindergarten to first grade

201 Admission to high school

**CODE OF REGULATIONS, TITLE 17**

6000-6075 School attendance immunization requirements

**UNITED STATES CODE, TITLE 5**

552a Note Refusal to disclose social security number

**UNITED STATES CODE, TITLE 42**

11431-11435 McKinney-Vento Homeless Assistance Act

**COURT DECISIONS**

Plyler v. Doe, 457 U.S. 202 (1982)

Date Board Policy Adopted: October 27, 2015

(Replaced BP 5005)

Date Board Policy Revised:

## **LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

### **DISTRICT RESIDENCY**

#### **BP 5111.1**

##### **Students**

The Governing Board desires to admit all students who reside within district boundaries or who fulfill the district residency requirements through other means as allowed by law. The Superintendent or designee shall develop procedures to facilitate the receipt and verification of students' proof of residency.

The Superintendent or designee shall annually notify parents/guardians of all existing attendance options available in the district, including, but not limited to, all options for meeting residency requirements for school attendance.

The Superintendent or designee shall require parents/guardians to provide documentation of the student's residency upon admission to a district school. A copy of the document or written statement offered as verification of residency shall be maintained in the student's mandatory permanent record.

When establishing students' residency for enrollment purposes, the Superintendent or designee shall not inquire into the citizenship or immigration status of students or their family members.

A student's enrollment may be denied when the submitted documentation is insufficient to establish district residency. In any such case, the Superintendent or designee shall notify the parent/guardian in writing, including specific reasons for the denial.

#### **Investigation of Residency**

When the Superintendent or designee reasonably believes that a student's parent/guardian has provided false or unreliable evidence of residency, they may make reasonable efforts to determine that the student meets district residency requirements. An investigation may be initiated when the Superintendent or designee is able to identify specific, articulable facts supporting the belief that the parent/guardian has provided false or unreliable evidence of residency.

The Superintendent or designee may assign a trained district employee to conduct the investigation. The investigation may include the examination of records, including public records, and/or interviews of persons who may have knowledge of the student's residency.

If necessary, the Superintendent or designee may employ the services of a private investigator to conduct the investigation. Before hiring a private investigator, the Superintendent or designee shall make other reasonable efforts to determine whether the student resides in the district.

The investigation shall not include the surreptitious collection of photographic or videographic images of persons or places subject to the investigation. However, the use of technology is not prohibited if done in open and public view.

Any employee or contractor engaged in the investigation shall truthfully identify themselves as an investigator to individuals contacted or interviewed during the course of the investigation.

#### Appeal of Enrollment Denial

If the Superintendent or designee, upon investigation, determines that a student does not meet district residency requirements and denies the student's enrollment in the district, they shall provide the student's parent/guardian an opportunity to appeal that determination.

The Superintendent or designee shall send the student's parent/guardian written notice specifying the basis for the district's determination. This notice shall also inform the parent/guardian that they may, within 10 school days, appeal the decision and provide new evidence of residency.

The burden shall be on the parent/guardian to show why the district's determination to deny enrollment should be overruled.

A student who is currently enrolled in the district shall be allowed to remain in attendance at their school pending the results of the appeal. A student who is not currently enrolled in the district shall not be permitted to attend any district school unless their appeal is successful.

In an appeal to the Superintendent of a determination that district residency requirements were not met, the Superintendent shall review any evidence provided by the parent/guardian or obtained during the district's investigation and shall make a decision within 10 school days of receipt of the parent/guardian's request for the appeal. The Superintendent's decision shall be final.

#### Enrollment Not Requiring District Residency

When approved by the Board and the appropriate agency, the district may enroll students from other countries who are participating in an international exchange program under the sponsorship of a government-approved agency. See BP 6145.6 for additional information about International Exchange students.

Legal Reference:

EDUCATION CODE

220 Prohibition of discrimination

234.7 Student protections relating to immigration and citizenship status

35160.5 Intradistrict open enrollment

35351 Assignment of students to particular schools

46600-46611 Interdistrict attendance permits

48050-48054 Nonresidents

48200-48208 Compulsory education law, especially:

48204 Residency requirements

48204.1-48204.4 Evidence of residency

48300-48317 Student attendance alternatives, school district of choice program

48350-48361 Open Enrollment Act transfers

48645.5 Former juvenile court school students, enrollment

48852.7 Education of homeless students; immediate enrollment

48853.5 Education of foster youth; immediate enrollment

48980 Notifications at beginning of term

52317 Regional occupational program, admission of persons including nonresidents

FAMILY CODE

6550-6552 Caregivers

GOVERNMENT CODE

6205-6210 Confidentiality of residence for victims of domestic violence

CODE OF REGULATIONS, TITLE 5

432 Retention of student records

UNITED STATES CODE, TITLE 8

1229c Immigration and Nationality Act

UNITED STATES CODE, TITLE 42

11431-11435 McKinney-Vento Homeless Assistance Act

COURT DECISIONS

Katz v. Los Gatos-Saratoga Joint Union High School District, (2004) 117 Cal.App.4th 47

Plyler v. Doe, 457 U.S. 202 (1982)

Date Board Policy Adopted:

## **LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

### **CHRONIC ABSENCE AND TRUANCY**

#### **BP 5113.1**

##### **Students**

The Governing Board believes that absenteeism, whatever the cause, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The Board desires to ensure that all students attend school in accordance with the state's compulsory education law and take full advantage of educational opportunities provided by the district.

The Superintendent or designee shall establish a system to accurately track student attendance in order to identify individual students who are chronic absentees and truants, as defined in law and administrative regulation, and to identify patterns of absence throughout the district. They shall provide the Board with data on school attendance, chronic absence, and truancy rates districtwide, for all district students, for each school, and disaggregated for each numerically significant student subgroup as defined in Education Code 52052. Such data shall be used in the development of annual goals and specific actions for student attendance and engagement to be included in the district's local control and accountability plan and other applicable school and district plans.

The Superintendent or designee shall develop strategies that focus on prevention of attendance problems, which may include, but are not limited to, efforts to provide a safe and positive school environment, relevant and engaging learning experiences, school activities that help develop students' feelings of connectedness with the school, school-based health services, and incentives and rewards to recognize students who achieve excellent attendance or demonstrate significant improvement in attendance. The Superintendent or designee also shall develop strategies that enable early outreach to students as soon as they show signs of poor attendance.

The Superintendent or designee shall consult with students, parents/guardians, school staff, and community agencies, as appropriate, to identify factors contributing to chronic absence and truancy.

Interventions for students with serious attendance problems shall be designed to meet the specific needs of the student and may include, but are not limited to, health care referrals, transportation assistance, counseling for mental or emotional difficulties, academic supports, efforts to address school or community safety concerns, discussions with the student and parent/guardian about their attitudes regarding schooling, or other strategies to remove identified barriers to school attendance. The Superintendent or designee may collaborate with child welfare services, law enforcement, courts, public health care agencies, other government agencies, and/or medical, mental health, and oral health care providers to make alternative educational programs and support services available for students and families.



Students who are identified as truant shall be subject to the interventions specified in law and administrative regulation.

A student's truancy, tardiness, or other absence from school shall not be the basis for their suspension or expulsion. Alternative strategies and positive reinforcement for attendance shall be used whenever possible.

The Superintendent or designee shall periodically report to the Board regarding the district's progress in improving student attendance rates for all students and for each numerically significant student population. Such information shall be used to evaluate the effectiveness of strategies implemented to reduce chronic absence and truancy and to make changes as needed. As appropriate, the Superintendent or designee shall engage school staff in program evaluation and improvement and in the determination of how to best allocate available community resources.

Legal Reference:

EDUCATION CODE

1740-1742 Employment of personnel to supervise attendance (county superintendent)

37223 Weekend classes

46000 Records (attendance)

46010-46014 Absences

46110-46119 Attendance in kindergarten and elementary schools

46140-46147 Attendance in junior high and high schools

48200-48208 Children ages 6-18 (compulsory full-time attendance)

48225.5 Work permits, entertainment and allied industries

48240-48246 Supervisors of attendance

48260-48273 Truants

48290-48297 Failure to comply; complaints against parents

48320-48325 School attendance review boards

48340-48341 Improvement of student attendance

48400-48403 Compulsory continuation education

48900 Suspension and expulsion

49067 Unexcused absences as cause of failing grade

52052 Academic Performance Index; numerically significant student subgroups

60901 Chronic absence

PENAL CODE

270.1 Chronic truancy; parent/guardian misdemeanor

272 Parent/guardian duty to supervise and control minor child; criminal liability for truancy

830.1 Peace officers

VEHICLE CODE

13202.7 Driving privileges; minors; suspension or delay for habitual truancy

WELFARE AND INSTITUTIONS CODE

256-258 Juvenile hearing officer

601-601.4 Habitually truant minors

11253.5 Compulsory school attendance

CODE OF REGULATIONS, TITLE 5

306 Explanation of absence

420-421 Record of verification of absence due to illness and other causes

COURT DECISIONS

L.A. v. Superior Court of San Diego County, (2012) 209 Cal.App.4th 976

Date Policy Adopted by the Board: October 27, 2015

(Replaced BP 5007 and 5010)

Date Policy Revised and Approved:

**LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

**DISTRICT SCHOOL ATTENDANCE REVIEW BOARD**

**BP 5113.12**

**Students**

The Governing Board recognizes that poor school attendance and behavior problems negatively impact student achievement and put students at greater risk of dropping out of school. The Superintendent or designee shall establish a comprehensive and integrated system for the early identification of attendance problems and shall implement strategies to encourage students' attendance. After other interventions have been exhausted, students with a pattern of unexcused absences may be referred to a school attendance review board (SARB), in accordance with applicable law, in order to receive intensive guidance and assistance.

The SARB shall maintain a continuing inventory of community resources, including alternative educational programs.

The Superintendent or designee shall collaborate with the SARB and appropriate community agencies, including, but not limited to, law enforcement agencies, child welfare agencies, and health services, to provide school-based and/or community-based interventions tailored to the specific needs of the student.

The Board shall appoint members to the district's SARB, who may include a parent/guardian as well as representatives of various agencies including, but not limited to, school districts; the county probation department; the county welfare department; the County Superintendent of Schools; law enforcement agencies; community-based youth service centers; school guidance personnel; child welfare and attendance personnel; school or county health care personnel; school, county, or community mental health personnel; the county district attorney's office; and the county public defender's office.

The district's SARB shall provide support to improve student attendance and behavior through proactive efforts focused on building positive school environments and improved school connectedness, early identification and immediate intervention to re-engage students with poor attendance or behavior, and intensive intervention with students and families to address severe or persistent attendance or behavior issues.

The district's SARB shall operate in accordance with Education Code 48320-48325, the Brown Act (Government Code 54950-54963), and the bylaws of the SARB.

The SARB shall collect data and annually report outcomes on SARB referrals to the Governing Board, Superintendent or designee, and County Superintendent of Schools.

Legal Reference:

EDUCATION CODE

1740 Employment of personnel to supervise attendance (county superintendent)

1980-1986 County community school

46010-46014 Absences

48200-48208 Children ages 6-18 (compulsory full-time attendance)

48240-48246 Supervisors of attendance

48260-48273 Truants

48290-48297 Failure to comply; complaints against parents

48320-48325 School attendance review boards

48340-48341 Improvement of student attendance

48400-48403 Compulsory continuation education

48660-48666 Community day school

49067 Unexcused absences as cause of failing grade

CODE OF CIVIL PROCEDURE

1985-1997 Production of evidence; means of production

PENAL CODE

270.1 Chronic truancy; parent/guardian misdemeanor

272 Parent/guardian duty to supervise and control minor child; criminal liability for truancy

830.1 Peace officers

VEHICLE CODE

13202.7 Driving privileges; minors; suspension or delay for habitual truancy

WELFARE AND INSTITUTIONS CODE

256-258 Juvenile hearing officer

601-601.4 Habitually truant minors

11253.5 Compulsory school attendance

CODE OF REGULATIONS, TITLE 5

306 Explanation of absence

420-421 Record of verification of absence due to illness and other causes

COURT DECISIONS

L.A. v. Superior Court of San Diego County, (2012) 209 Cal.App.4th 976

Dated Board Policy Adopted:

## **LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

### **INTERDISTRICT ATTENDANCE**

#### **BP 5117**

##### **Students**

The Governing Board recognizes that parents/guardians of students who reside within the geographic boundaries of one district may, for a variety of reasons, desire to enroll their children in a school in another district.

##### **Interdistrict Attendance Permits**

The Board may enter into an agreement with any other school district, for a term not to exceed one school year, for the interdistrict attendance of students who are residents of the districts. The Superintendent or designee shall ensure that the interdistrict attendance agreements specify the terms and conditions agreed by both districts for granting, denial, or revocation of the agreement as well as the standards for reapplication.

The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. It also may contain standards agreed to by both districts for reapplication and/or revocation of the student's permit.

Upon receiving a permit for transfer into the district that has been approved by the student's district of residence, or upon receiving a written request from the parent/guardian of a district student who wishes to enroll in another district, the Superintendent or designee shall review the request and may approve or deny the permit subject to the terms and conditions of the interdistrict attendance agreement.

##### **Transportation**

The district shall not provide transportation beyond any school attendance area. Upon request of a student's parent/guardian, the Superintendent or designee may authorize transportation for an interdistrict transfer student to and from designated bus stops within the attendance area of the school that the student attends if space is available.

Legal Reference:

EDUCATION CODE

41020 Annual district audits

46600-46611 Interdistrict attendance agreements

48204 Residency requirements for school attendance

48300-48317 Student attendance alternatives, school district of choice program

48350-48361 Open Enrollment Act

48900 Grounds for suspension or expulsion; definition of bullying

48915 Expulsion; particular circumstances

48915.1 Expelled individuals: enrollment in another district

48918 Rules governing expulsion procedures

48980 Notice at beginning of term

52317 Regional occupational center/program, enrollment of students, interdistrict attendance

CALIFORNIA CONSTITUTION

Article 1, Section 31 Nondiscrimination on the basis of race, sex, color, ethnicity, or national origin

ATTORNEY GENERAL OPINIONS

87 Ops.Cal.Atty.Gen. 132 (2004)

84 Ops.Cal.Atty.Gen. 198 (2001)

COURT DECISIONS

Walnut Valley Unified School District v. the Superior Court of Los Angeles County, (2011) 192 Cal.App.4th 234

Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

Date Board Policy Adopted: April 21, 2015

Date Board Policy Revised:

## **LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

### **INTERDISTRICT ATTENDANCE**

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48300-48317 Student attendance alternatives, school district of choice program

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87 Ops.Cal.Atty.Gen. 132 (2004)

84 Ops.Cal.Atty.Gen. 198 (2001)

COURT DECISIONS

Walnut Valley Unified School District v. the Superior Court of Los Angeles County, (2011) 192 Cal.App.4th 234

Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

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Date Board Policy Revised:

## **LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

### **STUDENT RECORDS**

#### **BP 5125**

##### **Students**

The Governing Board recognizes the importance of keeping accurate, comprehensive student records as required by law. The Superintendent or designee shall establish administrative regulations governing the identification, collection, retention, and security of student records. These regulations shall ensure the rights of authorized persons to have timely access to student records while maintaining the confidentiality of student records consistent with state and federal law.

The Superintendent or designee shall designate a certificated employee to serve as custodian of records with responsibility for student records at the district level. At each school, the principal or a certificated employee shall be designated as custodian of records for students enrolled at that school. The custodian of records shall be responsible for implementing Board policy and administrative regulation regarding student records.

All appropriate personnel shall receive training regarding district policies and procedures for gathering and handling sensitive student information.

The district shall not collect or solicit social security numbers or the last four digits of social security numbers of students or their parents/guardians, unless otherwise required to do so by state or federal law.

No information or documents regarding the citizenship or immigration status of students or their family members shall be collected, except as required by state or federal law or as required to administer a state or federally supported educational program. The Superintendent or designee shall not disclose student records to a person, agency, or organization for immigration enforcement purposes without parental consent, a court order, or a judicial subpoena. If a district employee receives such a request, they shall immediately report the request to the Superintendent. The Superintendent shall report the request to the Board in a timely manner that ensures the confidentiality and privacy of any potentially identifying information.

The Superintendent or designee shall not compile a list, registry, or database based on students' national origin, ethnicity, or religious belief, practice, or affiliation, nor shall they disclose student information to federal government authorities for the purpose of compiling such a list, registry, or database for purposes of immigration enforcement. Such information may only be compiled or exchanged with other local, state, or federal agencies if the information is aggregated and is not personally identifiable.

### Student Records from Social Media

The Superintendent or designee may gather and maintain information from the social media of any district student, provided that the district first notifies students and parents/guardians about the proposed program, offers an opportunity for public comment at a regularly scheduled Board meeting, and gathers only information that directly pertains to school safety or student safety.

### Contract for Digital Storage, Management, and Retrieval of Student Records

The Superintendent or designee may enter into a contract with a third party for the digital storage, management, and retrieval of student records and/or to authorize a third party provider of digital software to access, store, and use student records, provided that the contract meets the requirements of Education Code 49073.1 and other applicable state and federal laws.

egal Reference:

EDUCATION CODE

234.7 Student protections relating to immigration and citizenship status

17604 Contracts

48201 Student records for transfer students who have been suspended/expelled

48853.5 Foster youth; placement, immunizations

48902 Notification of law enforcement of specified violations

48904-48904.3 Withholding grades, diplomas, or transcripts

48918 Rules governing expulsion procedures

48980 Parental notifications

48985 Notices in parent/guardian's primary language

49060-49079 Student records

49091.14 Parental review of curriculum

51747 Independent study

56041.5 Rights of students with disabilities

56050 Surrogate parents

56055 Foster parents

69432.9 Cal Grant program; notification of grade point average

BUSINESS AND PROFESSIONS CODE

22580-22582 Digital privacy

22584-22585 Student Online Personal Information Protection Act

22586-22587 Early Learning Personal Information Protection Act

CODE OF CIVIL PROCEDURE

1985.3 Subpoena duces tecum

FAMILY CODE

3025 Access to records by noncustodial parents

6552 Caregiver's authorization affidavit

GOVERNMENT CODE

6252-6260 Inspection of public records

HEALTH AND SAFETY CODE

120440 Immunizations; disclosure of information

PENAL CODE

245 Assault with deadly weapon

WELFARE AND INSTITUTIONS CODE

681 Truancy petitions

701 Juvenile court law

16010 Health and education records of a minor

CODE OF REGULATIONS, TITLE 5

430-438 Individual student records

16020-16027 Destruction of records of school districts

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

1232h Protection of Pupil Rights Amendment

UNITED STATES CODE, TITLE 26

152 Definition of dependent child

UNITED STATES CODE, TITLE 42

11434a McKinney-Vento Homeless Assistance Act; definitions

CODE OF FEDERAL REGULATIONS, TITLE 16

Part 312 Children's Online Privacy Protection Rule

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

300.501 Opportunity to examine records for parents of student with disability

Dated Board Policy Adopted by the Board: August 25, 2015

(Replaced BP 5012)

Date Board Policy Revised:

## **LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

### **BULLYING**

#### **BP 5131.2**

##### **Students**

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images as defined in Education Code 48900. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Strategies for addressing bullying in district schools shall be developed with involvement of key stakeholders, including students, parents/guardians, and staff, and may be incorporated into the comprehensive safety plan, the local control and accountability plan, and other applicable district and school plans.

As appropriate, the Superintendent or designee may collaborate with law enforcement, courts, social services, mental health services, other agencies, and community organizations in the development and implementation of joint strategies to promote safety in schools and the community and to provide services for alleged victims and perpetrators of bullying.

##### **Bullying Prevention**

To the extent possible, district schools shall focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying.

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes social-emotional learning, effective communication and conflict resolution skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

Such instruction shall also educate students about the negative impact of bullying,

discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice.

The Superintendent or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the district and its employees to prevent discrimination, harassment, intimidation, and bullying of district students. Such training shall be designed to provide staff with the skills to:

1. Discuss the diversity of the student body and school community, including their varying immigration experiences
2. Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims
3. Identify the signs of bullying or harassing behavior
4. Take immediate corrective action when bullying is observed
5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

#### Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness an act of bullying shall immediately intervene to stop the incident when it is safe to do so.

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate.



## Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee. Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report their observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR 1312.3 - Uniform Complaint Procedures.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

## Investigation and Resolution of Complaints

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3.

If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

## Discipline

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32282 Comprehensive safety plan

32283.5 Bullying; online training

35181 Governing board policy on responsibilities of students

35291-35291.5 Rules

48900-48925 Suspension or expulsion

48985 Translation of notices

52060-52077 Local control and accountability plan

PENAL CODE

422.55 Definition of hate crime

647 Use of camera or other instrument to invade person's privacy; misdemeanor

647.7 Use of camera or other instrument to invade person's privacy; punishment

653.2 Electronic communication devices, threats to safety

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

UNITED STATES CODE, TITLE 47

254 Universal service discounts (e-rate)

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

110.25 Notification of nondiscrimination on the basis of age

COURT DECISIONS

Wynar v. Douglas County School District, (2013) 728 F.3d 1062

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094

Lavine v. Blaine School District, (2002) 279 F.3d 719

Date Board Policy Adopted by the Board: August 27, 2013

(Replaced BP 5044)

Revised: January 26, 2016

Revised:

## **LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

### **ALCOHOL AND OTHER DRUGS**

#### **BP 5131.6**

##### **Students**

The Governing Board believes that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. The Board desires to keep district schools free of alcohol and other drugs in order to help prevent violence, promote school safety and create a well-disciplined environment conducive to learning.

The Superintendent or designee shall develop, implement and evaluate a comprehensive prevention and intervention program that is coordinated with other school and community-based services and programs. The district's program shall be scientifically based and designed to prevent or reduce alcohol or other drug use and the possession and distribution of illegal drugs. It shall include primary prevention activities such as decision-making skills and conflict management, instruction, referral to a rehabilitation program, enforcement/discipline, activities that promote the involvement of parents/guardians and coordination with appropriate community agencies and organizations.

The Board and Superintendent shall agree upon performance measures that will be used to monitor and determine the effectiveness of the district's program in reducing drug and alcohol use. The Superintendent or designee shall develop and implement an evaluation process that includes ongoing assessment and analysis of objective data regarding the incidence of drug and alcohol use among district students, including discipline problems, and the prevalence of risk factors.

The Superintendent or designee shall consult with principals, teachers, other school personnel, students and parents/guardians when developing the district's program.

The Superintendent or designee shall clearly communicate to all students, staff and parents/guardians the district's policies, regulations and school rules related to the use of alcohol and other drugs on school campuses or at school activities. Information about program needs and goals shall be widely distributed in the community.

Staff should encourage students to participate as responsible partners in efforts to maintain a safe, constructive school climate.

The Board encourages the establishment of district-level advisory groups to assist in promoting alcohol- and drug-free schools.

The district's drug education program shall augment county drug education services, if any. District staff shall take every opportunity to cooperate with county and county office of education staff in planning and implementing collaborative alcohol and drug prevention programs.

#### Instruction

The district shall provide science-based preventative instruction which has been proven effective in helping students avoid the use of alcohol and other drugs.

All instruction and related materials shall consistently state that unlawful use of alcohol or other drugs is wrong and harmful. Instruction shall not include the concept of responsible use of drugs or alcohol when such use is illegal.

The district shall offer staff development activities for staff who implement the comprehensive drug and alcohol prevention and intervention program.

#### Intervention, Referral and Student Assistance Programs

School staff, students and parents/guardians shall be informed about early warning signs which may indicate alcohol and other drug use and about appropriate agencies offering intervention programs, counseling, referral and other student assistance programs.

The Board strongly encourages any student who is using alcohol or drugs to discuss the matter with their parent/guardian or with any staff member. Students who disclose their use of alcohol or other drugs when seeking help from an intervention or recovery program shall not be disciplined for such use.

#### Enforcement/Discipline

The Superintendent or designee shall take appropriate action to eliminate possession, use or sale of alcohol and other drugs and related paraphernalia on school grounds or at school-sponsored activities.

Students possessing, using or selling alcohol or other drugs or related paraphernalia shall be subject to disciplinary procedures including suspension or expulsion and/or referral to law enforcement in accordance with law, Board policy and administrative regulation. In addition, such students may be referred to an appropriate counseling program, transferred to an alternative placement, and/or be restricted from extracurricular activities, including athletics.

Legal Reference:

EDUCATION CODE

44049 Known or suspected alcohol or drug abuse by student  
44645 In-service training anabolic steroids  
48900 Suspension or expulsion (grounds)  
48900.5 Suspension, limitation on imposition; exception  
48901 Smoking or use of tobacco prohibited  
48901.5 Prohibition of electronic signaling devices  
48902 Notification of law enforcement authorities; civil or criminal immunity  
48909 Narcotics or other hallucinogenic drugs  
48915 Expulsion; particular circumstances  
49602 Confidentiality of pupil information  
51202 Instruction in personal and public health and safety  
51203 Instruction on alcohol, narcotics and restricted dangerous drugs  
51210 Areas of study  
51220 Areas of study, grades 7 to 12  
51260-51269 Drug education  
60041 Instructional materials  
60110-60115 Instructional materials on alcohol and drug education

BUSINESS AND PROFESSIONS CODE

25608 Alcohol on school property; use in connection with instruction

HEALTH AND SAFETY CODE

11032 Narcotics, restricted dangerous drugs and marijuana  
11053-11058 Standards and schedules  
11353.6 Juvenile Drug Trafficking and Schoolyard Act  
11357 Unauthorized possession of marijuana; possession in school or on school grounds  
11361.5 Destruction of arrest or conviction records  
11372.7 Drug program fund; uses  
11802 Joint school-community alcohol abuse primary education and prevention program  
11999-11999.3 Alcohol and drug program funding; no unlawful use  
124175-124200 Adolescent family life program

PENAL CODE

13860-13864 Suppression of drug abuse in schools

VEHICLE CODE

13202.5 Drug and alcohol related offenses by person under age of 21, but aged 13 or over;

WELFARE AND INSTITUTIONS CODE

828 Disclosure of information re minors  
828.1 Disclosure of criminal records; protection of vulnerable staff & students

UNITED STATES CODE, TITLE 20

5812 National education goals  
7101-7122 Student Support and Academic Enrichment Grants

Date Board Policy Adopted:

(Replaced BP 5037)

## **LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

### **HEALTH CARE AND EMERGENCIES**

#### **BP 5141**

##### **Students**

The Governing Board recognizes the importance of taking appropriate action whenever an emergency threatens the safety, health, or welfare of a student at school or during school-sponsored activities.

The Superintendent or designee shall develop procedures to ensure that first aid and/or medical attention is provided as quickly as possible when accidents and injuries to students occur and that parents/guardians are notified as appropriate.

The Superintendent or designee shall ask parents/guardians to provide emergency contact information in order to facilitate communication in the event of an accident or illness.

District staff shall appropriately report and document student accidents.

#### **"Do Not Resuscitate" Orders**

The Board believes that staff members should not be placed in the position of determining whether or not to follow any parental or medical "do not resuscitate" orders. Staff shall not accept or follow any such orders except under the specific written direction of the Superintendent or designee. The Superintendent or designee may only direct a staff member to follow a "do not resuscitate" order if they have received a written parent/guardian authorization, with an authorized health care provider statement, and an order of an appropriate court.

The Superintendent or designee shall ensure that parents/guardians who have submitted a "do not resuscitate" order are informed of this policy.

#### **Automated External Defibrillators**

The Board authorizes the Superintendent or designee to place automated external defibrillators (AEDs) at designated school sites for use by school employees in an emergency.

The Superintendent or designee shall develop guidelines for employees regarding these devices and shall ensure that employees receive information that describes sudden cardiac arrest, the school's emergency response plan, and the proper use of an AED. The guidelines shall also specify the placement, security, and maintenance of the AED.

The authorization of AEDs in district schools shall not be deemed to create a guarantee that an AED will be present or will be used in the case of an emergency, or that a trained employee will be present and/or able to use an AED in an emergency, or that the AED will operate properly.

Legal Reference:

EDUCATION CODE

32040-32044 First aid equipment

49300-49307 School safety patrols

49407 Liability for treatment

49408 Emergency information

49409 Athletic events; physicians and surgeons; emergency medical care; immunity

49417 Automated external defibrillators

49470 Medical and hospital services for athletic program

49471 Medical and hospital services not provided or available

49472 Medical and hospital services for pupils

49474 Ambulance services

51202 Instruction in personal and public health and safety

CIVIL CODE

1714.21 Defibrillators; CPR; immunity from civil liability

FAMILY CODE

6550-6552 Caregivers

HEALTH AND SAFETY CODE

1797.196 Automated external defibrillators, immunity from civil liability

1797.200 Emergency medical services agency

1799.102 Personal liability immunity

CODE OF REGULATIONS, TITLE 8

5193 California Bloodborne Pathogens Standard

CODE OF REGULATIONS, TITLE 22

100031-100042 Automated external defibrillators

Date Board Policy Adopted by the Board:



## **LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

### **SUSPENSION AND EXPULSION/DUE PROCESS**

#### **BP 5144.1**

##### **Students**

The Governing Board desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Superintendent or designee shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law, in this policy, and in the accompanying administrative regulation.

Except when otherwise permitted by law, a student may be suspended or expelled only when their behavior is related to a school activity or school attendance occurring within any district school or another school district, regardless of when it occurs, including, but not limited to, the following:

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus
4. During, going to, or coming from a school-sponsored activity

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies.

#### **Appropriate Use of Suspension Authority**

Except when a student's act violates Education Code 48900(a)-(e), as listed in items #1-5 under "Grounds for Suspension and Expulsion: Grades K-12" of the accompanying administrative regulation, or when their presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct.

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension.

No student may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910.

## On-Campus Suspension

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the Superintendent or designee may establish a supervised suspension classroom program which meets the requirements of law.

Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct.

## Authority to Expel

A student may be expelled only by the Board.

As required by law, the Superintendent or principal shall recommend expulsion and the Board shall expel any student found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school or at a school activity off school grounds:

1. Possessing a firearm which is not an imitation firearm, as verified by a certificated employee, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence
2. Selling or otherwise furnishing a firearm
3. Brandishing a knife at another person
4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
5. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
6. Possessing an explosive as defined in 18 USC 921

For all other violations listed in the accompanying administrative regulation under "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12," the Superintendent or principal shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the Board shall order the student expelled only if it makes a finding of either or both of the following:

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

A vote to expel a student shall be taken in an open session of a Board meeting.

The Board may vote to suspend the enforcement of the expulsion order pursuant to the requirements of law and the accompanying administrative regulation.

No student shall be expelled for disruption or willful defiance.

#### Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and/or expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation.

#### Maintenance and Monitoring of Outcome Data

The Superintendent or designee shall annually present to the Board a report of the outcome data which the district is required to collect pursuant to Education Code 48900.8 and 48916.1, including the number of students recommended for expulsion, the grounds for each recommended expulsion, the actions taken by the Board, the types of referral made after each expulsion, and the disposition of the students after the expulsion period.

In presenting the report to the Board, the Superintendent or designee shall disaggregate data on suspensions and expulsions by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. Based on the data, the Board shall address any identified disparities in the imposition of student discipline and shall determine whether and how the district is meeting its goals for improving school climate as specified in its local control and accountability plan.

Legal Reference:

EDUCATION CODE

212.5 Sexual harassment

233 Hate violence

1981-1981.5 Enrollment of students in community school

17292.5 Program for expelled students

32261 Interagency School Safety Demonstration Act of 1985

35145 Open board meetings

35146 Closed sessions (regarding suspensions)

35291 Rules (for government and discipline of schools)

35291.5 Rules and procedures on school discipline

48645.5 Readmission; contact with juvenile justice system

48660-48666 Community day schools

48853.5 Foster youth

48900-48927 Suspension and expulsion

48950 Speech and other communication

48980 Parental notifications

49073-49079 Privacy of student records

52052 Numerically significant student subgroups

52060-52077 Local control and accountability plan

CIVIL CODE

47 Privileged communication

48.8 Defamation liability

CODE OF CIVIL PROCEDURE

1985-1997 Subpoenas; means of production

GOVERNMENT CODE

11455.20 Contempt

54950-54963 Ralph M. Brown Act

HEALTH AND SAFETY CODE

11014.5 Drug paraphernalia

11053-11058 Standards and schedules

LABOR CODE

230.7 Discharge or discrimination against employee for taking time off to appear in school on behalf of a child

PENAL CODE

31 Principal of a crime, defined

240 Assault defined

241.2 Assault fines

242 Battery defined

243.2 Battery on school property

243.4 Sexual battery

245 Assault with deadly weapon

245.6 Hazing

261 Rape defined

266c Unlawful sexual intercourse

286 Sodomy defined  
288 Lewd or lascivious acts with child under age 14  
288a Oral copulation  
289 Penetration of genital or anal openings  
417.27 Laser pointers  
422.55 Hate crime defined  
422.6 Interference with exercise of civil rights  
422.7 Aggravating factors for punishment  
422.75 Enhanced penalties for hate crimes  
626.2 Entry upon campus after written notice of suspension or dismissal without permission  
626.9 Gun-Free School Zone Act of 1995  
626.10 Dirks, daggers, knives, razors, or stun guns  
868.5 Supporting person; attendance during testimony of witness

#### WELFARE AND INSTITUTIONS CODE

729.6 Counseling

#### UNITED STATES CODE, TITLE 18

921 Definitions, firearm

#### UNITED STATES CODE, TITLE 20

1415(K) Placement in alternative educational setting

7961 Gun-free schools

#### UNITED STATES CODE, TITLE 42

11432-11435 Education of homeless children and youths

#### COURT DECISIONS

T.H. v. San Diego Unified School District (2004) 122 Cal. App. 4th 1267

Woodbury v. Dempsey (2003) 108 Cal. App. 4th 421

Board of Education of Sacramento City Unified School District v. Sacramento County Board of Education and Kenneth H. (2001) 85 Cal.App.4th 1321

Fremont Union High School District v. Santa Clara County Board (1991) 235 Cal. App. 3d 118

Garcia v. Los Angeles Board of Education (1991) 123 Cal. App. 3d 807

John A. v. San Bernardino School District (1982) 33 Cal. 3d 301

#### ATTORNEY GENERAL OPINIONS

84 Ops.Cal.Atty.Gen. 146 (2001)

80 Ops.Cal.Atty.Gen. 348 (1997)

80 Ops.Cal.Atty.Gen. 91 (1997)

80 Ops.Cal.Atty.Gen. 85 (1997)

Date Policy Adopted by the Board: October 27, 2015

(Replaced BP 5014)

Revised:

## **LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

### **RESPONSE TO IMMIGRATION ENFORCEMENT**

#### **BP 5145.13**

##### **Students**

The Governing Board is committed to the success of all students and believes that every school site should be a safe and welcoming place for all students and their families irrespective of their citizenship or immigration status.

District staff shall not solicit or collect information or documents regarding the citizenship or immigration status of students or their family members or provide assistance with immigration enforcement at district schools, except as may be required by state and federal law.

No student shall be denied equal rights and opportunities nor be subjected to unlawful discrimination, harassment, intimidation, or bullying in the district's programs and activities on the basis of their immigration status.

The Superintendent or designee shall notify parents/guardians regarding their children's right to a free public education regardless of immigration status or religious beliefs and their rights related to immigration enforcement.

Consistent with requirements of the California Office of the Attorney General, the Superintendent or designee shall develop procedures for addressing any requests by a law enforcement officer for access to district records, school sites, or students for the purpose of immigration enforcement.

Teachers, school administrators, and other school staff shall receive training regarding immigration issues, including information on responding to a request from an immigration officer to visit a school site or to have access to a student.

The Superintendent or designee shall report to the Board in a timely manner any requests for information or access to a school site by an officer or employee of a law enforcement agency for the purpose of enforcing the immigration laws. Such notification shall be provided in a manner that ensures the confidentiality and privacy of any potentially identifying information.

Legal Reference:

EDUCATION CODE

200 Educational equity

220 Prohibition of discrimination

234.1 Safe Place to Learn Act

234.7 Student protections relating to immigration and citizenship status

48204.4 Evidence of residency for school enrollment

48980 Parental notifications

48985 Notices to parents in language other than English

GOVERNMENT CODE

8310.3 California Religious Freedom Act

PENAL CODE

422.55 Definition of hate crime

627.1-627.6 Access to school premises, outsiders

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

COURT DECISIONS

Plyler v. Doe, 457 U.S. 202 (1982)

Date Board Policy Adopted by the Board:



## **LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

### **NONDISCRIMINATION/HARASSMENT**

#### **BP 5145.3**

##### **Students**

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also includes the creation of a hostile environment through prohibited conduct that is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. They shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the

school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. They shall report their findings and recommendations to the Board after each review.

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

#### Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

#### Legal Reference:

##### EDUCATION CODE

200-262.4 Prohibition of discrimination

48900.3 Suspension or expulsion for act of hate violence

48900.4 Suspension or expulsion for threats or harassment

48904 Liability of parent/guardian for willful student misconduct

48907 Student exercise of free expression

48950 Freedom of speech

48985 Translation of notices

49020-49023 Athletic programs

51500 Prohibited instruction or activity

51501 Prohibited means of instruction

60044 Prohibited instructional materials

CIVIL CODE

1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state

PENAL CODE

422.55 Definition of hate crime

422.6 Crimes, harassment

CODE OF REGULATIONS, TITLE 5

432 Student record

4600-4670 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

12101-12213 Title II equal opportunity for individuals with disabilities

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age Discrimination Act of 1975

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.31 Disclosure of personally identifiable information

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

110.25 Prohibition of discrimination based on age

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130

Date Board Policy Adopted by the Board: March 28, 2017

Revised:

## **LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

### **COMPREHENSIVE HEALTH INSTRUCTION**

#### **BP 6142.1**

##### **Instruction**

The Governing Board desires to provide a well-planned, integrated sequence of medically accurate and inclusive instruction on comprehensive sexual health and human immunodeficiency virus (HIV) prevention. The district's educational program shall provide students with the knowledge and skills necessary to protect them from sexually transmitted infections and unintended pregnancy and to have healthy, positive, and safe relationships and behaviors. The district's educational program shall also promote understanding of sexuality as a normal part of human development and the development of healthy attitudes and behaviors concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family.

Comprehensive sexual health education and HIV prevention education shall be offered to all students in grades 7-12, including at least once in junior high or middle school and at least once in high school.

The Health Education Content Standards for California Public Schools have eight overarching standards in the following areas:

1. Essential Health Concepts: All students will comprehend essential concepts related to enhancing health.
2. Analyzing Health Influences: All students will demonstrate the ability to analyze internal and external influences that affect health.
3. Accessing Valid Health Information: All students will demonstrate the ability to access and analyze health information, products, and services.
4. Interpersonal Communication: All students will demonstrate the ability to use interpersonal communication skills to enhance health.
5. Decision Making: All students will demonstrate the ability to use decision-making skills to enhance health.
6. Goal Setting: All students will demonstrate the ability to use goal-setting skills to enhance health.
7. Practicing Health-Enhancing Behaviors: All students will demonstrate the ability to practice behaviors that reduce risk and promote health.
8. Health Promotion: All students will demonstrate the ability to promote and | support personal, family, and community health.

The district's curriculum shall support the purposes of the California Healthy Youth Act as specified in Education Code 51930-51939, be unbiased and inclusive of all students in the classroom, and be aligned with the state's content standards. The district shall respect the rights of parents/guardians to supervise their children's education on these subjects and to impart values regarding human sexuality to their children.

## Parent/Guardian Consent

Annually, parents/guardians shall be notified that they may request in writing that their child be excused from participating in comprehensive sexual health and HIV prevention education. Students so excused by their parents/guardians shall be given an alternative educational activity.

A student shall not be subject to disciplinary action, academic penalty, or other sanction if the student's parent/guardian declines to permit the student to receive the instruction.

## Legal Reference:

### EDUCATION CODE

220 Prohibition of discrimination

33544 Inclusion of sexual harassment and violence in health curriculum framework

48980 Notice at beginning of term

51202 Instruction in personal and public health and safety

51210.8 Health education curriculum

51225.35 Instruction in sexual harassment and violence; districts that require health education for graduation

51240 Excuse from instruction due to religious beliefs

51513 Materials containing questions about beliefs or practices

51930-51939 California Healthy Youth Act

67386 Student safety; affirmative consent standard

### HEALTH AND SAFETY CODE

1255.7 Parents surrendering physical custody of a baby

### PENAL CODE

243.4 Sexual battery

261.5 Unlawful sexual intercourse

271.5 Parents voluntarily surrendering custody of a baby

### UNITED STATES CODE, TITLE 20

1232h Protection of student rights

7906 Sex education

Date Board Policy Adopted:

## **LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

### **SCHOOL-SPONSORED TRIPS**

#### **BP 6153**

##### **Instruction**

The Governing Board recognizes that field trips supplement and enrich the classroom learning experience, lead to increased student achievement, and foster student engagement. The Board encourages field trips to reinforce and increase learning opportunities and to enhance district programs.

Field trips shall be conducted in connection with the district's course of study or school-related social, educational, cultural, athletic, school band, or other extracurricular or co-curricular activities.

Requests for field trips involving out-of-state, or overnight travel shall be submitted to the Superintendent or designee. The Superintendent or designee shall review the request and make a recommendation to the Board as to whether the request should be approved by the Board. All other field trips shall be approved in advance by the principal.

The principal shall establish a process for approving a staff member's request to conduct a field trip. When planning trips, staff shall consider student safety, objectives of instruction, the most effective use of instructional time, the distance from school, district and student expense, and transportation and supervision requirements. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

No field trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. The Superintendent or designee may coordinate with community groups to supply funds for students in need.

No expenses of pupils participating in a field trip or excursion to any other state, the District of Columbia or a foreign country authorized by this policy shall be paid with District funds except incidental expenses for the use of District equipment or transportation.

Legal Reference:

EDUCATION CODE

8760 Authorization of outdoor science and conservation programs

32040-32044 First aid equipment: field trips

35330 Excursions and field trips

35331 Provision for medical or hospital service for pupils (on field trips)

35332 Transportation by chartered airline

35350 Transportation of students

44808 Liability when pupils not on school property

48908 Duties of pupils; authority of teachers

BUSINESS AND PROFESSIONS CODE

17550-17550.9 Sellers of travel

17552-17556.5 Educational travel organizations

Date Board Policy Adopted:

(Replaces BP 6019)



Delete

**LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

Board Policy No. 6019: **FIELD TRIPS AND EXCURSIONS**

- A. Any District approved educational activity involving the transport of pupils to a non- school sponsored activity is a District field trip or excursion (hereinafter together referred to as a field trip). To the extent that requests for field trips are consistent with applicable laws and regulations and District field trip policies, they will be considered for District approval. This Policy shall be interpreted consistent with Education Code section 44808.
- B. Any other excursion, trip, tour, cruise, or other venture involving school age pupils that is not District approved and is not supervised by District personnel is not a District field trip, and the School District assumes no responsibility or liability for any such activities. Additionally, no excursion, trip, tour, cruise, or other venture not specifically approved in advance in writing by the Superintendent or Principal (hereinafter referred to as “non-District excursions”) shall be promulgated, advertised, promoted, or represented as a District activity or District field trip. The District does not approve or endorse such excursions. If a District employee coordinates or participates in a non-District excursion, such excursion shall be on non-work time. In addition, the employee shall inform the excursions’ participants and their parents or guardians that the District has not approved or endorsed such excursion and that the District retains no responsibility, liability, or insurance for such excursion. No District forms, including the District’s attached parent consent and waiver form, shall be used for non-District excursions. Violation of this policy may result in discipline up to and including termination of employment.
- C. A field trip may be fully funded by the District; partially funded by the District; or totally financed by a fund raising event(s), gift(s), or donation(s).
- D. No expenses of pupils participating in a field trip or excursion to any other state, the District of Columbia or a foreign country authorized by this policy shall be paid with District funds except incidental expenses for the use of District equipment or transportation.
- E. No pupil shall be prevented from making the field trip because of lack of sufficient funds. No group shall be authorized to take a field trip authorized by this policy if any pupil who is a member of such identifiable group will be excluded from participation in the field trip because of lack of sufficient funds.
- F. All field trips must meet the following criteria and procedural safeguards:
  - 1. The trip is consistent with District educational goals;
  - 2. The trip will appeal to the age group of the pupils involved;
  - 3. The trip is safe for the age group of the pupils;

4. The trip will provide the pupils with unique experiences that are not available in a classroom setting;
5. The learning opportunities for pupils justify the time and expense in planning and conducting the trip;
6. The trip does not unduly distract from the pupils' regular classroom responsibilities;
7. The trip is planned and coordinated by District staff, and must be approved by the Superintendent or Principal in writing;
8. The Superintendent or designee will be provided assurance that no pupil who otherwise meets the prerequisites established for the field trip will be excluded for lack of personal finances;
9. The trip will not expose the District to an unreasonably high degree of liability and proper and adequate supervision of pupils shall be undertaken. The number of staff or volunteers necessary to assure the proper supervision of students will depend upon the number of students attending the field trip, and the location and nature of the activities in which students will engage.
10. If the field trip is to be partially or totally financed by non-District funding sources, the supervisors/organizers will adhere to all District fund raising policy and administrative procedure provisions. All District personnel are required to fully enforce Board Policy 5011- PARTICIPATION IN EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES.
11. The teacher or employee in charge of the field trip shall have a first aid kit in his or her possession or immediately available, while conducting the field trip.
12. No field trip into any area which is commonly known to be infested by poisonous snakes may be taken unless pupils are accompanied by a teacher, employee, or agent of the school who has completed a course in first aid, certified by the American Red Cross, which emphasizes the treatment of snake bites. In addition, the first aid kit shall contain snake bite response instructions.
13. All persons making the field trip shall be deemed to have waived all claims against the District or the State of California for injury, accident, illness or death occurring during or by reason of the field trip. All adults or parents or guardians of pupils taking field trips shall sign the attached parent consent and waiver form waiving such claims.

14. District staff accompanying or transporting students on District approved field trips or excursions shall not consume any alcoholic beverage at any time from the commencement of the field trip or excursion until its conclusion. Violation of this policy by District employees may lead to disciplinary action up to and including termination of employment. Parents, guardians and other individuals accompanying students on District approved field trips or excursions are strongly advised to comply with this provision in order to be eligible to attend future field trips and excursions.

Legal Reference:

Education Code sections 32040, 32041, 32043, 35330, 35331, 35332, 38120, 44808  
CCR Title 5 Section 5531

Date Policy Adopted By The Board: October 8, 2002  
Date Policy Amended By The Board: December 11, 2007  
Date Policy Revised By The Board: June 12, 2012

## **LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

### **STUDENT ASSESSMENT**

#### **BP 6162.5**

##### **Instruction**

The Governing Board recognizes that student assessments are an important instructional and accountability tool. To obtain the most accurate evaluation of student performance, the district shall use a variety of measures, including district, state, and/or national assessments.

Assessment data shall be used to help determine individual students' progress, mastery of academic standards, appropriate placement in district programs, and/or eligibility for graduation. In addition, summary data on student assessment results shall be used by the district to identify and review student achievement goals in the district's local control and accountability plan, and evaluate district educational programs in order to identify needed improvements.

In selecting or developing any district assessment, the Superintendent or designee shall examine evidence of its reliability, its validity for the intended purpose and for various student populations, and the extent to which it aligns with the material that is being taught.

The Superintendent or designee shall ensure that assessments are administered in accordance with law and test publisher's directions, and that test administration procedures are fair and equitable for all students.

As appropriate, assessment results shall be disaggregated by student subgroup, classroom, grade level, and/or school site to allow for critical analysis of student needs.

The Superintendent or designee shall provide professional development as needed to assist administrators and teachers in interpreting and using assessment data to improve student performance and the instructional program.

When districtwide and school-level results of student assessments are published by the state, the Superintendent or designee may provide supplementary information to assist parents/guardians and the community in understanding test results.

##### **Interim and Formative Assessments**

State interim and formative assessments may be used in combination with other sources of information to gain timely feedback about student progress in an effort to continually adjust instruction to improve learning. Results from interim and formative assessments shall not be used for any high-stakes purpose, including, but not limited to, teacher or other school staff evaluation, accountability, student grade promotion or retention, graduation, course or class placement, identification for gifted or talented education, reclassification of English learners, or identification as an individual with exceptional needs.

The Superintendent or designee shall ensure that teachers who administer interim and formative assessments have access to all functions and information designed for teacher use related to such assessments and student performance on the assessments.

Legal Reference:

EDUCATION CODE

313 Assessment of English language development

10600-10610 California Education Information System

44660-44665 Evaluation and assessment of performance of certificated employees (Stull Act)

49558 Free and reduced-price meals; use of individual applications and records

51041 Evaluation of educational program

51450-51455 Golden State Seal Merit Diploma

52052 Accountability; numerically significant student subgroups

52060-52077 Local control and accountability plan

60600-60649 Assessment of academic achievement, especially:

60640-60649 California Assessment of Student Performance and Progress

60800 Physical fitness testing

60810-60812 Assessment of English language development

60900 California Longitudinal Pupil Achievement Data System

CODE OF REGULATIONS, TITLE 5

850-864 California Assessment of Student Performance and Progress

UNITED STATES CODE, TITLE 20

9622 National Assessment of Educational Progress

Date Board Policy Adopted:

## **LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

### **TRANSITIONAL KINDERGARTEN**

#### **BP 6170.1**

##### **Instruction**

The Governing Board desires to offer a high-quality transitional kindergarten (TK) program for eligible children who do not yet meet the minimum age criterion for kindergarten. The TK program shall assist students in developing the academic, social, and emotional skills they need to succeed in kindergarten and beyond.

The district's TK program shall be the first year of a two-year kindergarten program.

The Board encourages ongoing collaboration among district preschool staff and providers, elementary teachers, administrators, and parents/guardians in the development, implementation, and evaluation of the district's TK program.

##### **Eligibility**

The district's TK program shall admit children whose fifth birthday is from September 2 through December 2.

Parents/guardians of eligible children shall be notified of the availability of the TK program and the age, residency, immunization, and any other enrollment requirements. Enrollment in the TK program shall be voluntary.

Upon request of a child's parents/guardians, the district may, on a case-by-case basis after the Superintendent or designee determines that it is in the child's best interest, admit into the district's TK program a child whose fifth birthday is on or before September 1 and who is therefore eligible for kindergarten.

At any time during the school year, the district may admit into the TK program a child whose fifth birthday is after December 2 of that same school year, provided that the Superintendent or designee recommends that enrollment in a TK program is in the child's best interest. Prior to such enrollment, the child's parents/guardians shall be provided information regarding the advantages and disadvantages and any other explanatory information about the effect of early admittance.

##### **Curriculum and Instruction**

The district's TK program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate.

The program shall be aligned with the preschool learning foundations and preschool curriculum frameworks developed by the California Department of Education. It shall be designed to facilitate students' development in essential skills related to language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

The Board shall establish the length(s) of the school day in the district's TK program. TK programs may be maintained for different lengths of time either at the same or different school sites, as long as the school day is at least three hours but no more than four hours. The Superintendent or designee shall annually report to the California Department of Education as to whether the district's TK programs are offered full day, part day, or both.

TK students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

#### Staffing

The Superintendent or designee shall ensure that teachers assigned to teach in TK classes possess a teaching credential or permit from the Commission on Teacher Credentialing (CTC) that authorizes such instruction.

A credentialed teacher who is first assigned to a TK class after July 1, 2015, shall, by August 1, 2020, have at least 24 units in early childhood education and/or child development, comparable experience in a preschool setting, and/or a child development teacher permit issued by the CTC.

The Superintendent or designee may provide professional development as needed to ensure that TK teachers are knowledgeable about the standards and effective instructional methods for teaching young children.

#### Continuation to Kindergarten

Students who complete the TK program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed Kindergarten Continuance Form for kindergarten attendance.

However, whenever children who would otherwise be age-eligible for kindergarten are enrolled in TK, the Superintendent or designee shall obtain a Kindergarten Continuance Form signed by the parent/guardian near the end of the TK year consenting to the child's enrollment in kindergarten the following year.

A student shall not attend more than two years in a combination of TK and kindergarten.

## Assessment

The Superintendent or designee may develop or identify appropriate formal and/or informal assessments of TK students' development and progress. They shall monitor and regularly report to the Board regarding program implementation and the progress of students in meeting related academic standards.

### Legal Reference:

#### EDUCATION CODE

8973 Extended-day kindergarten

37202 School calendar; equivalency of instructional minutes

44258.9 Assignment monitoring by county superintendent of schools

46111 Kindergarten, hours of attendance

46114-46119 Minimum school day, kindergarten

46300 Computation of ADA, inclusion of kindergarten and transitional kindergarten

48000 Age of admission, kindergarten and transitional kindergarten

48002 Evidence of minimum age required to enter kindergarten or first grade

48003 Kindergarten annual report

48200 Compulsory education, starting at age six

Date Board Policy Adopted: January 26, 2016

Revised:



## **LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

### **TITLE I PROGRAMS**

#### **BP 6171**

##### **Instruction**

The Governing Board desires to provide a high-quality education that enables all students to meet challenging state academic standards. In schools with a large number or percentage of economically disadvantaged families, the district shall use Title I funds to provide services that strengthen the academic program and provide support to students at risk of failing to achieve academic standards.

Title I funds shall be used to supplement, not supplant, funds available from state and local sources for the education of students participating in Title I programs. In order to improve the academic achievement of students from economically disadvantaged families, the district shall use federal Title I funds to provide supplementary services that reinforce the core curriculum and assist students in attaining proficiency on state academic standards and assessments.

Descriptions of how the district will address the required components of the Title I local educational agency plan, as specified in 20 USC 6312, shall be included within the district's control and accountability plan (LCAP), the LCAP Federal Addendum, or another document. School-level strategies shall be aligned with the district's plan and be tailored to the specific needs of the students at the school.

In addition, the district and each school receiving Title I funds shall develop a written parent/guardian and family engagement policy in accordance with 20 USC 6318.

The Superintendent or designee shall provide technical assistance and support to any school participating in the Title I program, including consultation in the development and implementation of school plans and activities.

#### **Comparability of Services**

In schools receiving Title I funds, state and local funds shall be used to provide services that, taken as a whole, are at least comparable to services in schools that are not receiving Title I funds or, if all district schools are receiving Title I funds, that are substantially comparable in each school. Comparability may be determined on a school-by-school basis or by grade span.

To demonstrate comparability of services among district schools, the district shall:

1. Adopt and implement a districtwide salary schedule
2. Ensure equivalence in teachers, administrators, and other staff, as measured by either or both of the following:

- a. The ratio of students to instructional staff at each Title I school within a grade span, which shall not exceed 110 percent of the average ratio for all non-Title I district schools within that grade span
  - b. Salary expenditures for instructional staff at each Title I school, which shall be no less than 90 percent of the average salary expenditure across non-Title I district schools.
- 3. Ensure equivalence in the provision of curriculum materials and instructional supplies, by determining whether the per-student expenditure of state and local funds for curriculum materials and instructional supplies in Title I schools is between 90 and 110 percent of the districtwide average
- 4. Determine whether the amount of state and local funds allocated per student for each grade span is between 90 and 110 percent of the per student average for each grade span in non-Title I schools

In determining comparability, the district shall not include staff salary differentials for years of employment. The district also may exclude unpredictable changes in student enrollment or personnel assignments that occur after the beginning of the school year, state and local funds expended for language instruction educational programs, state and local funds expended for the excess costs of providing services to students with disabilities, and supplemental state or local funds expended in any school attendance area or school for programs that specifically meet the intent and purposes of Title I.

The Superintendent or designee shall annually assess comparability in accordance with the above criteria and maintain records documenting the district's compliance. If any instances of noncomparability are identified, the Superintendent or designee shall promptly implement adjustments as needed to ensure comparability.

#### Program Evaluation

The Board shall regularly monitor the progress of economically disadvantaged and low-achieving students in Title I schools. During the annual evaluation of the district's progress toward achieving each goal identified in the LCAP or other planning document addressing 20 USC 6312, the Board shall review disaggregated data on academic achievement, school attendance, and other outcomes for such students and shall ensure that strategies are revised as necessary to support continuous improvement.

Legal Reference:

EDUCATION CODE

11503 Parent involvement programs in Title I schools

52060-52077 Local control and accountability plan

54420-54425 State Compensatory Education

64001 Single plan for student achievement, consolidated application programs

UNITED STATES CODE, TITLE 20

6301 Program purpose

6311-6322 Improving basic programs for disadvantaged students, including:

6312 Local educational agency plan

6313 Eligibility of schools and school attendance areas; funding allocation

6314 Title I schoolwide programs

6315 Targeted assistance schools

6318 Parent and family engagement

6320 Participation of private school students

6321 Comparability of services

6333-6335 Grants to local educational agencies

6391-6399 Education for migrant students

7881 Participation of private school students

CODE OF FEDERAL REGULATIONS, TITLE 34

200.1-200.73 Improving basic programs for disadvantaged students

Date Board Policy Adopted: December 13, 2016

Revised:

## **LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

### **EDUCATION FOR HOMELESS CHILDREN**

#### **BP 6173**

#### **Instruction**

The Governing Board desires to ensure that homeless students have access to the same free and appropriate public education provided to other students within the district. The district shall provide homeless students with access to education and other services necessary for them to meet the same challenging academic standards as other students.

The Superintendent or designee shall identify and remove any barriers to the identification and enrollment of homeless students and to the retention of homeless students due to absences or outstanding fees or fines.

When there are at least 15 homeless students in the district or a district school, the district's local control and accountability plan (LCAP) shall include goals and specific actions to improve student achievement and other outcomes of homeless students.

The Superintendent or designee shall designate an appropriate staff person to serve as a liaison for homeless children and youths. The district liaison shall fulfill the duties specified in 42 USC 11432 to assist in identifying and supporting homeless students to succeed in school.

In order to identify district students who are homeless, the Superintendent or designee may give a housing questionnaire to all parents/guardians during school registration, make referral forms readily available, include the district liaison's contact information on the district and school websites, provide materials in a language easily understood by families and students, provide school staff with professional development on the definition and signs of homelessness, and contact appropriate local agencies to coordinate referrals for homeless children and youth and unaccompanied youth.

Information about a homeless students living situation shall be considered part of a student's educational record, subject to the Family Educational Rights and Privacy Act and shall not be deemed to be directory information as defined in 20 USC 1232g.

The Superintendent or designee shall ensure that placement decisions for homeless students are based on the student's best interest as defined in law and administrative regulation.

Each homeless student shall be provided services that are comparable to services offered to other students in the school, including, but not limited to, transportation, educational programs for which the student meets the eligibility criteria (such as federal Title I services or similar state or local programs, programs for students with disabilities, and educational programs for English learners), career and technical education programs, programs for gifted and talented students, and school nutrition programs.

Homeless students shall not be segregated into a separate school or program based on their status as homeless and shall not be stigmatized in any way. However, the Superintendent or designee may separate homeless students on school grounds as necessary for short periods of time for health and safety emergencies or to provide temporary, special, and supplementary services to meet the unique needs of homeless students.

The Superintendent or designee shall coordinate with other agencies and entities to ensure that homeless children and youth are promptly identified, ensure that homeless students have access to and are in reasonable proximity to available education and related support services, and raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness. Toward these ends, the Superintendent or designee shall collaborate with local social services agencies, other agencies or entities providing services to homeless children and youth, and, if applicable, transitional housing facilities. In addition, the Superintendent or designee shall coordinate transportation, transfer of school records, and other interdistrict activities with other local educational agencies. As necessary, the Superintendent or designee shall coordinate, within the district and with other involved local educational agencies, services for homeless students and services for students with disabilities.

District liaisons and other appropriate staff shall participate in professional development and other technical assistance activities to assist them in identifying and meeting the needs of homeless students and to provide training on the definitions of terms related to homelessness.

At least annually, the Superintendent or designee shall report to the Board on outcomes for homeless students, which may include, but are not limited to, school attendance, student achievement test results, promotion and retention rates by grade level, graduation rates, suspension/expulsion rates, and other outcomes related to any goals and specific actions identified in the LCAP. Based on the evaluation data, the district shall revise its strategies as needed to better support the education of homeless students.

Legal Reference:

EDUCATION CODE

39807.5 Payment of transportation costs by parents

48850 Educational rights of homeless and foster youth

48852.5 Notice of educational rights of homeless students

48852.7 Enrollment of homeless students

48915.5 Recommended expulsion, homeless student with disabilities

48918.1 Notice of recommended expulsion

51225.1-51225.3 Graduation requirements

52060-52077 Local control and accountability plan

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

UNITED STATES CODE, TITLE 20

1087vv Free Application for Federal Student Aid; definitions

1232g Family Educational Rights and Privacy Act

6311 Title I state plan; state and local educational agency report cards

UNITED STATES CODE, TITLE 42

11431-11435 McKinney-Vento Homeless Assistance Act

12705 Cranston-Gonzalez National Affordable Housing Act; state and local strategies

Date Policy Adopted by the Board: June 23, 2015

Revised:

## **LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

### **EDUCATION FOR FOSTER YOUTH**

#### **BP 6173.1**

##### **Instruction**

The Governing Board recognizes that foster youth may face significant barriers to achieving academic success due to their family circumstances, disruption to their educational program, and their emotional, social, and other health needs. To enable such students to achieve state and district academic standards, the Superintendent or designee shall provide them with full access to the district's educational program and implement strategies identified as necessary for the improvement of the academic achievement of foster youth in the district's local control and accountability plan (LCAP).

The Superintendent or designee shall ensure that placement decisions for foster youth are based on the students' best interests as defined in law and administrative regulation. To that end, they shall designate a staff person as the district liaison for foster youth to help facilitate the enrollment, placement, and transfer of foster youth.

The Superintendent or designee and district liaison shall ensure that all appropriate staff, including, but not limited to, each principal, school registrar, and attendance clerk, receive training on the enrollment, placement, and transfer of foster youth and other related rights.

The Board desires to provide foster youth with a safe, positive learning environment that is free from discrimination and harassment and that promotes students' self-esteem and academic achievement. The Superintendent or designee shall develop strategies to build a foster youth's feeling of connectedness with their school, including, but not limited to, strategies that promote positive discipline and conflict resolution, the development of resiliency and interpersonal skills, and the involvement of foster parents, group home administrators, and/or other caretakers in school programs and activities.

To address the needs of foster youth and help ensure the maximum utilization of available funds, the Superintendent or designee shall collaborate with local agencies and officials including, but not limited to, the county placing agency, social services, probation officers, and juvenile court officers. The Superintendent or designee shall explore the feasibility of entering into agreements with these groups to coordinate services and protect the rights of foster youth.

At least annually and in accordance with the established timelines, the Superintendent or designee shall report to the Board on the outcomes for foster youth regarding the goals and specific actions identified in the LCAP, including, but not limited to, school attendance, student achievement test results, promotion and retention rates by grade level, graduation rates, and suspension/expulsion rates. As necessary, evaluation data shall be used to determine and recommend revisions to the LCAP for improving or increasing services for foster youth.

Legal Reference:

EDUCATION CODE

32228-32228.5 Student safety and violence prevention  
42238.01-42238.07 Local control funding formula  
42920-42925 Foster children educational services  
48645-48646 Juvenile court schools  
48850-48859 Educational placement of students residing in licensed children's institutions  
48915.5 Suspension and expulsion; students with disabilities, including foster youth  
48918.1 Notice of expulsion hearing for foster youth  
49061 Student records  
49069.5 Foster care students, transfer of records  
49076 Access to student records  
51225.1 Exemption from district graduation requirements  
51225.2 Pupil in foster care defined; acceptance of coursework, credits, retaking of course  
51225.3 High school graduation  
52060-52077 Local control and accountability plan  
56055 Rights of foster parents in special education

HEALTH AND SAFETY CODE

1522.41 Training and certification of group home administrators  
1529.2 Training of licensed foster parents  
120341 Foster youth: school placement: immunization records

WELFARE AND INSTITUTIONS CODE

300 Children subject to jurisdiction  
309 Investigation and release of child  
317 Appointment of legal counsel  
361 Limitations on parental or guardian control  
366.27 Educational decision by relative providing living arrangements  
602 Minors violating law; ward of court  
726 Limitations on parental or guardian control  
727 Order of care, ward of court  
16000-16014 Foster care placement

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

UNITED STATES CODE, TITLE 20

1415 Procedural safeguards; placement in alternative educational setting  
6311 State plan

UNITED STATES CODE, TITLE 29

794 Rehabilitation Act of 1973, Section 504

UNITED STATES CODE, TITLE 42

670-679b Federal assistance for foster care programs  
11431-11435 McKinney-Vento Homeless Assistance Act

Date Board Policy Adopted:



## **LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

### **CAREER TECHNICAL EDUCATION**

#### **BP 6178**

##### **Instruction**

The Governing Board desires to provide a comprehensive career technical education (CTE) program in the secondary grades which integrates core academic instruction with technical and occupational instruction in order to increase student achievement, graduation rates, and readiness for postsecondary education and employment. The district's CTE program shall be designed to help students develop the academic, career, and technical skills needed to succeed in a knowledge- and skills-based economy. The program shall include a rigorous academic component and provide students with a strong experience and understanding of all aspects of an industry.

The district's CTE program shall focus on preparing students to enter current or emerging high-skill, high-wage, and/or high-demand occupations. CTE opportunities may be offered through linked learning programs, partnership academies, apprenticeship programs or orientation to apprenticeships, regional occupational centers or programs, tech prep programs, small learning communities, or other programs that expose students to career options while preparing them for future careers in a given industry or interest area.

The Board shall review and approve all district plans and applications for the use of state and/or federal funds supporting CTE.

The district shall adopt standards for CTE which meet or exceed the state's model content standards and describe the essential knowledge and skills that students enrolled in these courses are expected to master. The course curriculum shall be aligned with district-adopted standards and the state's curriculum framework.

At least every three years, the Superintendent or designee shall compare the district's curriculum, course content, and course sequence of CTE with the model state curriculum standards.

The Superintendent or designee shall systematically review the district's CTE classes to determine the degree to which each class may offer an alternative means for completing and receiving credit for specific portions of the course of study prescribed by the district for high school graduation. The Board shall ensure that these classes are equivalent in content and rigor to the courses prescribed for graduation.

The Superintendent or designee shall develop partnerships with local businesses and industries to ensure that course sequences, career technical and integrated curriculum, classroom instruction and projects, and assessments have real-world relevance and reflect

labor market needs and priorities. They also shall work to develop connections with businesses, postsecondary institutions, community organizations, and/or other employers to provide students with actual or simulated work-based learning opportunities.

The Superintendent or designee shall collaborate with postsecondary institutions to ensure that the district's program is articulated with postsecondary programs in order to provide a sequential course of study. Articulation opportunities may include dual or concurrent enrollment in community college courses.

The Superintendent or designee shall inform all secondary students and their parents/guardians about the CTE experiences available in the district, CTE courses that satisfy college admission criteria, CTE courses that satisfy high school graduation requirements. In addition, secondary students may receive individualized career guidance and academic counseling which provides information about academic and CTE opportunities related to the student's career goals.

The Superintendent or designee shall ensure that teachers of CTE courses possess the qualifications and credentials necessary to teach their assigned courses. They also shall provide teachers and administrators with professional development designed to enhance their knowledge of standards-aligned CTE and shall provide opportunities for CTE teachers to collaborate with teachers of academic courses in the development and implementation of integrated curriculum models.

The Superintendent or designee shall provide counselors and other guidance personnel with professional development that includes, but is not limited to, information about current workforce needs and trends, requirements of the district's CTE program, work-based learning opportunities, and postsecondary education and employment options following high school.

Upon written request from a nonprofit private school within the geographical area served by the district, the Superintendent or designee shall consult with private school representatives in a timely and meaningful manner and may provide for the participation of private school secondary students in the district's programs and activities funded under the federal Carl D. Perkins Career and Technical Education Act. To the extent practicable, the Superintendent or designee also shall, upon request, permit participation of CTE teachers, administrators, and other personnel from private schools in the district's inservice and preservice professional development programs funded through the Perkins Act.

The Superintendent or designee shall regularly assess district needs for facilities, technologies, and equipment to increase students' access to the district's CTE program.

## Nondiscrimination

The district's program shall provide equal access to and shall not unlawfully discriminate against students who are members of special populations. Special populations include, but are not limited to, students with disabilities; students from economically disadvantaged families, including foster youth; single parents and single pregnant females; displaced homemakers; students with limited English proficiency; and students preparing for nontraditional fields. Nontraditional fields include occupations or fields of work, including careers in computer science, technology, and other emerging high-skill occupations, for which individuals from one gender constitute less than 25 percent of the individuals employed in each such occupation or field of work.

Prior to the beginning of each school year, the Superintendent or designee shall advise students, parents/guardians, employees, and the general public that all CTE opportunities are offered without regard to any actual or perceived characteristic protected from discrimination by law.

The above notification shall be disseminated in languages other than English as needed and shall state that the district will take steps to ensure that the lack of English language skills will not be a barrier to admission and participation in the district's CTE program.

## School and Community Involvement

The Superintendent or designee shall appoint a CTE advisory committee to develop recommendations on the district's CTE program and to serve as a liaison between the district and potential employers. The committee shall consist of at least one student, teacher, business representative, industry representative, school administrator, member of the general public knowledgeable about the disadvantaged, and representative of the field office of the California Employment Development Department.

The district also shall involve parents/guardians; students; academic and CTE teachers; administrators; career guidance and academic counselors; representatives of tech prep consortia if applicable, business and industry, labor organizations, and special populations; and other interested individuals in the development, implementation, and evaluation of CTE programs.

## Program Evaluation

The Board shall monitor the achievement of students participating in the district's CTE program in order to determine the need for program improvements. The Superintendent or designee shall annually report to the Board and the California Department of Education on program enrollment and completion rates, including enrollment and completion of programs in nontraditional fields as defined in 20 USC 2302; student academic assessment results; attainment of career and technical skill proficiencies;

attainment of a high school diploma or equivalent; graduation rates; and subsequent placement in postsecondary education or advanced training, military service, or employment. Data shall be disaggregated, in accordance with 20 USC 2323, by race, ethnicity, gender, disability status, migrant status, English proficiency, and economic disadvantage status and for each special population as defined in 20 USC 2302 and listed in the section "Nondiscrimination" above.

Legal Reference:

EDUCATION CODE

1205 Classification of counties

8006-8155 Career technical education

17078.70-17078.72 Career technical education facilities

33430-33432 Health science and medical technology grants

35168 Inventory of equipment

41540-41544 Targeted instructional improvement block grant

44257.3 CTC recognition of study in linked learning teaching methods

44260-44260.1 Designated subjects career technical education credential

44260.9 Designated subjects career technical education credential

48430 Legislative intent; continuation education schools and classes

48980 Parental notifications

51220-51229 Courses of study, grades 7-12

51760-51769.5 Work experience education

52300-52499.66 Career technical education

52519-52520 Adult education, occupational training

53080-53084 School-to-career initiatives

53086 California Career Resource Network

54690-54699.1 California Partnership Academies

54750-54760 California Partnership Academies, green technology and goods movement occupations

56363 Related services for students with disabilities; specially designed career technical education

66205.5-66205.9 Approval of career technical education courses for admission to California colleges

88500-88551 Community college economic and workforce development program

GOVERNMENT CODE

54950-54963 Brown Act

LABOR CODE

3070-3099.5 Apprenticeships

CODE OF REGULATIONS, TITLE 5

1635 Credit for work experience education

3051.14 Specially designed career technical education for students with disabilities

10070-10075 Work experience education

10080-10092 Community classrooms

10100-10111 Cooperative vocational education

11500-11508 Regional occupational centers and programs  
11535-11538 Career technical education contracts with private postsecondary schools  
11610-11611 Regional adult and vocational education councils  
CODE OF REGULATIONS, TITLE 8  
200-240 Apprenticeships  
UNITED STATES CODE, TITLE 20  
2301-2414 Carl D. Perkins Career and Technical Education Act of 2006  
6301-6578 Improving the Academic Achievement of the Disadvantaged  
CODE OF FEDERAL REGULATIONS, TITLE 34  
100.B Appendix B Guidelines for eliminating discrimination in career technical  
education programs  
104.1-104.39 Section 504 of the Rehabilitation Act of 1973  
106.1-106.61 Discrimination on the basis of sex, effectuating Title IX

Date Board Policy Adopted:

## **LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

### **GOVERNANCE STANDARDS**

#### **BB 9005**

##### **Board Bylaws**

The Governing Board believes that its primary responsibility is to act in the best interests of every student in the district. The Board also has major commitments to parents/guardians, all members of the community, employees, the state of California, laws pertaining to public education, and established policies of the district. To maximize Board effectiveness and public confidence in district governance, Board members are expected to govern responsibly and hold themselves to the highest standards of ethical conduct.

The Board expects its members to work with each other and the Superintendent to ensure that a high-quality education is provided to each student. Each individual Board member shall:

1. Keep learning and achievement for all students as the primary focus
2. Value, support and advocate for public education
3. Recognize and respect differences of perspective and style on the Board and among staff, students, parents and the community
4. Act with dignity, and understand the implications of demeanor and behavior
5. Keep confidential matters confidential
6. Participate in professional development and commit the time and energy necessary to be an informed and effective leader
7. Understand the distinctions between Board and staff roles, and refrain from performing management functions that are the responsibility of the Superintendent and staff
8. Understand that authority rests with the Board as a whole and not with individuals

Board members also shall assume collective responsibility for building unity and creating a positive organizational culture. To operate effectively, the Board shall have a unity of purpose and:

1. Keep the district focused on learning and achievement for all students
2. Communicate a common vision
3. Operate openly, with trust and integrity
4. Govern in a dignified and professional manner, treating everyone with civility and respect
5. Govern within Board-adopted policies and procedures
6. Take collective responsibility for the Board's performance
7. Periodically evaluate its own effectiveness
8. Ensure opportunities for the diverse range of views in the community to inform Board deliberations

Legal Reference:

EDUCATION CODE

35010 Power of governing board to adopt rules for its own governance

35160 Board authority to act in any manner not conflicting with law

35164 Actions by majority vote

GOVERNMENT CODE

1090 Financial interest in contract

1098 Disclosure of confidential information

1125-1129 Incompatible activities

54950-54963 The Ralph M. Brown Act

87300-87313 Conflict of interest code

Date Board Bylaw Adopted by the Board:

## **LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

### **PUBLIC STATEMENTS**

#### **BB 9010**

##### **Board Bylaws**

The Governing Board recognizes the rights responsibility of Board members in their role as community leaders to participate in public discourse on matters of civic or community interest, including those involving the district, and their right to freely express their personal views. and encourages open discussion of issues during the Board meeting. The Board believes that effective Board members have a responsibility to express themselves, whether in agreement or disagreement with the Board majority, in ways that promote the Board's ability to govern the district. However, to ensure communication of a consistent, unified message regarding district issues, Board members are expected to respect the authority of the Board to choose its representatives to communicate its positions and to abide by established protocols. All public statements authorized to be made on behalf of the Board shall be made by the Board president or, if appropriate, by the Superintendent or other designated representative.

When speaking for the district, the Board encourages its spokespersons to exercise restraint and tact and to communicate the message in a manner that promotes public confidence in the Board's leadership.

Board spokespersons shall not disclose confidential information or information received in closed session except when authorized by a majority of the Board.

When speaking to community groups, members of the public, or the media, individual Board members should recognize that their statements may be perceived as reflecting the views and positions of the Board. Board members have a responsibility to identify personal viewpoints as such and not as the viewpoint of the Board.

In addition, the Board encourages members who participate on social networking sites, blogs, or other discussion or informational sites to conduct themselves in a respectful, courteous, and professional manner and to model good behavior for district students and the community. Such electronic communications are subject to the same standards and protocols established for other forms of communication, and the disclosure requirements of the California Public Records Act may likewise apply to them.



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**LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

Board Bylaw No. 9005: PUBLIC STATEMENTS

The Governing Board recognizes the rights of Board members to freely express their views and encourages open discussion of issues during the Board meeting. The Board believes that effective Board members have a responsibility to express themselves, whether in agreement or disagreement with the Board majority, in ways that promote the Board's ability to govern the district.

When speaking to community groups, the media, or other members of the public, individual Board members should recognize that their statements may be perceived as reflecting the views and positions of the Board. Board members have a responsibility to identify personal viewpoints as such and not as the viewpoint of the Board.

All public statements authorized to be made on behalf of the Board shall be made by the Board president or, if appropriate, by the Superintendent or other designated representative.

Legal Reference:

EDUCATION CODE

35010 Control of district; prescription and enforcement of rules

GOVERNMENT CODE

54960 Actions to stop or prevent violation of meeting provisions

Date Bylaw Adopted by the Board: October 26, 1999

Date Bylaw Revised by the Board: April 24, 2012

## **LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

### **DISCLOSURE OF CONFIDENTIAL/PRIVILEGED INFORMATION**

#### **BB 9011**

#### **Board Bylaws**

The Governing Board recognizes the importance of maintaining the confidentiality of information acquired as part of a Board member's official duties. Confidential/privileged information shall be released only to the extent authorized by law.

#### **Disclosure of Closed Session Information**

A Board member shall not disclose confidential information acquired during a closed session to a person not entitled to receive such information, unless a majority of the Board has authorized its disclosure.

Confidential information means a communication made in a closed session that is specifically related to the basis for the Board to meet lawfully in closed session.

The Board shall not take any action against any person for disclosing confidential information, nor shall the disclosure be considered a violation of the law or Board policy, when the person is:

1. Making a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts necessary to establish the illegality or potential illegality of a Board action that has been the subject of deliberation during a closed session
2. Expressing an opinion concerning the propriety or legality of Board action in closed session, including disclosure of the nature and extent of the illegal or potentially illegal action
3. Disclosing information that is not confidential

#### **Other Disclosures**

A Board member shall not disclose, for pecuniary gain, confidential information acquired in the course of their official duties. Confidential information includes information that is not a public record subject to disclosure under the Public Records Act, information that by law may not be disclosed, or information that may have a material financial effect on the Board member.

Disclosures excepted from this prohibition are those made to law enforcement officials or to the joint legislative audit committee when reporting on improper governmental activities.

Legal Reference:

EDUCATION CODE

35010 Power of governing board to adopt rules for its own governance

35146 Closed session

EVIDENCE CODE

1040 Privilege for official information

GOVERNMENT CODE

1098 Public officials and employees re confidential information

3549.1 Meeting and negotiating in public educational employment

6250-6270 Inspection of public records

54950-54963 Brown Act, especially:

54956.8 Open meeting laws

54956.9 Closed meeting for pending litigation

54957 Closed session; "employee" defined; exclusion of witnesses

54957.1 Subsequent public report and roll call vote; employee matters in closed session

54957.5 Public records

54957.6 Closed session; representatives with employee organization

54957.7 Reasons for closed session

54963 Confidential information in closed session

ATTORNEY GENERAL OPINIONS

80 Ops.Cal.Atty.Gen. 231 (1997)

Date Board Bylaw Adopted by the Board: October 26, 1999

Revised: April 24, 2012

Revised:

(Updated and changed from 9010 to 9011)

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LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Board Bylaw No. 9010: DISCLOSURE OF CONFIDENTIAL/PRIVILEGED INFORMATION

The Governing Board recognizes the importance of maintaining the confidentiality of information acquired as part of a Board member's official duties. Confidential/privileged information shall be released only to the extent authorized by law.

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A Board member shall not disclose confidential information acquired during a closed session to a person not entitled to receive such information, unless a majority of the Board has authorized its disclosure.

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The Board shall not take any action against any person for disclosing confidential information, nor shall the disclosure be considered a violation of the law or Board policy, when the person is:

1. Making a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts necessary to establish the illegality or potential illegality of a Board action that has been the subject of deliberation during a closed session
2. Expressing an opinion concerning the propriety or legality of Board action in closed session, including disclosure of the nature and extent of the illegal or potentially illegal action
3. Disclosing information that is not confidential

Other Disclosures

A Board member shall not disclose, for pecuniary gain, confidential information acquired in the course of his/her official duties. Confidential information includes information that is not a public record subject to disclosure under the Public Records Act, information that by law may not be disclosed, or information that may have a material financial effect on the Board member.

Legal Reference:

EDUCATION CODE

35010 Power of governing board to adopt rules for its own governance

35146 Closed session

GOVERNMENT CODE

1098 Public officials and employees re confidential information

3549.1 Meeting and negotiating in public educational employment

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54950-54963 Brown Act, especially:

54956.8 Open meeting laws

54956.9 Closed meeting for pending litigation

54957 Closed session; "employee" defined; exclusion of witnesses

54957.1 Subsequent public report and rollcall vote; employee matters in closed session

54957.5 Public records

54957.6 Closed session; representatives with employee organization

54957.7 Reasons for closed session

54963 Confidential information in closed session

Date Bylaw Adopted by the Board: October 26, 1999

Date Bylaw was Revised by the Board: April 24, 2012

## **LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

### **BOARD MEMBER ELECTRONIC COMMUNICATIONS**

#### **BB 9012**

##### **Board Bylaws**

The Governing Board recognizes that electronic communication is an efficient and convenient way for Board members to communicate and expedite the exchange of information within the district and with members of the public. Board members shall exercise caution so as to ensure that electronic communications are not used as a means for the Board to deliberate outside of an agendaized Board meeting nor to circumvent the public's right to access records regarding district business.

A majority of the Board shall not, outside of an authorized meeting, use a series of electronic communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board.

Examples of permissible electronic communications concerning district business include, but are not limited to, dissemination of Board meeting agendas and agenda packets, reports of activities from the Superintendent, and reminders regarding meeting times, dates, and places.

In addition, Board members may use electronic communications to discuss matters that do not pertain to district business, regardless of the number of Board members participating in the discussion.

Board members shall make every effort to ensure that their electronic communications conform to the same standards and protocols established for other forms of communication. A Board member may respond, as appropriate, to an electronic communication received from a member of the community and should make clear that their response does not necessarily reflect the views of the Board as a whole. Any complaint or request for information should be forwarded to the Superintendent in accordance with Board bylaws and protocols so that the issue may receive proper consideration and be handled through the appropriate district process. As appropriate, communication received from the media shall be forwarded to the designated district spokesperson.

To the extent possible, electronic communications regarding any district-related business shall be transmitted through a district-provided device or account. When any such communication is transmitted through a Board member's personal device or account, they shall copy the communication to a district electronic storage device for easy retrieval.

Legal Reference:

EDUCATION CODE

35140 Time and place of meetings

35145 Public meetings

35145.5 Agenda; public participation; regulations

35147 Open meeting law exceptions and applications

GOVERNMENT CODE

6250-6270 California Public Records Act

11135 State programs and activities, discrimination

54950-54963 The Ralph M. Brown Act, especially:

54952.2 Meeting, defined

54953 Meetings to be open and public; attendance

54954.2 Agenda posting requirements, board actions

COURT DECISIONS

City of San Jose v. Superior Court (2017) 2 Cal.5th 608

Date Board Bylaw Adopted:

## **LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

### **STUDENT BOARD MEMBERS**

#### **BB 9150**

##### **Board Bylaws**

In order to enhance communication and collaboration between the Governing Board and the student body and to teach students the importance of civic involvement, the Board supports the participation of high school students in district governance.

The Governing Board believes that engaging the student body and seeking its input and feedback regarding the district's educational programs and activities are vital to achieving the district's mission of educating district students.

To enhance communication between the Board and the student body and to encourage student involvement in district affairs, the Board shall include at least one student Board member selected in accordance with procedures approved by the Board.

The term of a student Board member shall be one year, commencing on July 1 of each year. A student Board member shall have the right to attend all Board meetings except closed (executive) sessions.

#### **Role and Responsibilities of Student Board Members**

Student Board member(s) shall have the right to attend all Board meetings except closed (executive) sessions.

A student Board member shall be seated with other members of the Board. In addition, a student Board member shall be recognized at Board meetings as a full member, shall receive all materials presented to other Board members except those related to closed sessions, and may participate in questioning witnesses and discussing issues.

A student Board member may cast preferential votes on all matters except those subject to closed session discussion. Preferential votes shall be cast prior to the official Board vote and shall not affect the final numerical outcome of a vote. Preferential votes shall be recorded in the Board minutes.

A student Board member shall not be liable for any acts of the Board.

#### **Student Board Member Development**

As necessary, the Superintendent or designee shall, at district expense, provide learning opportunities to student Board members, through trainings, workshops, and conferences, to enhance their knowledge, understanding, and performance of their Board responsibilities.

The Superintendent or designee may periodically provide an orientation for student Board member candidates to give them an understanding of the responsibilities and expectations of Board service.

Elimination of Position

Once established, the student Board member position shall continue to exist until the Board, by majority vote of all voting Board members, approves a motion to eliminate the position. Such a motion shall be listed as a public agenda item for a Board meeting prior to the motion being voted upon.

Legal Reference:

EDUCATION CODE

33000.5 Appointment of student members to State Board of Education

35012 Board members; number, election and terms; pupil members

35160 Authority of governing boards

GOVERNMENT CODE

3540-3549.3 Educational Employment Relations Act

Date Bylaw Adopted by the Board: May 28, 2013

Revised: