



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

**Regular Meeting  
of the  
Board of Education**

**AGENDA**

**April 17, 2018**

**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

**April 17, 2018**

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

**AGENDA**

**RECORDING OF SCHOOL BOARD MEETINGS**

Open Session School Board Meetings will be video recorded.

- 1. CALL TO ORDER**
- 2. ROLL CALL TO ESTABLISH QUORUM**
- 3. PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS**
- 4. ADJOURN TO CLOSED SESSION**
  - A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**  
Government Code §54957
  - B. NEGOTIATIONS**  
Government Code §54957.6
    - i. Employee Organization: LaBUFA  
District Negotiator: Leisa Winston
    - ii. Employee Organization: CSEA  
District Negotiator: Leisa Winston
    - iii. Employee Organization: Unrepresented Employees  
District Negotiator: Leisa Winston
- 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*

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## 12. CONSENT CALENDAR

All matters listed under the Consent Calendar are considered by the Board to be routine and will be enacted by the Board in one motion as listed below. The Superintendent and the Staff recommend approval and or ratification of all Consent Calendar items. Any item may be removed from the Consent Calendar at the request of a Board member and acted on separately.

- a. Approval of Minutes – March 27, 2018
- b. Approval/Ratification of Personnel Report
- c. Approval/Ratification of Conference/Workshop Attendance
- d. Approval of Interdistrict Attendance Agreements – Resident Students to Other Districts
- e. Approval of Interdistrict Attendance Agreements – Resident Students From Other Districts
- f. Approval of Acceptance of Gifts/Checks Totaling \$149,620.00
- g. Approval of Agreements for Contracted Services – Special Education
- h. Approval of Agreements and Contracts – Technology Services
- i. Approval/Ratification of Warrants #393391 through #393630 in the amount of \$1,163,288.23 Dates: 3/19/2018 through 4/9/2018
- j. Ratification of Certificated Payroll 9A in the Amount of \$2,196,319.25  
Ratification of Classified Payroll 9B in the Amount of \$729,213.18  
Ratification of Classified Payroll 9C in the Amount of \$9,144.09
- k. Approval/Ratification of the Community Facilities District 98-1 (Crystal Cove) Administrative Fund of the Community Facilities District 98-1 “CFD 98-1.”
- l. Award of Contract to Office Depot Incorporated for Purchase of Office and School Supplies and Equipment based on Newport-Mesa Unified School District piggyback purchasing bid #104-18 through June 30, 2019

## INFORMATION ITEMS

### 13. UPDATE ON BOARD GOVERNANCE PROTOCOLS

- Jan Vickers, President, Board of Education
- Jason Vilorio, Ed.D., Superintendent

Board President Vickers will provide an update on the discussion and agreed upon protocols set by the Board of Education.

**14. THIRD QUARTER REPORT OF UNIFORM COMPLAINTS FOR THE WILLIAMS CASE SETTLEMENT**

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

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

**15. MONTHLY FINANCIAL UPDATE**

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

Staff will present the Monthly Financial Update to the Board of Education.

**ACTION ITEMS**

**16. APPROVAL TO AWARD A THREE-YEAR CONTRACT TO HANOVER RESEARCH FOR THE 2018-19, 2019-20, AND 2020-21 SCHOOL YEARS**

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

Staff proposes the Board of Education approve a contract to continue our work with Hanover Research for the next three school years, 2018-19, 2019-20 and 2020-21, in order to utilize sequential research services and unlimited access to the Online Education Research Library.

**17. APPROVAL OF CURRICULUM COMMITTEE RECOMMENDATION FOR TEXTBOOK ADOPTION FOR THE LAGUNA BEACH HIGH SCHOOL MANDARIN CHINESE IV HONORS COURSE**

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

Staff proposes the Board of Education approve the adoption of a textbook for the Mandarin Chinese IV Honors course at Laguna Beach High School beginning with the 2018-19 school year. The Curriculum Council received the textbook recommendation from the LBHS/TMS Mandarin teacher on February 14, 2018. The Curriculum Council recommends this textbook for adoption.

**18. APPROVAL OF JOB DESCRIPTION: TEACHER ON SPECIAL ASSIGNMENT (TOSA) - TECHNOLOGY**

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

Staff recommends the Board of Education approve the job description of Teacher on Special Assignment (TOSA) – Technology.

**19. APPROVAL OF AGREEMENT WITH THE LAW FIRM OF FAGEN FRIEDMAN & FULFROST FOR GENERAL LEGAL SERVICES TO THE LAGUNA BEACH UNIFIED SCHOOL DISTRICT'S INSTRUCTIONAL SERVICES OFFICE WITH A NOT-TO-EXCEED AMOUNT OF \$30,000**

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

Staff proposes the Board of Education approve the agreement with the Law Firm of Fagen Friedman & Fulfroft for general legal services to the Instructional Services Office for the 2018-19 school year with a not-to-exceed amount of \$30,000.

**20. APPROVAL OF AGREEMENT FOR CONTRACTED SERVICES WITH MUNISERVICES, LLC, TO PERFORM PROPERTY TAX FORECASTS AND INFORMATION SERVICES FOR A FIXED FEE OF \$5,000**

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

Staff proposes the Board of Education approve a contract with MuniServices, LLC, to perform property tax forecasts and information services for a fixed fee of \$5,000.

**21. APPROVAL TO AWARD CONTRACT TO DURHAM SCHOOL SERVICES, L.P. FOR SCHOOL TRANSPORTATION SERVICES ON A UNIT COST BASIS FOR THE 2018/19 FISCAL YEAR IN AN AMOUNT NOT-TO-EXCEED \$1,525,000.00**

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

**– Ryan Zajda, Director, Facilities**

Authorize the Assistant Superintendent of Business Services to enter into a contract for transportation services with Durham School Services, L.P. on a unit cost basis for the 2018/19 fiscal year, July 1, 2018 through June 30, 2019, in an amount not-to-exceed \$1,525,000.00.

**22. APPROVAL TO AWARD CONTRACT TO AMERICAN LOGISTICS COMPANY, LLC. FOR INDIVIDUALIZED TRANSPORTATION SERVICES ON A UNIT COST BASIS FOR THE 2018/19 FISCAL YEAR IN AN AMOUNT NOT-TO-EXCEED \$350,000.00**

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

**– Ryan Zajda, Director, Facilities**

Staff proposes the Board of Education authorize the Assistant Superintendent of Business Services to enter into a contract for individualized transportation services with American Logistics Company, LLC. on a unit cost basis for the 2018/19 fiscal year, July 1, 2018 through June 30, 2019, in an amount not-to-exceed \$350,000.00.

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

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

**24. ADJOURNMENT**

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

The next Regular Meeting of the Board of Education is **Tuesday, May 8, 2018, 6:00 PM**  
at the Laguna Beach Unified School District Office Board Room  
550 Blumont St., Laguna Beach, California

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[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**

12.a. CONSENT/ACTION

April 17, 2018

Approve: Minutes – March 27, 2018

### **Board of Education Minutes of Regular Meeting March 27, 2018**

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#### **Call to Order**

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

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

Quorum was established.

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

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

There were no public comments.

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

Member Brown moved to adjourn to Closed Session. Member Normandin seconded. Motion carried 5-0. Members Vickers, Perry, Brown, Normandin, and Wolff, voted yes to adjourn to Closed Session. The meeting adjourned to Closed Session at 5:00 p.m. to discuss the following:

#### **A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Significant Exposure to litigation pursuant to subdivision (b) and (d) of Section 54956.9 – One Case

#### **B. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE** Government Code §54957

#### **C. NEGOTIATIONS** Government Code §54957.6

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

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

Motion carried 5-0. Members Vickers, Perry, Brown, Normandin, and Wolff voted yes to adjourn from Closed Session. The Board adjourned from Closed Session at 5:56 p.m.

**Present at Board Meeting**

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

Employee Group  
Representatives: Mindy Hawkins, President, LaBUFA  
Elizabeth Phillips, Vice President, CSEA

Staff: 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  
Irene White, Director, Special Education  
Amy Kernan, Director, Assessment & Accountability  
Michael Keller, Ed.D., Director, Social Emotional Support  
Mike Morrison, Chief Technology Officer  
Ryan Zajda, Director, Facilities  
Anakaren Ureno, Public Relations Liaison  
Chris Duddy, Principal, El Morro Elementary  
Mike Conlon, Principal, Top of the World Elementary  
Jenny Salberg, Principal, Thurston Middle School  
Jason Allemann, 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 of Closed Session Action**

President Vickers reported in closed session, by a vote of 5-0, with Members Vickers, Perry, Brown, Normandin, and Wolff voting yes, the Board of Education took action to deny a claim against the district.

### **Adoption of Agenda**

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

Staff noted a correction to item j of the consent calendar. The item and amount are correct; however, within the body of the Board item another firm is listed in the background information.

Members Vickers, Perry, Brown, Normandin, and Wolff voted yes to adopt the agenda as presented, noting the correction to item j of the consent calendar.

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

The following members of the public addressed the Board in favor of student activism and the student walkout at Laguna Beach High School on March 14, 2018:

- Yvette Lapayese
- Iris Sewell
- Diego Lapayese-Calderon
- Howard Hills

Thasa Zuziak gave a brief report on the Laguna Beach High School Annual Trophy Invite.

Sheri Morgan addressed the Board on two topics: 1) the new LBUSD booster manual; and, 2) the new storage and snack bar building at the high school.

### **Reports**

#### **Student Representative – Chloe Bryan**

Chloe provided an update on the following topics:

- March 14 student walkout from her perspective
- 8<sup>th</sup> grade parent night
  - 16 clubs represented
- ASB elections process

- All performances of *All Shook Up* production sold out
- Production of Ann Frank will be shown at middle school
- CAASPP testing
- Course selections
- Spring sports update

**LaBUFA Representative** – Mindy Hawkins, LaBUFA President

- Attended staff preview night for All Shook Up
- Nine teachers attended conference and returned energized
- Attended the Crystal Apple Awards
- Attended Interest Based Bargaining
- Shared that teachers discussed the best and safest way for students to protest and share their feelings on March 14
- Thanked the speakers for sharing their thoughts on student activism

**CSEA Representative** – Elizabeth Phillips, CSEA Vice President

- Attended second session of Interest Based Bargaining
- Third session will be held in mid-April
- Spring raffle for scholarships raised \$148

**Organizations**

- N/A

**Board Members**

Board members reported as follows:

**Member Wolff**

- Attended School Services School for Sound Finance Workshop
- Attended Calendar Committee meeting

**Member Normandin**

- No report

**Member Brown**

- Attended SchoolPower Endowment meeting

**Clerk Perry**

- Attended high school performance of *All Shook Up*

**President Vickers**

- Attended Calendar Committee meeting

**Superintendent Vilorio**

- Out due to surgery

## **Cabinet**

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

- Attended the Crystal Apple Awards – LBHS teachers Mark Alvarez and Lara Greco were nominated by students and among those honored at celebration
- LBHS received Civic Education Award of Merit for their work in AP European History and MUN
- Secondary team of Allemann and Salberg won the SchoolPower Chefs Challenge

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

- Thanked Chloe Bryan, Student Board Representative, for her comments regarding school safety
- Thanked Ryan Zajda, Director, Facilities, for his work as the chair of the safety committee
- Attended the School Services School for Sound Finance Workshop with Board Member Wolff and Victoria Webber
  - Focus in education funding is to raise the base grant amount for the Local Control Funding Formula (LCFF)
  - Does not look like special education funding or CTE funding will be put into the base amount for LCFF

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

- Thanked instructional services staff for their hard work
- Thanked Mr. Paul Kanarek for presenting to middle school parents on March 21
- Attended performance of *All Shook Up* with her family

## **CONSENT CALENDAR**

Member Brown moved approval of Consent Calendar items a - j. Member Normandin seconded.

Public Comment: Mr. Hills commented that he appreciates the way consent items are now being presented in comparison to past years.

Discussion: None

- a. Approval of Minutes – March 13, 2018
- 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 to Other Districts
- f. Approval of Agreements for Contracted Services – Special Education

- g. Approval of Agreements and Contracts – Technology Services
- h. Acceptance of Gifts-Checks Totaling \$20,000.00
- i. Approval/Ratification of Warrants #393257 through #393390 in the amount of \$610,323.14 Dates: 3/06/2018 through 3/16/2018
- j. Approval to Increase the Existing Agreement for Legal Services with Best Best & Krieger, LLP., Related to Special Education in an Amount Not-to-Exceed \$40,000.00

Discussion: Staff answered questions regarding conference attendance.

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

## **INFORMATION ITEMS**

### **Nutrition Services Update**

Nutrition Supervisor Debra Appel presented an update on the 2017-18 Nutrition Program. The informational presentation provided an update to the Board as to the outcome of the online Nutrition Services Survey and other significant changes to the nutrition program for this school year.

Staff responded to questions from Board members.

## **ACTION ITEMS**

### **Acceptance of the 10-Year Facilities Master Plan Update; a Dynamic Living Document that is Updated on An Annual Basis and Serves as a Planning Tool to Reflect Current Progress and Alterations from Changing Conditions and District Needs**

Mr. Dixon and Mr. Zajda presented the updated 10-Year Facilities Master Plan. This document is updated on an annual basis and consists of large repair/maintenance projects, including roofing and mechanical replacements, as well as proposed capital projects such as classroom additions.

Public Comment: Howard Hills commented on safety and security within LBUSD.

Board Member Questions: None

Member Brown moved to approve the revised 10-Year Facilities Master Plan. Member Normandin seconded.

Board Member Discussion: Discussion occurred regarding facilities.

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

**Approval to Award Contract for Purchase, Warranty, and Installation of Floor Covering and Related Products from Kya Services, LLC, Based on Contract No. 4-17-72-0057b of the State of California Multiple Award Schedule (CMAS)**

Mr. Dixon introduced the item.

Public Comment: None

Board Member Questions: None

Member Brown moved approval to award the Contract for Purchase, Warranty, and Installation of Floor Covering and Related Products from Kya Services, LLC., Based on Contract No.. 4-17-72-0057b of the State of California Multiple Award Schedule (CMAS). Member Normandin seconded.

Board Member Discussion: None

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

**Approval to Award 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 No. 4-17-84-0059A**

Mr. Dixon introduced the item.

Public Comment: None

Board Member Questions: Discussion occurred regarding improved safety and security and the benefits of rekeying all sites.

Member Brown moved approval Award the 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 No. 4-17-84-0059A. Member Normandin seconded.

Board Member Discussion: Board members

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

**Approval of Board Policies – Second and Final Read**

Mrs. Winston stated the Board held a special meeting on February 9 and a first reading on March 13 to review all 21 policies.

Public Comment: None

	<b>Policy/Bylaw</b>	<b>Title</b>	<b>Comment</b>
1.	0100	Philosophy	New Policy. Replace and Delete BP 6003.
2.	0200	Goals for the School District	New Policy. Replace and Delete BP 6004.
3.	3250	Transportation Fees	New Policy.
4.	3555	Nutrition Program	New Policy.
5.	4119.21 4219.21 4319.21	Professional Standards Exhibit 4119.21 Exhibit 4219.21 Exhibit 4319.21	New Policy. Replace and Delete BP 4302.
6.	4127 4227 4327	Temporary Athletic Team Coaches	New Policy.
7.	4140 4240 4340	Bargaining Units	New Policy.
8.	4161 4261 4361	Leaves	New Policy.
9.	4215	Evaluation/Supervision – Classified	New Policy.
10.	4315	Evaluation/Supervision – Administrators	New Policy.
11.	5030	Student Wellness	Update Policy.
12.	5112.5	Open/Closed Campus	New Policy. Replace and Delete BP 5040.
13.	5116	School Attendance Boundaries	New Policy. Replace and Delete BP 6001.
14.	5116.1	Intradistrict Open Enrollment	New Policy. Replace and Delete BP 5036.
15.	5125.1	Release of Directory Information	New Policy.
16.	5126	Awards for Achievement	New Policy.
17.	5127	Graduation Ceremonies and	New Policy.

		Activities	
18.	6142.91	Reading/Language Arts Instruction	New Policy.
19.	6142.92	Mathematics Instruction	New Policy.
20.	6142.93	Science Instruction	New Policy.
21.	6142.94	History/Social Science Instruction	New Policy.

Member Brown moved to approve the Board Policies as listed above for addition, revision, and/or deletion. Member Normandin seconded.

Board Member Discussion: None

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

**Approval of Contractor Agreement for Jeff Heil, Keynote Speaker for August 29, 2018 Professional Development at An Amount Not-to-Exceed \$5,000**

Dr. Odipo stated Mr. Heil comes highly recommended and was a speaker at the Google Summit.

Public Comment: None

Member Brown moved to approve the agreement with Jeff Heil in an amount not-to-exceed \$5,000. Member Normandin seconded.

Board Member Discussion: Board Member Brown has heard Mr. Heil speak and agrees that he is a good choice as a keynote speaker.

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

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

Member Normandin attended 8<sup>th</sup> grade parent night, MUN conference at LBHS, cultural fair in the quad, and the student walk out on March 14.

Member Brown attended the Trophy Invitational. She thanked staff for information provided on suspension data as requested at a prior Board meeting.

Clerk Perry attended Coffee Talk. She also attended a creative lecture at OCDE and met with Dr. Odipo and Irene White regarding dyslexia instruction. In her position as a docent at the Laguna Beach Museum, she was able to lead TOW 3<sup>rd</sup> grade students on a tour.

President Vickers attended the Crystal Apple Awards, the Trophy Invitational, the High School PTA meeting, and the El Morro Jog-a-Thon.

President Vickers presented a request to the Board from Dr. Rubal regarding a letter of support for the Laguna Beach Community Clinic. The Board reached consensus to provide a letter of support.

The Board discussed student activism and school safety.

### **Adjournment**

Member Normandin moved to adjourn. Member Brown seconded.

President Vickers announced the next regular meeting is April 17, 2018 at 6:00 p.m.

Motion carried 5-0. Members Vickers, Perry, Brown, Normandin, and Wolff voted yes to adjourn the meeting. The meeting adjourned at 8:08 p.m.

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Dee Perry  
Clerk of the Board  
April 17, 2018



**Laguna Beach Unified School District**

**12.b. CONSENT/ACTION**

**April 17, 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****April 17, 2018****I. RESIGNATIONS:**

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

**II. EMPLOYMENT:**

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

**III. EMPLOYMENT: Summer School 2018**

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Nikol King	Summer School Principal Prep Districtwide 0112091055-1330 NTE: 10 hours	April 18, 2018 to July 27, 2018 Summer School Funds \$86.54 per hour
Nikol King	Summer School Principal Districtwide 0112091055-1330 NTE: 105 hours	July 2, 2018 to July 27, 2018 Summer School Funds \$86.54 per hour
Tami Mays	Summer School Coordinator - Planning and Prep Top of the World Elementary 0112031055-1110 NTE: 25 hours	April 1, 2018 to July 20, 2018 Summer School Funds \$40.17 per hour
Tami Mays	Summer School Coordinator Top of the World Elementary 0112031055-1110 NTE: 100 hours	June 25, 2018 to July 20, 2018 Summer School Funds \$70.00 per hour
Stacy Quirarte	Summer School Coordinator - Planning and Prep Laguna Beach High School 0112031055-1110 NTE: 25 hours	April 1, 2018 to July 27, 2018 Summer School Funds \$40.17 per hour
Stacy Quirarte	Summer School Coordinator Laguna Beach High School 0112031055-1110 NTE: 125 hours	June 22, 2018 to July 27, 2018 Summer School Funds \$70.00 per hour

**IV. EMPLOYMENT: Student Worker/Workability Program/TPP**

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Erica Garbutt	Student Worker - Work Experience/TPP Laguna Beach High School      Special Ed Funds 0104644571-2960      \$11.00 per hour NTE: 100 hours	April 1, 2018 to June 30, 2018
Arianna Nugent	Student Worker - Work Experience/TPP Laguna Beach High School      Special Ed Funds 0104644571-2960      \$11.00 per hour NTE: 100 hours	March 15, 2018 to June 30, 2018

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

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Tom Bevan	Professional Expert - Spring Musical Musician Laguna Beach High School      CTE Grant 0105114695-2970      \$32.45 per hour NTE: 30.82 hours	March 19, 2018 to March 25, 2018
Amy Broomer	Instructional Assistant, Classroom El Morro Elementary      General Fund 0107011005-2110      \$27.56 per hour NTE: 5 hours Reason: Attend meetings and trainings after work hours	February 1, 2018 to June 21, 2018
Christina Carrillo	Instructional Assistant, Bilingual El Morro Elementary      General Fund 0107013040-2145      \$27.56 per hour NTE: 16 hours Reason: Provide math intervention lessons for at-risk students	March 1, 2018 to June 21, 2018
Kasey Childs Konkel	Instructional Assistant, Special Ed Top of the World Elementary      Special Ed Fund 0104612120-2150      \$28.52 per hour NTE: 8 hours Reason: assist student in after school class	March 26, 2018 to May 17, 2018
Julie Chisholm	Instructional Assistant, Classroom El Morro Elementary      General Fund 0107011005-2110      \$27.56 per hour NTE: 5 hours Reason: Attend meetings and trainings after work hours	February 1, 2018 to June 21, 2018
Kathy Grebbien	Instructional Assistant, Special Ed Top of the World Elementary      Special Ed Fund 0104612120-2150      \$20.27 per hour NTE: 8 hours Reason: assist student in after school class	March 26, 2018 to May 17, 2018

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

<b><u>Name:</u></b>	<b><u>Position/Site:</u></b>	<b><u>Effective Date:</u></b>
Kurt Hamernik	Professional Expert - Spring Musical Musician Laguna Beach High School CTE Grant 0105114695-2970 \$32.45 per hour NTE: 30.82 hours	March 19, 2018 to March 25, 2018
Kris Hammerquist	Transition Planning Top of the World Elementary General Fund 0108091005-1280 \$27.56 per hour NTE: 6 hours	March 1, 2018 to June 1, 2018
Keeyan Kazemian	Campus Supervisor Thurston Middle School General Fund 0106011008-2252 \$19.77 per hour NTE: 20 hours Reason: Supervision at Homework club and other before/after school activities and to attend CCN, MTSS and various staff meetings	March 1, 2018 to June 21, 2018
Bundy Kinder	Math Club El Morro Elementary General Fund 0107013040-2145 \$27.56 per hour NTE: 16 hours	March 1, 2018 to June 21, 2018
Deborah Maya	Instructional Assistant, Classroom El Morro Elementary General Fund 0107011005-2110 \$27.56 per hour NTE: 5 hours Reason: Attend meetings and trainings after work hours	February 26, 2018 to June 21, 2018
Tami Mays	Math Club El Morro Elementary General Fund 0107013040-1180 \$45.91 per hour NTE: 16 hours	March 1, 2018 to June 21, 2018
Eric Moore	Custodial Duty - Destination Imagination Thurston Middle School General Fund 0106011008-2252 \$22.31 per hour NTE: 8 hours	March 10, 2018
Mary Parlapapides	Attend various Back to School trainings and events Top of the World Elementary General Fund 0108091005-1245 \$40.17 per hour NTE: 40 hours	August 28, 2018 to June 21, 2019
Christina Price	Math Club El Morro Elementary General Fund 0107013040-2145 \$27.56 per hour NTE: 16 hours	March 1, 2018 to June 21, 2018

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

<b><u>Name:</u></b>	<b><u>Position/Site:</u></b>	<b><u>Effective Date:</u></b>
Erica Rahall	Attend various Back to School trainings and events Top of the World Elementary      General Fund 0108091005-1245      \$40.17 per hour NTE: 40 hours	August 28, 2018 to June 21, 2019
Peggy Richardson	Campus Supervisor Thurston Middle School      General Fund 0106011008-2252      \$25.53 per hour NTE: 45 hours Reason: Supervision at Homework club and other before/after school activities	March 1, 2018 to June 21, 2018
Lou Savage	Professional Expert - Spring Musical Musician Laguna Beach High School      CTE Grant 0105114695-2970      \$32.45 per hour NTE: 30.82 hours	March 19, 2018 to March 25, 2018
See Employee List	5th Grade Parent Night Thurston Middle School      General Fund 0106011008-1130      \$40.77 per hour NTE: 2.5 hours each Employees: Bjorn Avila, Jennifer DeMark, Maria Hoffman, Steve Lalim, Megan Matthias, Nance Morrissey, Sarah Schaeffer	March 21, 2018
See Employee List	Substitute Custodial Training Districtwide      General Fund 0102017400-1130      \$22.31 per hour NTE: 1.5 hours each Employees: Jorge Amezcua, Jeremy Comer, Hector Lopez	January 31, 2018

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

<b><u>Name:</u></b>	<b><u>Position/Site:</u></b>	<b><u>Effective Date:</u></b>
Ashley Allen	Dance Judge Laguna Beach High School      PA Funds 0102315890-2970      \$27.56 per hour NTE: 18.14 hours	March 1, 2018 to June 21, 2018
Leann Alduenda	Dance Judge Laguna Beach High School      PA Funds 0102315890-2970      \$27.56 per hour NTE: 18.14 hours	March 1, 2018 to June 21, 2018
Jay Carlon	Dance Judge Laguna Beach High School      PA Funds 0102315890-2970      \$27.56 per hour NTE: 18.14 hours	March 1, 2018 to June 21, 2018

**VI. EMPLOYMENT: Short Term Assignments - Performing Arts (continued)**

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Celena DelPizzo Howell	Guest Director - Anne Frank Laguna Beach High School 0102315890-2970 NTE: 37.57 hours	March 27, 2018 to May 27, 2018 PA Funds \$33.28 per hour
Joshua King	Dance Judge Laguna Beach High School 0102315890-2970 NTE: 18.14 hours	March 1, 2018 to June 21, 2018 PA Funds \$27.56 per hour

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

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

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

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Tami Cloward	After School Cooking Club Supervision El Morro Elementary 0107015600-2145 NTE: 15 hours	March 1, 2018 to June 21, 2018 PTA Funds \$27.56 per hour
Bundy Kinder	Pilgrim Club El Morro Elementary 0107015600-2145 NTE: 24 hours	March 26, 2018 to May 19, 2019 PTA Funds \$27.56 per hour
Brandon Lee	Pilgrim Club El Morro Elementary 0107015600-2145 NTE: 24 hours	March 26, 2018 to May 19, 2019 PTA Funds \$27.56 per hour
Lawrence McConnell	After School Cooking - Substitute Top of the World Elementary 0108015600-1245 NTE: 50 hours	March 7, 2018 to May 17, 2018 PTA Funds \$27.56 per hour

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

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

**Fall Sports Calendar 2017/18:**

In-Season: August 7 - November 3, 2017  
CIF Playoff: November 6 - December 4, 2017

**Winter Sports Calendar 2017/18:**

In-Season: November 6 - February 9, 2018  
CIF Playoff: February 12 to March 2, 2018

Spring Sports Calendar 2017/18:

In-Season: February 12 - May 11, 2018

CIF Playoff: May 14 to June 4, 2018

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

Work Site: Laguna Beach High School

Booster Account: 0105315310-1185/2140

Fall Sports Calendar 2017/18:

In-Season: August 7 - November 3, 2017

CIF Playoff: November 6 - December 4, 2017

Winter Sports Calendar 2017/18:

In-Season: November 6 - February 9, 2018

CIF Playoff: February 12 to March 2, 2018

Spring Sports Calendar 2017/18:

In-Season: February 12 - May 11, 2018

CIF Playoff: May 14 to June 4, 2018

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

**Employment:**

**Employment**

<u>Name</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Daniel Persinger	Substitute Teacher	March 28, 2018

**Resignations**

<u>Name</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Jasmine Mirdamadi	Substitute Teacher	March 15, 2018

**Laguna Beach Unified School District**

**12.c. CONSENT/ACTION**

**April 17, 2018**

**Approval/Ratify: Conference/Workshop Attendance**

Alysia Odipo, Dawn Hunnicutt, and Kristen Kaa “California Association of Teachers of English (CATE)” - March 8 - 11, 2018 – San Diego, CA. This year’s theme is “With Literacy and Justice for All.” Participants will focus on using writing as an anti-bias tool. This conference was originally approved by the Board on December 12, 2017 for five attendees. While the overall cost of the conference was lower than originally approved, due to changes in attendees and additional hotel and parking expenses, approval is requested for costs specific to the above attendees.

**Fiscal Impact:**

\$ 1,705.00	Lodging
\$ 225.00	Meals
\$ 162.00	Parking
\$ 2,092.00	TOTAL

Account #0102015380– 5220 – Staff Development- Travel & Conference

Amy Kernan, Kimberly Mattson, Livi Marshall, and Triana Ramazan - “Illuminate Education User Conference 2018” February 1-2, 2018 – San Diego, CA. Attendees will learn about current trends and best practices in education, and attend dozens of sessions focused on student/educator success. This conference was originally approved by the Board on January 9, 2018. Staff is requesting approval for additional funds for meals and parking.

**Fiscal Impact:**

\$ 200.00	Meals
\$ 160.00	Parking
\$ 360.00	TOTAL

Account #0102055380 – 5220 – Staff Development - Travel & Conference

Leisa Winston, Jenny Salberg, Michael Conlon, and Robert Billinger – “2018 Orange County Title IX Workshop” – March 21, 2018 – Costa Mesa, CA. School districts are faced with exceedingly high obligations for addressing claims of sexual misconduct under Title IX. The help school district leaders address Title IX requirements and obligations, ACSA has partnered with Lozano Smith to develop a suite of related resources.

**Fiscal Impact:**

\$ 580.00	Registration
\$ 580.00	TOTAL

Account #0110397140– 5220 – HR - Travel & Conference



Robert Billinger – “School Climate Culture” – April 15-17, 2018 – Temecula, CA. School climate, learning, attendance, and supportive learning environments for all students is critical to today’s learning.

Fiscal Impact:

\$	299.00	Registration
\$	83.93	Transportation
\$	354.00	Lodging
\$	150.00	Meals
\$	886.93	TOTAL

Account #0105011012– 5220 – LBHS – Travel & Conference

Alysia Odipo, Mike Morrison, Chris Duddy, Irene White, Kimberly Mattson, and Melinda Vogel – “Arcadia Alt School Visit” – April 19, 2018 – Arcadia, CA.

Fiscal Impact:

\$	192.76	Mileage
\$	192.76	TOTAL

Account #0109397150– 5210 – Instruction- Mileage

Ketta Brown, Carol Normandin, Jason Vilorio, Jeff Dixon, Mike Conlon, Cory Day, and Kelly Osborne – “2018 California Green Ribbon School Awards” – May 3, 2018 – Anaheim, CA. Top of the World Elementary was named a 2018 California Green Ribbon School. Staff is submitting the names of four attendees and three alternates.

Fiscal Impact:

\$	800.00	Registration
\$	800.00	TOTAL

Account #0101377100– 5220 – Superintendent - Travel & Conference

Lynn Gregory and Ann Bergen – “New World of Work 21<sup>st</sup> Century Employability Skills” – May 3-4, 2018 – Tustin, CA. Attendees will receive innovative training for future careers to succeed in the 21<sup>st</sup> century workplace, such as: adaptability, solution mindset, collaboration, communication, digital fluency, entrepreneurial mindset, empathy, resilience, self-awareness, and social diversity awareness.

Fiscal Impact: No Cost

Michael Rush – “Control Specialist Instructor” – May 7-8, 2018 – Anaheim, CA. Participants will learn to deploy and maintain customized AV systems for applications such as classrooms, conference rooms, and more.

Fiscal Impact:

\$	99.00	Registration
\$	26.16	Transportation
\$	100.00	Meals
\$	225.16	TOTAL

Account #0113457175– 5220 – Technology – Travel & Conference

Alysia Odipo, Yadi Rojas, Ivonne Redard, Iris Pena-Tanner, Nicole Stewart, Mary Blanton, and Debbie Finnerty – “6<sup>th</sup> Annual OCDE Annual Language Learner Celebration” – May 10, 2018 – Tustin, CA. OCDE holds an annual event to recognize individuals from districts across Orange County who have made significant contributions in promoting success for Language Learners.

**Fiscal Impact:**

\$ 385.00 Registration

\$ 385.00 TOTAL

Account #0109397150– 5210 – Instruction- Mileage

**Total Fiscal Impact: \$5,521.85**

**Laguna Beach Unified School District**

**12.d. CONSENT/ACTION**

**April 17, 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:

<b>Summary of Interdistrict Transfer Agreements Out - 2018-19</b>				
<b>School of Residence</b>	<b>IDT's Out for 2017/18</b>	<b>2017/18 Est. Reduced Cost (\$8500 per student)</b>	<b>IDT's Out for 2018/19 (to date)</b>	<b>2018/19 Est. Reduced Cost (\$8500 per student)</b>
LBHS	14	\$ 119,000.00	6	\$ 51,000.00
TMS	4	\$ 34,000.00	1	\$ 8,500.00
TOW/ELM	14	\$ 119,000.00	10	\$ 85,000.00
<b>Total</b>	<b>32</b>	<b>\$ 272,000.00</b>	<b>17</b>	<b>\$ 144,500.00</b>

**Recommended Action**

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

<b>Name</b>	<b>Grade</b>	<b>District</b>	<b>Reason</b>
Ramon G.	5	Capo USD	3
Lehman R.	4	Capo USD	3
Freddie R.	4	Capo USD	3
Renee R.	9	Capo USD	3
Rena R.	11	Capo USD	3
Brandon F.	1	SVUSD	3
Hailey F.	3	SVUSD	3

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

**Laguna Beach Unified School District**

12.e. **CONSENT/ACTION**

**April 17, 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.

<b>Summary of Interdistrict Transfer Agreements In 2018-19 Staff Members</b>				
<b>Requested School</b>	<b>IDT's In - 2016/17</b>	<b>IDT's In - 2017/18</b>	<b>IDT's In 2018/19 (to date)</b>	<b>2018/19 Estimated Cost (\$8500 per student)</b>
LBHS	6	5	1	\$8,500
TMS	10	6		
TOW/ELM	34	27	6	\$51,000
<b>Total</b>	<b>50</b>	<b>38</b>	<b>7</b>	<b>\$59,500</b>

**Recommended Action**

Staff recommends the Board of Education approve the attached request(s) for Interdistrict Attendance Agreement.

<b>Student FN, LI</b>	<b>Grade</b>	<b>LBUSD School</b>	<b>District of Residence</b>	<b>Transfer Reason</b>
Luke B.	K	EMS	Ocean View SD	2
Adelina K.	K	EMS	Westminster SD	2
Livi L.	3	TOW	Irvine USD	1
Cade L.	5	TOW	Irvine USD	1
Sydney O.	3	TOW	Fullerton SD	1
Lyra R.	4	EMS	Newport Mesa USD	1

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

**Laguna Beach Unified School District**

**12.f. CONSENT/ACTION**

**April 17, 2018**

**Approval: Acceptance of Gifts – Checks Totaling \$149,620.00**

**Proposal**

Staff proposes the Board of Education accept the following gift(s) to the District – checks totaling \$149,620.00.

**Background**

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

**Recommended Action**

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

<b>Type of Gift</b>	<b>Donor</b>	<b>Amount/Gift</b>	<b>Disposition</b>
Check	SchoolPower	\$136,500.00	Fund-a-Need
Check	SchoolPower	\$ 3,120.00	March Designations
Check	SchoolPower	\$ 10,000.00	Julie Lithcott Haims speaker fees
<b>Total</b>		<b>\$149,620.00</b>	

**Laguna Beach Unified School District**

**12.g. ACTION**

**April 17, 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 – April 17, 2018**

<b>Contractor</b>	<b>Description of Services</b>	<b>Term</b>	<b>Funding</b>	<b>Cost</b>
Parent Reimbursement	Parent Travel to RTC/student home visit from RTC	04/17/18- 06/30/18	Parent Reimbursement 0104256700-5881	\$3,000
Independent Contract Educational Testing and Assessment, Inc.	Psychological evaluation including review of records, 2-3 testing sessions, school observation, goals, report and one 2 hour IEP meeting including travel	04/06/18- 06/30/18	Outside Assessment 01041324305895	\$6,500

**Laguna Beach Unified School District**

**12.h. CONSENT/ACTION**

**April 17, 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 authorize the following contracts.



**Laguna Beach Unified School District**

**Contracts/Licenses – April 17, 2018**

<b>Contractor</b>	<b>Description of Services</b>	<b>Term</b>	<b>Funding</b>	<b>Cost</b>
FileWave (USA) Inc.	Mobile Device Management	7/01/18 – 7/31/19 Renew	01134571755805	\$15,470.00

## **Laguna Beach Unified School District**

### **12.i. CONSENT/ACTION**

**April 17, 2018**

**Approval: Warrants #393391 Through #393630 In The Amount of \$1,163,288.23**  
**Dates: 3/19/2018 through 4/9/2018**

#### **Proposal**

Staff proposes the Board of Education approve/ratify Warrants #393391 through #393630 in the amount of \$1,163,288.23.

#### **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 District Operating Budgets.

#### **Recommended Action**

Staff recommends the Board of Education approve/ratify the warrants in the amount of \$1,163,288.23.

SELECT Check ID's and Numbers: 760 ; Check Dates: 031918

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00393391	03/19/18	Acorn Media	COMPUTER SUPPLIES	0113457175	4320	COMPUTER SUPPLIES	204.62
						CHECK TOTAL:	204.62
00393392	03/19/18	Athletic Applications	MISC OUTSIDE VENDOR	0105311075	5860	MISC OUTSIDE VENDOR	2,500.00
						CHECK TOTAL:	2,500.00
00393393	03/19/18	Atkinson Andelson Loya	11/8 ED LAW CONFERENCE	0110397140	5220	TRAVEL & CONFERENCE	129.00
			11/8 ED LAW CONFERENCE	0109397150	5220	TRAVEL & CONFERENCE	129.00
			11/8 ED LAW CONFERENCE	0104613150	5220	TRAVEL & CONFERENCE	129.00
						CHECK TOTAL:	387.00
00393394	03/19/18		MARCH 2018	0104602150	5877	PRESCHOOL TUITION	870.00
						CHECK TOTAL:	870.00
00393395	03/19/18	CHEN, JENNIFER	MATERIALS & SUPPLIES-INSTRUCT	0113015040	4310	MATERIALS & SUPPLIES-INS	225.00
			MATERIALS & SUPPLIES-INSTRUCT	0113015040	4310	MATERIALS & SUPPLIES-INS	906.96
						CHECK TOTAL:	1,131.96
00393396	03/19/18	Cortez-Redard, Ivonne	MILEAGE - 1/8/18-2/16/18	0102013045	5210	MILEAGE REIMBURSEMENT	136.03
						CHECK TOTAL:	136.03
00393397	03/19/18	DIAMOND GLASS	CONTRACT SERVICES	0105477408	5610	CONTRACT SERVICES	681.81
			CONTRACT SERVICES	0106477408	5610	CONTRACT SERVICES	702.16
			CONTRACT SERVICES	0106477408	5610	CONTRACT SERVICES	290.56
			CONTRACT SERVICES	0106477408	5610	CONTRACT SERVICES	1,091.36
						CHECK TOTAL:	2,765.89
00393398	03/19/18	Gopher Sport	MATERIALS & SUPPLIES-INSTRUCT	0106015040	4310	MATERIALS & SUPPLIES-INS	326.60
						CHECK TOTAL:	326.60
00393399	03/19/18	GST	COMPUTER SUPPLIES	0113017175	4320	COMPUTER SUPPLIES	195.05
						CHECK TOTAL:	195.05
00393400	03/19/18	Home Depot	PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	24.42
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	354.59
			MAINTENANCE SUPPLIES	0107477408	4362	MAINTENANCE SUPPLIES	122.75
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	67.37
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	59.56
			MAINTENANCE SUPPLIES	0106477408	4362	MAINTENANCE SUPPLIES	308.73
			MAINTENANCE SUPPLIES	0106477408	4362	MAINTENANCE SUPPLIES	59.90
			MAINTENANCE SUPPLIES	0106477408	4362	MAINTENANCE SUPPLIES	106.76
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	8.76
						CHECK TOTAL:	1,112.84

SELECT Check ID's and Numbers: 760 ; Check Dates: 031918

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00393401	03/19/18	Howland, Pam	MATERIALS & SUPPLIES-INSTRUCT	0108015040	4310	MATERIALS & SUPPLIES-INS	181.97
						CHECK TOTAL:	181.97
00393402	03/19/18	LA PIERRE, TAUNA	MATERIALS & SUPPLIES-INSTRUCT	0108015040	4310	MATERIALS & SUPPLIES-INS	27.45
			MATERIALS & SUPPLIES-INSTRUCT	0108015040	4310	MATERIALS & SUPPLIES-INS	97.12
						CHECK TOTAL:	124.57
00393403	03/19/18	Maintex	CUSTODIAL CONSUMABLES (PAPER)	0106477409	4360	CUSTODIAL CONSUMABLES (PA	511.87
						CHECK TOTAL:	511.87
00393404	03/19/18	Margaretich, Kathleen	MATERIALS & SUPPLIES-INSTRUCT	0107011020	4310	MATERIALS & SUPPLIES-INS	56.37
			MATERIALS & SUPPLIES-INSTRUCT	0107011020	4310	MATERIALS & SUPPLIES-INS	61.44
						CHECK TOTAL:	117.81
00393405	03/19/18	MATTSON, KIMBERLY	MILEAGE - FEBRUARY 2018	0109397150	5210	MILEAGE REIMBURSEMENT	13.95
						CHECK TOTAL:	13.95
00393406	03/19/18	Office Depot	MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	103.38
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	44.81
						CHECK TOTAL:	148.19
00393407	03/19/18	Resilient Communicatio	GENERAL SUPPLIES-NON INSTRUCT	0113457175	4340	GENERAL SUPPLIES-NON INS	427.79
			EQUIPMENT-NEW	0113017175	4410	EQUIPMENT-NEW	8,456.00
						CHECK TOTAL:	8,883.79
00393408	03/19/18		MARCH 2018	0104602150	5877	PRESCHCOL TUITION	865.00
						CHECK TOTAL:	865.00
00393409	03/19/18	Sparkletts	MISC OUTSIDE VENDOR	0102397400	5860	MISC OUTSIDE VENDOR	205.18
						CHECK TOTAL:	205.18
00393410	03/19/18	Staples Advantage	MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	6.00
			MATERIALS & SUPPLIES-INSTRUCT	0106015040	4310	MATERIALS & SUPPLIES-INS	157.68
						CHECK TOTAL:	163.68
00393411	03/19/18		FEBRUARY 2018	0104602150	5877	PRESCHCOL TUITION	210.00
						CHECK TOTAL:	210.00
00393412	03/19/18	Division of State Arch	PUBLIC AGENCY FEES	2508498410	6268	PUBLIC AGENCY FEES	1,182.50
						CHECK TOTAL:	1,182.50
00393413	03/19/18	Ruhnau Clarke Architec	ARCHITECTURAL DESIGN FEES	4205498045	6220	ARCHITECTURAL DESIGN FEE	8,250.00
			ARCHITECTURAL DESIGN FEES	4205498028	6220	ARCHITECTURAL DESIGN FEE	6,600.00
			SOFT COSTS - OTHER (SPECIFY)	4205498650	6282	SOFT COSTS - OTHER (SPEC	1,012.50

SELECT Check ID's and Numbers: 76@ ; Check Dates: 031918

<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>
			CONSULTANTS-OTHER	4202478005	5831	CONSULTANTS-OTHER	13,500.00
						CHECK TOTAL:	29,362.50
00393414	03/19/18	StorageContainer.com	BUILDING IMPROVEMENTS	4208498675	6230	BUILDING IMPROVEMENTS	71.50
						CHECK TOTAL:	71.50
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							51,672.50
GRAND TOTAL							51,672.50

SELECT Check ID's and Numbers: 760 ; Check Dates: 032018

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00393415	03/20/18	AMERICAN LOGISTICS COM	FEBRUARY 2018	0104256700	5100	SUBAGREEMENTS FOR SERVIC CHECK TOTAL:	33,002.50 33,002.50
00393416	03/20/18	AVILA, BJORN	2/12- MILEAGE NGSS	0106091008	5210	MILEAGE REIMBURSEMENT CHECK TOTAL:	40.22 40.22
00393417	03/20/18	CDW GOVERNMENT LLC	COMPUTER PRINTERS \$250-\$5,000	0113457175	4462	COMPUTER PRINTERS \$250-\$ CHECK TOTAL:	723.05 723.05
00393418	03/20/18	Durham School Services	DECEMBER 2017 (12/18-12/22) DECEMBER 2017 (12/18-12/22) DECEMBER 2017 (12/18-12/22) DECEMBER 2017 (12/18-12/22) DECEMBER 2017 (12/18-12/22) DECEMBER 2017 (12/18-12/22) DECEMBER 2017 (12/18-12/22) 1/10 - LAGUNA ART MUSEUM 1/8 - LAGUNA ART MUSEUM FEBRUARY 2018 FEBRUARY 2018 FEBRUARY 2018 FEBRUARY 2018 FEBRUARY 2018 FEBRUARY 2018 FEBRUARY 2018 FEBRUARY 2018 FEBRUARY 2018 FEBRUARY 2018 FEBRUARY 2018	0104256700 0102256700 0108011005 0108015600 0107011005 0106011008 0106015600 0109017150 0109017150 0102256700 0108011005 0108015600 0104256700 0106015600 0106011008 0107015600 0107011005 0107011005	5100 5100 5855 5855 5855 5855 5855 5865 5865 5100 5855 5855 5100 5855 5855 5855 5855 5855 5855 5855 5855 5855 5855	SUBAGREEMENTS FOR SERVIC SUBAGREEMENTS FOR SERVIC CHARTER BUS-HOME TO SCHO CHARTER BUS-HOME TO SCHO CHARTER BUS-HOME TO SCHO CHARTER BUS-HOME TO SCHO CHARTER BUS-HOME TO SCHO CHARTER BUS-ATHLETIC/FIE CHARTER BUS-ATHLETIC/FIE SUBAGREEMENTS FOR SERVIC CHARTER BUS-HOME TO SCHO CHARTER BUS-HOME TO SCHO SUBAGREEMENTS FOR SERVIC CHARTER BUS-HOME TO SCHO CHARTER BUS-HOME TO SCHO CHARTER BUS-HOME TO SCHO CHARTER BUS-HOME TO SCHO CHARTER BUS-HOME TO SCHO CHARTER BUS-HOME TO SCHO CHARTER BUS-HOME TO SCHO CHARTER BUS-HOME TO SCHO CHARTER BUS-HOME TO SCHO CHECK TOTAL:	6,513.89 26,989.84 72.20 72.20 182.90 188.48 188.47 90.54 82.65 81,157.38 472.52 472.52 20,053.63 636.61 636.61 446.43 813.07 139,069.94
00393419	03/20/18	Grainger	MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES CHECK TOTAL:	258.37 258.37
00393420	03/20/18	HI-TECH Cabling Inc.	CONSULTANTS-COMPUTER SERVICES	0113457175	5832	CONSULTANTS-COMPUTER SER CHECK TOTAL:	1,893.98 1,893.98
00393421	03/20/18	Hunnicutt, Dawn	MATERIALS & SUPPLIES-INSTRUCT MATERIALS & SUPPLIES-INSTRUCT	0105015040 0105015040	4310 4310	MATERIALS & SUPPLIES-INS MATERIALS & SUPPLIES-INS CHECK TOTAL:	8.97 233.56 242.53
00393422	03/20/18	Laguna Beach Water Dis	1/10/18 - 3/8/18	0102477409	5530	WATER - UTILITIES CHECK TOTAL:	129.28 129.28
00393423	03/20/18	Lakeshore Learning Mat	MATERIALS & SUPPLIES-INSTRUCT	0107015040	4310	MATERIALS & SUPPLIES-INS CHECK TOTAL:	195.80 195.80

SELECT Check ID's and Numbers: 76@ ; Check Dates: 032018

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00393424	03/20/18		3/5 - 3/9	0104632900	5878	PARENT REIMBURSEMENT (LE	1,625.00
			3/12 - 3/16	0104632900	5878	PARENT REIMBURSEMENT (LE	1,625.00
						CHECK TOTAL:	3,250.00
00393425	03/20/18	MORRISON, MICHAEL	3/4 - MILEAGE ARIES CONF	0113457175	5220	TRAVEL & CONFERENCE	20.06
						CHECK TOTAL:	20.06
00393426	03/20/18	Rojas, Yadhira	MILEAGE REIMBURSEMENT	0102013040	5210	MILEAGE REIMBURSEMENT	234.46
						CHECK TOTAL:	234.46
00393427	03/20/18		PRESCHOOL TUITION	0104602150	5877	PRESCHOOL TUITION	225.00
						CHECK TOTAL:	225.00
00393428	03/20/18	State of CA/Department	FEBRUARY 2018	0110397140	5845	FINGER PRINTING	873.00
						CHECK TOTAL:	873.00
00393429	03/20/18	Vernier Software & Tec	MATERIALS & SUPPLIES-INSTRUCT	0108015600	4310	MATERIALS & SUPPLIES-INS	1,238.53
						CHECK TOTAL:	1,238.53
00393430	03/20/18	American Modular Syste	BUILDING IMPROVEMENTS	4208498675	6230	BUILDING IMPROVEMENTS	57,980.37
						CHECK TOTAL:	57,980.37
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							239,377.09
GRAND TOTAL							239,377.09

SELECT Check ID's and Numbers: 760 ; Check Dates: 032118

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00393431	03/21/18	Air-Ex Air Conditionin	HVAC	0106477408	5660	HVAC	315.00
						CHECK TOTAL:	315.00
00393432	03/21/18	ALL CITY MANAGEMENT SE	2/11/18 - 2/24/18	0106098040	5860	MISC OUTSIDE VENDOR	322.02
						CHECK TOTAL:	322.02
00393433	03/21/18	All Tech Service	MISC REPAIR	0102011190	5690	MISC REPAIR	476.74
			MISC REPAIR	0102011190	5690	MISC REPAIR	290.00
						CHECK TOTAL:	766.74
00393434	03/21/18	BERTRAND'S HORN IMPROV	MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	303.81
						CHECK TOTAL:	303.81
00393435	03/21/18	Best Best & Krieger LL	FEBRUARY 2018	0104072000	5835	LEGAL EXPENSE	12,298.85
						CHECK TOTAL:	12,298.85
00393436	03/21/18	Capano, Suzy	3/5-3/9 - AERIES CONF	0108091005	5220	TRAVEL & CONFERENCE	120.28
						CHECK TOTAL:	120.28
00393437	03/21/18	COAST TO COAST COMPUTE	PRINTERS <\$250 & INK/SUPPLIES	0105011012	4322	PRINTERS <\$250 & INK/SUP	596.55
			PRINTERS <\$250 & INK/SUPPLIES	0105011012	4322	PRINTERS <\$250 & INK/SUP	140.05
						CHECK TOTAL:	736.60
00393438	03/21/18	INOUYE, INA	2/12- EARL WARREN MS	0106011008	5210	MILEAGE REIMBURSEMENT	15.81
						CHECK TOTAL:	15.81
00393439	03/21/18	JW Pepper	MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	32.30
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	152.94
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	691.27
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	8.08
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	65.63
						CHECK TOTAL:	950.22
00393440	03/21/18	MYERS, GWEN	3/5-3/6- AERIES CONF	0106011008	5220	TRAVEL & CONFERENCE	180.56
						CHECK TOTAL:	180.56
00393441	03/21/18	NATIONAL BUSINESS FURN	EQUIPMENT-NEW	0108011005	4410	EQUIPMENT-NEW	648.22
						CHECK TOTAL:	648.22
00393442	03/21/18	OC Register	ADVERTISING	0102477408	5815	ADVERTISING	4,473.36
						CHECK TOTAL:	4,473.36
00393443	03/21/18	Olvey, Alexandra	2/12 - EARL WARREN MS	0106011008	5210	MILEAGE REIMBURSEMENT	57.12
						CHECK TOTAL:	57.12



SELECT Check ID's and Numbers: 760 ; Check Dates: 032118

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00393444	03/21/18	Orange County Pumping	CONTRACT SERVICES	0108477408	5610	CONTRACT SERVICES	3,827.55
						CHECK TOTAL:	3,827.55
00393445	03/21/18	PARLAPANIDES, MARY	MATERIALS & SUPPLIES-INSTRUCT	0108015040	4310	MATERIALS & SUPPLIES-INS	133.51
						CHECK TOTAL:	133.51
00393446	03/21/18	SimplexGrinnell	APRIL 2018	0107477409	5560	ALARM MONITORING	327.25
			APRIL 2018	0108477409	5560	ALARM MONITORING	272.25
			APRIL 2018	0102477409	5560	ALARM MONITORING	186.00
			APRIL 2018	0105477409	5560	ALARM MONITORING	1,485.92
			APRIL 2018	0105477409	5560	ALARM MONITORING	178.09
			APRIL 2018	0106477409	5560	ALARM MONITORING	482.25
						CHECK TOTAL:	2,931.76
00393447	03/21/18	Staples Advantage	MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	57.65
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	21.74
						CHECK TOTAL:	79.39
00393448	03/21/18	VERTICAL TRANSPORT INC	CONTRACT SERVICES	0107477408	5610	CONTRACT SERVICES	1,300.00
						CHECK TOTAL:	1,300.00
00393449	03/21/18	Wellness Together	TRAVEL & CONFERENCE	0109156100	5220	TRAVEL & CONFERENCE	1,019.85
						CHECK TOTAL:	1,019.85
						TOTAL FOR STOCK 76 Laguna Beach's check stock ID	30,480.65
			GRAND TOTAL				30,480.65

SELECT Check ID's and Numbers: 760 ; Check Dates: 032218

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00393450	03/22/18	BRAINSTORM STUDIOS LLC	MISC OUTSIDE VENDOR	0107015060	5860	MISC OUTSIDE VENDOR	1,680.00
						CHECK TOTAL:	1,680.00
00393451	03/22/18	Coyne & Associates Inc	IBI SUPERVISION	0104602140	5894	IBI SUPERVISION	5,170.96
						CHECK TOTAL:	5,170.96
00393452	03/22/18	Downtown Ford Sales	VEHICLE-LEASE/PURCHASE	0102497408	6430	VEHICLE-LEASE/PURCHASE	22,439.27
						CHECK TOTAL:	22,439.27
00393453	03/22/18	Frontier California In	FEBRUARY 2018	0102477409	5920	TELEPHONE SERVICE	2.86
						CHECK TOTAL:	2.86
00393454	03/22/18	Frontier California In	FEBRUARY 2018	0107477409	5920	TELEPHONE SERVICE	56.03
						CHECK TOTAL:	56.03
00393455	03/22/18	MAXIM HEALTHCARE SERVI	FEBRUARY 2018	0104172860	5831	CONSULTANTS-OTHER	6,067.80
						CHECK TOTAL:	6,067.80
00393456	03/22/18	Office Depot	GENERAL SUPPLIES-NON INSTRUCT	0102397406	4340	GENERAL SUPPLIES-NON INS	21.27
			GENERAL SUPPLIES-NON INSTRUCT	0101377100	4340	GENERAL SUPPLIES-NON INS	55.38
			GENERAL SUPPLIES-NON INSTRUCT	0101377100	4340	GENERAL SUPPLIES-NON INS	4.73
			GENERAL SUPPLIES-NON INSTRUCT	0113457175	4340	GENERAL SUPPLIES-NON INS	28.00
			GENERAL SUPPLIES-NON INSTRUCT	0113457175	4340	GENERAL SUPPLIES-NON INS	56.02
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	78.54
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	77.18
						CHECK TOTAL:	321.12
00393457	03/22/18	Pedro Torres Tree Serv	TREE TRIMMING	0108477408	5545	TREE TRIMMING	1,825.00
			TREE TRIMMING	0105477408	5545	TREE TRIMMING	2,050.00
						CHECK TOTAL:	3,875.00
00393458	03/22/18	U.S. Bank National Ass	TRAVEL & CONFERENCE	0102397406	5220	TRAVEL & CONFERENCE	657.97
			GENERAL SUPPLIES-NON INSTRUCT	0105091012	4340	GENERAL SUPPLIES-NON INS	81.08
			TRAVEL & CONFERENCE	0101377100	5220	TRAVEL & CONFERENCE	1,481.04
			GENERAL SUPPLIES-NON INSTRUCT	0101377100	4340	GENERAL SUPPLIES-NON INS	133.00
			TRAVEL & CONFERENCE	0101377100	5220	TRAVEL & CONFERENCE	350.27
			SUBSCRIPTIONS	0101377100	4368	SUBSCRIPTIONS	-97.00
			COMPUTER SUPPLIES	0113457175	4320	COMPUTER SUPPLIES	693.93
			ANNUAL SOFTWARE LICENSE FEE	0113457175	5805	ANNUAL SOFTWARE LICENSE	243.02
			MATERIALS & SUPPLIES-INSTRUCT	0113015040	4310	MATERIALS & SUPPLIES-INS	482.63
			MATERIALS & SUPPLIES-INSTRUCT	0113015040	4310	MATERIALS & SUPPLIES-INS	104.78
			MATERIALS & SUPPLIES-INSTRUCT	0113015040	4310	MATERIALS & SUPPLIES-INS	45.26
			TRAVEL & CONFERENCE	0113017175	5220	TRAVEL & CONFERENCE	3,592.32
			OTHER BOOKS	0113017175	4220	OTHER BOOKS	28.56

SELECT Check ID's and Numbers: 760 ; Check Dates: 032218

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
			REFRESHMENTS - NOT FOOD SERV	0107091005	4325	REFRESHMENTS - NOT FOOD	31.90
			GENERAL SUPPLIES-NON INSTRUCT	0105091012	4340	GENERAL SUPPLIES-NON INS	49.48
			REFRESHMENTS - NOT FOOD SERV	0105091012	4325	REFRESHMENTS - NOT FOOD	38.08
			REFRESHMENTS - NOT FOOD SERV	0105091012	4325	REFRESHMENTS - NOT FOOD	399.46
			MATERIALS & SUPPLIES-INSTRUCT	0104613150	4310	MATERIALS & SUPPLIES-INS	285.78
			PUBLICATIONS & JOURNALS	0108091005	4365	PUBLICATIONS & JOURNALS	96.00
			TRAVEL & CONFERENCE	0102015380	5220	TRAVEL & CONFERENCE	358.54
			MISC OUTSIDE VENDOR	0110397140	4340	GENERAL SUPPLIES-NON INS	71.90
			REFRESHMENTS - NOT FOOD SERV	0110397140	4325	REFRESHMENTS - NOT FOOD	43.99
			REFRESHMENTS - NOT FOOD SERV	0101377100	4325	REFRESHMENTS - NOT FOOD	95.00
			REFRESHMENTS - NOT FOOD SERV	0101377100	4325	REFRESHMENTS - NOT FOOD	189.37
			REFRESHMENTS - NOT FOOD SERV	0102015380	4325	REFRESHMENTS - NOT FOOD	476.90
			REFRESHMENTS - NOT FOOD SERV	0102015380	4325	REFRESHMENTS - NOT FOOD	1,689.05
			REFRESHMENTS - NOT FOOD SERV	0109397150	4325	REFRESHMENTS - NOT FOOD	238.26
			REFRESHMENTS - NOT FOOD SERV	0110397140	4325	REFRESHMENTS - NOT FOOD	244.95
			REFRESHMENTS - NOT FOOD SERV	0110397140	4325	REFRESHMENTS - NOT FOOD	834.02
			REFRESHMENTS - NOT FOOD SERV	0102013045	4325	REFRESHMENTS - NOT FOOD	506.71
			REFRESHMENTS - NOT FOOD SERV	0106091008	4325	REFRESHMENTS - NOT FOOD	584.00
			REFRESHMENTS - NOT FOOD SERV	0106091008	4325	REFRESHMENTS - NOT FOOD	94.70
			REFRESHMENTS - NOT FOOD SERV	0102013045	4325	REFRESHMENTS - NOT FOOD	160.36
			TRAVEL & CONFERENCE	0102015380	5220	TRAVEL & CONFERENCE	1,886.16
			REFRESHMENTS - NOT FOOD SERV	0102015380	4325	REFRESHMENTS - NOT FOOD	91.32
			REFRESHMENTS - NOT FOOD SERV	0109397150	4325	REFRESHMENTS - NOT FOOD	206.75
			OTHER BOOKS	0109397150	4220	OTHER BOOKS	13.75
			TRAVEL & CONFERENCE	0102013040	5220	TRAVEL & CONFERENCE	168.20
			TRAVEL & CONFERENCE	0102013040	5220	TRAVEL & CONFERENCE	20.00
			TRAVEL & CONFERENCE	0109156100	5220	TRAVEL & CONFERENCE	175.00
			REFRESHMENTS - NOT FOOD SERV	0102013045	4325	REFRESHMENTS - NOT FOOD	112.55
			GENERAL SUPPLIES-NON INSTRUCT	0105091012	4340	GENERAL SUPPLIES-NON INS	36.64
			MISC OUTSIDE VENDOR	0105015590	5860	MISC OUTSIDE VENDOR	691.60
			REFRESHMENTS - NOT FOOD SERV	0101377100	4325	REFRESHMENTS - NOT FOOD	391.00
						CHECK TOTAL:	18,078.28

00393459 03/22/18 U.S. Bank National Ass FOOD

1302277426 4700 FOOD

CHECK TOTAL: 28.43  
 28.43

TOTAL FOR STOCK 76 Laguna Beach's check stock ID 57,719.75

GRAND TOTAL 57,719.75

SELECT Check ID's and Numbers: 760 ; Check Dates: 032318

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00393460	03/23/18	Acorn Media	EQUIPMENT-NEW	0113457175	4410	EQUIPMENT-NEW	289.85
						CHECK TOTAL:	289.85
00393461	03/23/18	ACT American College T	TESTS/SCORING	0105014730	4330	TESTS/SCORING	12.00
						CHECK TOTAL:	12.00
00393462	03/23/18	Certified Transportati	CHARTER BUS-ATHLETIC/FIELD TRP	0105311075	5865	CHARTER BUS-ATHLETIC/FIE	1,161.86
						CHECK TOTAL:	1,161.86
00393463	03/23/18	First Student Inc.	CHARTER BUS-ATHLETIC/FIELD TRP	0105311075	5865	CHARTER BUS-ATHLETIC/FIE	2,239.95
			CHARTER BUS-ATHLETIC/FIELD TRP	0105311075	5865	CHARTER BUS-ATHLETIC/FIE	2,422.17
			CHARTER BUS-ATHLETIC/FIELD TRP	0105015590	5865	CHARTER BUS-ATHLETIC/FIE	1,740.38
						CHECK TOTAL:	6,402.50
00393464	03/23/18	Ganahl Lumber	MISC OUTSIDE VENDOR	0105315015	5860	MISC OUTSIDE VENDOR	318.05
			MISC OUTSIDE VENDOR	0105315015	5860	MISC OUTSIDE VENDOR	305.14
						CHECK TOTAL:	623.19
00393465	03/23/18	Image Masters	RECRUITING	0110397140	5240	RECRUITING	496.58
			RECRUITING	0110397140	5240	RECRUITING	497.42
						CHECK TOTAL:	994.00
00393466	03/23/18	MacMillan Speakers Bur	CONSULTANTS-OTHER	0109156100	5831	CONSULTANTS-OTHER	7,500.00
						CHECK TOTAL:	7,500.00
00393467	03/23/18	Maintex	OTHER CUSTODIAL SUPPLIES	0108477409	4361	OTHER CUSTODIAL SUPPLIES	362.25
						CHECK TOTAL:	362.25
00393468	03/23/18	New Dimension General	CONTRACT SERVICES	0107477408	5610	CONTRACT SERVICES	1,780.00
						CHECK TOTAL:	1,780.00
00393469	03/23/18	Office Depot	MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	6.87
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	7.53
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	10.21
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	25.15
						CHECK TOTAL:	49.76
00393470	03/23/18	PAPER RECYCLING AND SH	OTHER MAINTENANCE SERVICES	0101377100	5692	OTHER MAINTENANCE SERVIC	50.00
						CHECK TOTAL:	50.00
00393471	03/23/18	Seneca Family of Agenc	FEBRUARY 2018	0104132750	5889	OTHER THERAPY	1,200.00
						CHECK TOTAL:	1,200.00
00393472	03/23/18	Staples Advantage	MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	54.94

SELECT Check ID's and Numbers: 760 ; Check Dates: 032318

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	187.93
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	216.31
			GENERAL SUPPLIES-NON INSTRUCT	0102397406	4340	GENERAL SUPPLIES-NON INS	53.98
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	256.62
			MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	318.84
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	130.10
			MATERIALS & SUPPLIES-INSTRUCT	0106015040	4310	MATERIALS & SUPPLIES-INS	106.60
						CHECK TOTAL:	1,325.32
00393473	03/23/18	Tangram Interiors	EQUIPMENT-NEW	0113457175	4410	EQUIPMENT-NEW	7,982.64
						CHECK TOTAL:	7,982.64
00393474	03/23/18	UNIVERSAL AWARDS PROGR	MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	108.75
						CHECK TOTAL:	108.75
00393475	03/23/18	VocabularySpellingCity	SUBSCRIPTIONS	0108011005	4368	SUBSCRIPTIONS	486.00
						CHECK TOTAL:	486.00
00393476	03/23/18	William V MacGill & Co	GENERAL SUPPLIES-NON INSTRUCT	0107172850	4340	GENERAL SUPPLIES-NON INS	196.20
						CHECK TOTAL:	196.20
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							30,524.32
GRAND TOTAL							30,524.32

SELECT Check ID's and Numbers: 760 ; Check Dates: 032618

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00393477	03/26/18	Air-Ex Air Conditionin	HVAC	0106477408	5660	HVAC	210.00
						CHECK TOTAL:	210.00
00393478	03/26/18		NPS TRANSPORTATION-IN LIEU	0104256700	5881	NPS TRANSPORTATION-IN LI	1,021.55
						CHECK TOTAL:	1,021.55
00393479	03/26/18	Dunn Edwards Paint	GENERAL SUPPLIES-NON INSTRUCT	0108477408	4340	GENERAL SUPPLIES-NON INS	238.52
						CHECK TOTAL:	238.52
00393480	03/26/18	Eagle Software	TRAVEL & CONFERENCE	0113457175	5220	TRAVEL & CONFERENCE	1,575.00
			TRAVEL & CONFERENCE	0109397150	5220	TRAVEL & CONFERENCE	300.00
			TRAVEL & CONFERENCE	0106011008	5220	TRAVEL & CONFERENCE	1,350.00
						CHECK TOTAL:	3,225.00
00393481	03/26/18	Federal Express Corp	POSTAGE/DELIVERY	0109397150	5910	POSTAGE/DELIVERY	25.76
						CHECK TOTAL:	25.76
00393482	03/26/18	Flinn Scientific	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	151.98
						CHECK TOTAL:	151.98
00393483	03/26/18	Frontier California In	MARCH 2018	0102477409	5920	TELEPHONE SERVICE	180.72
						CHECK TOTAL:	180.72
00393484	03/26/18	Frontier California In	MARCH 2018	0107477409	5920	TELEPHONE SERVICE	65.06
						CHECK TOTAL:	65.06
00393485	03/26/18	Frontier California In	MARCH 2018	0108477409	5920	TELEPHONE SERVICE	451.76
						CHECK TOTAL:	451.76
00393486	03/26/18	Ganahl Lumber	MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES	35.88
						CHECK TOTAL:	35.88
00393487	03/26/18	Grainger	MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES	384.09
						CHECK TOTAL:	384.09
00393488	03/26/18	Houghton Mifflin Harco	TESTS/SCORING	0104613150	4330	TESTS/SCORING	377.58
						CHECK TOTAL:	377.58
00393489	03/26/18	Kaiser Foundation Heal	APRIL 2018	0102017400	3401	HEALTH & WELFARE, CERTIF	1,924.00
			APRIL 2018	0102397400	3402	HEALTH & WELFARE,CLASSIF	50,848.33
			APRIL 2018	0102017400	3401	HEALTH & WELFARE, CERTIF	103,237.52
			APRIL 2018	0102397400	3402	HEALTH & WELFARE,CLASSIF	947.64
						CHECK TOTAL:	156,957.49

SELECT Check ID's and Numbers: 768 ; Check Dates: 032618

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00393490	03/26/18	Maintex	OTHER CUSTODIAL SUPPLIES	0107477409	4361	OTHER CUSTODIAL SUPPLIES	172.55
						CHECK TOTAL:	172.55
00393491	03/26/18	Resilient Communicatio	EQUIPMENT-NEW	0107477408	4410	EQUIPMENT-NEW	1,178.40
						CHECK TOTAL:	1,178.40
00393492	03/26/18	Safety 1st Pest Contro	FEBRUARY 2018	0108477409	5550	PEST CONTROL	125.00
			FEBRUARY 2018	0107477409	5550	PEST CONTROL	125.00
			FEBRUARY 2018	0106477409	5550	PEST CONTROL	125.00
			FEBRUARY 2018	0105477409	5550	PEST CONTROL	175.00
			FEBRUARY 2018	0102477409	5550	PEST CONTROL	50.00
						CHECK TOTAL:	600.00
00393493	03/26/18	VERTICAL TRANSPORT INC	CONTRACT SERVICES	0107477408	5610	CONTRACT SERVICES	1,300.00
						CHECK TOTAL:	1,300.00
00393494	03/26/18	MOBILE MODULAR MANAGEM	MARCH 2018	2506498410	5620	RENTAL EXPENSE	586.00
						CHECK TOTAL:	586.00
						TOTAL FOR STOCK 76 Laguna Beach's check stock ID	167,162.34
			GRAND TOTAL				167,162.34

SELECT Check ID's and Numbers: 766 ; Check Dates: 032718

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00393495	03/27/18	Acorn Media	COMPUTER SUPPLIES	0113457175	4320	COMPUTER SUPPLIES	80.76
						CHECK TOTAL:	80.76
00393496	03/27/18	Advanced Alarm Inc.	ALARM MONITORING	0106477408	5560	ALARM MONITORING	345.00
						CHECK TOTAL:	345.00
00393497	03/27/18	All American Trophy &	MATERIALS & SUPPLIES-INSTRUCT	0105015590	4310	MATERIALS & SUPPLIES-INS	349.11
						CHECK TOTAL:	349.11
00393498	03/27/18	Andrew Crisp	3/15-3/17- CUE CONF	0113017175	5220	TRAVEL & CONFERENCE	230.37
						CHECK TOTAL:	230.37
00393499	03/27/18	BERTRAND'S HORN IMPROV	MISC REPAIR	0105011012	5690	MISC REPAIR	-8.62
			MISC REPAIR	0105011012	5690	MISC REPAIR	166.10
						CHECK TOTAL:	157.48
00393500	03/27/18	Brett Bond	MATERIALS & SUPPLIES-INSTRUCT	0108015040	4310	MATERIALS & SUPPLIES-INS	159.88
						CHECK TOTAL:	159.88
00393501	03/27/18	BRIGNAC, ROI	3/4-3/6- AERIES CONF	0113457175	5220	TRAVEL & CONFERENCE	217.45
						CHECK TOTAL:	217.45
00393502	03/27/18		DECEMBER 2017	0104632900	5878	PARENT REIMBURSEMENT (LE	420.00
			JANUARY 2018	0104632900	5878	PARENT REIMBURSEMENT (LE	2,175.00
			JANUARY 2018	0104632900	5878	PARENT REIMBURSEMENT (LE	480.00
			FEBRUARY 2018	0104632900	5878	PARENT REIMBURSEMENT (LE	2,175.00
			FEBRUARY 2018	0104632900	5878	PARENT REIMBURSEMENT (LE	600.00
			MARCH 2018	0104632900	5878	PARENT REIMBURSEMENT (LE	2,175.00
						CHECK TOTAL:	8,025.00
00393503	03/27/18	Eagle Software	TRAVEL & CONFERENCE	0105011012	5220	TRAVEL & CONFERENCE	525.00
			TRAVEL & CONFERENCE	0105091012	5220	TRAVEL & CONFERENCE	825.00
						CHECK TOTAL:	1,350.00
00393504	03/27/18	Frontier California In	MARCH 2018	0108477409	5920	TELEPHONE SERVICE	294.88
			MARCH 2018	0102477409	5920	TELEPHONE SERVICE	1,143.80
			MARCH 2018	0107477409	5920	TELEPHONE SERVICE	158.58
			MARCH 2018	0106477409	5920	TELEPHONE SERVICE	661.18
			MARCH 2018	0105477409	5920	TELEPHONE SERVICE	732.68
						CHECK TOTAL:	2,991.12
00393505	03/27/18	Grainger	PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	319.21
						CHECK TOTAL:	319.21



SELECT Check ID's and Numbers: 760 ; Check Dates: 032718

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00393506	03/27/18	Harbottle Law Group	JANUARY 2018	0109156100	5835	LEGAL EXPENSE	8,762.26
			FEBRUARY 2018	0109156100	5835	LEGAL EXPENSE	2,226.80
						CHECK TOTAL:	10,989.06
00393507	03/27/18	Jackie Parker	3/4-3/6- AERIES CONF	0113457175	5220	TRAVEL & CONFERENCE	187.25
			3/15-3/17- CUE CONF	0113457175	5220	TRAVEL & CONFERENCE	224.39
						CHECK TOTAL:	411.64
00393508	03/27/18	Jun Shen	3/15-3/17- CUE CONF	0113017175	5220	TRAVEL & CONFERENCE	220.99
						CHECK TOTAL:	220.99
00393509	03/27/18	Laguna Beach Water Dis	1/16/18 - 3/14/18	0105477409	5530	WATER - UTILITIES	1,055.04
			1/16/18 - 3/14/18	0106477409	5530	WATER - UTILITIES	3,342.80
			1/16/18 - 3/14/18	0105477409	5530	WATER - UTILITIES	55.91
			1/16/18 - 3/14/18	0105477409	5530	WATER - UTILITIES	379.05
			1/16/18 - 3/14/18	0105477409	5530	WATER - UTILITIES	34.91
			1/16/18 - 3/14/18	0105477409	5530	WATER - UTILITIES	1,291.08
			1/16/18 - 3/14/18	0102477409	5530	WATER - UTILITIES	178.34
			1/16/18 - 3/14/18	0106477409	5530	WATER - UTILITIES	32.00
			1/16/18 - 3/14/18	0105477409	5530	WATER - UTILITIES	414.80
						CHECK TOTAL:	6,783.93
00393510	03/27/18	Qualtrics LLC	SUBSCRIPTIONS - ONLINE	0110377145	5813	SUBSCRIPTIONS - ONLINE	3,500.00
						CHECK TOTAL:	3,500.00
00393511	03/27/18	Raster Print	MISC OUTSIDE VENDOR	0105315310	5860	MISC OUTSIDE VENDOR	6,570.00
						CHECK TOTAL:	6,570.00
00393512	03/27/18	Southern Calif Gas Co.	MARCH 2018	0107477409	5510	UTILITIES - HEAT	292.38
						CHECK TOTAL:	292.38
00393513	03/27/18	Staples Advantage	COPIER PAPER	0105011012	4312	COPIER PAPER	1,334.38
			MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	379.79
			MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	22.69
						CHECK TOTAL:	1,736.86
00393514	03/27/18	Tangram Interiors	EQUIPMENT - NEW	4208498675	6410	EQUIPMENT - NEW	37,218.47
						CHECK TOTAL:	37,218.47
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							81,948.71
GRAND TOTAL							81,948.71

SELECT Check ID's and Numbers: 760 ; Check Dates: 032918

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00393515	03/29/18	ALL CITY MANAGEMENT SE	2/25/18 - 3/10/18	0106098040	5860	MISC OUTSIDE VENDOR	715.60
						CHECK TOTAL:	715.60
00393516	03/29/18	Atkinson Andelson Loya	FEBRUARY 2018	0110397140	5835	LEGAL EXPENSE	14,541.88
			FEBRUARY 2018	0102397400	5835	LEGAL EXPENSE	1,218.00
						CHECK TOTAL:	15,759.88
00393517	03/29/18	Blue Shield of Califor	APRIL 2018	0102017400	3401	HEALTH & WELFARE, CERTIF	162,212.43
			APRIL 2018	0102397400	3402	HEALTH & WELFARE, CLASSIF	79,895.67
			APRIL 2018	0102017400	3401	HEALTH & WELFARE, CERTIF	1,025.91
			APRIL 2018	0102397400	3402	HEALTH & WELFARE, CLASSIF	505.30
						CHECK TOTAL:	243,639.31
00393518	03/29/18	California Association	TRAVEL & CONFERENCE	0102013045	5220	TRAVEL & CONFERENCE	225.00
						CHECK TOTAL:	225.00
00393519	03/29/18	Cintas Corporation Loc	GENERAL SUPPLIES-NON INSTRUCT	0107477408	4340	GENERAL SUPPLIES-NON INS	86.32
						CHECK TOTAL:	86.32
00393520	03/29/18	Cox Communications	MARCH 2018	0106091008	5860	MISC OUTSIDE VENDOR	11.68
						CHECK TOTAL:	11.68
00393521	03/29/18	Ganahl Lumber	MAINTENANCE SUPPLIES	0108477408	4362	MAINTENANCE SUPPLIES	46.95
						CHECK TOTAL:	46.95
00393522	03/29/18	Grainger	MAINTENANCE SUPPLIES	0108477408	4362	MAINTENANCE SUPPLIES	215.73
						CHECK TOTAL:	215.73
00393523	03/29/18	Houghton Mifflin Harco	TEXTBOOKS	0102016300	4100	TEXTBOOKS	142.77
						CHECK TOTAL:	142.77
00393524	03/29/18	Jonathan Todd	MISC OUTSIDE VENDOR	0105015590	5860	MISC OUTSIDE VENDOR	1,132.84
						CHECK TOTAL:	1,132.84
00393525	03/29/18	Maintex	CUSTODIAL CONSUMABLES (PAPER)	0106477409	4360	CUSTODIAL CONSUMABLES (PA	43.07
						CHECK TOTAL:	43.07
00393526	03/29/18	Office Depot	GENERAL SUPPLIES-NON INSTRUCT	0101377100	4340	GENERAL SUPPLIES-NON INS	36.37
			PRINTERS <\$250 & INK/SUPPLIES	0108011005	4312	COPIER PAPER	82.47
			GENERAL SUPPLIES-NON INSTRUCT	0101377100	4340	GENERAL SUPPLIES-NON INS	8.60
			GENERAL SUPPLIES-NON INSTRUCT	0101377100	4340	GENERAL SUPPLIES-NON INS	48.46
			GENERAL SUPPLIES-NON INSTRUCT	0104072000	4340	GENERAL SUPPLIES-NON INS	257.26
			GENERAL SUPPLIES-NON INSTRUCT	0104072000	4340	GENERAL SUPPLIES-NON INS	18.20
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	-77.18

SELECT Check ID's and Numbers: 760 ; Check Dates: 032918

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	126.65
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	25.62
						CHECK TOTAL:	526.45
00393527	03/29/18	School Specialty Inc.	MATERIALS & SUPPLIES-INSTRUCT	0105015040	4310	MATERIALS & SUPPLIES-INS	405.06
						CHECK TOTAL:	405.06
00393528	03/29/18	Smardan Supply Co	PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	158.16
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	-0.01
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	51.66
			EQUIPMENT-NEW	0102477408	4410	EQUIPMENT-NEW	-305.37
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	-51.66
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	295.04
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	-0.01
			EQUIPMENT-NEW	0102477408	4410	EQUIPMENT-NEW	407.75
						CHECK TOTAL:	555.56
00393529	03/29/18	Staples Advantage	MATERIALS & SUPPLIES-INSTRUCT	0106015040	4310	MATERIALS & SUPPLIES-INS	53.02
			MATERIALS & SUPPLIES-INSTRUCT	0106015040	4310	MATERIALS & SUPPLIES-INS	64.29
						CHECK TOTAL:	117.31
00393530	03/29/18	WESTERN YOUTH SERVICES	FEBRUARY 2018	0104132980	5889	OTHER THERAPY	300.00
						CHECK TOTAL:	300.00
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							263,923.53
GRAND TOTAL							263,923.53

SELECT Check ID's and Numbers: 760 ; Check Dates: 033018

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00393531	03/30/18	A-Z Office Resource In	MATERIALS & SUPPLIES-INSTRUCT COPIER PAPER	0107015040	4310	MATERIALS & SUPPLIES-INS	96.86
				0107011005	4312	COPIER PAPER	1,662.77
						CHECK TOTAL:	1,759.63
00393532	03/30/18	Air-Ex Air Conditionin	HVAC	0105477408	5660	HVAC	2,478.12
						CHECK TOTAL:	2,478.12
00393533	03/30/18	Barber & Gonzales Cons	CONSULTANTS-OTHER	0101377130	5831	CONSULTANTS-OTHER	8,194.77
						CHECK TOTAL:	8,194.77
00393534	03/30/18	Calcoast Team Sports I	MATERIALS & SUPPLIES-INSTRUCT	0105311075	4310	MATERIALS & SUPPLIES-INS	909.48
						CHECK TOTAL:	909.48
00393535	03/30/18	Certica Solutions Inc.	ANNUAL SOFTWARE LICENSE FEE	0113457175	5805	ANNUAL SOFTWARE LICENSE	3,176.25
						CHECK TOTAL:	3,176.25
00393536	03/30/18	Commercial Roofing Sys	ROOFING CONTRACT SERVICES	0105477411	5609	ROOFING	6,505.00
				0102477408	5610	CONTRACT SERVICES	8,430.00
						CHECK TOTAL:	14,935.00
00393537	03/30/18	Cox Communications	MARCH 2018	0113457175	5940	INTERNET CONNECTIVITY	101.93
						CHECK TOTAL:	101.93
00393538	03/30/18	Creative Teaching Pres	MATERIALS & SUPPLIES-INSTRUCT	0107015040	4310	MATERIALS & SUPPLIES-INS	380.11
						CHECK TOTAL:	380.11
00393539	03/30/18	Lordsburg Communicatio	OUTSIDE PRINTING	0110397140	5870	OUTSIDE PRINTING	50.26
						CHECK TOTAL:	50.26
00393540	03/30/18	Pearson	ANNUAL SOFTWARE LICENSE FEE	0109017150	5805	ANNUAL SOFTWARE LICENSE	1,800.00
						CHECK TOTAL:	1,800.00
00393541	03/30/18	Pearson Assessments	TESTS/SCORING	0104613150	4330	TESTS/SCORING	310.54
						CHECK TOTAL:	310.54
00393542	03/30/18	School Specialty Inc.	MATERIALS & SUPPLIES-INSTRUCT	0107015600	4310	MATERIALS & SUPPLIES-INS	522.75
						CHECK TOTAL:	522.75
00393543	03/30/18		MARCH 2018	0104632900	5878	PARENT REIMBURSEMENT (LE	1,875.00
						CHECK TOTAL:	1,875.00
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							36,493.84

SELECT Check ID's and Numbers: 76@ ; Check Dates: 033018

<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							36,493.84

SELECT Check ID's and Numbers: 768 ; Check Dates: 040218

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00393544	04/02/18	Air-Ex Air Conditionin	HVAC	0102477408	5660	HVAC	502.50
CHECK TOTAL:							502.50
00393545	04/02/18	CALIFORNIA SCHOOLS EMP	APRIL 2018	0102017400	3401	HEALTH & WELFARE, CERTIF	2,543.09
			APRIL 2018	0102397400	3402	HEALTH & WELFARE,CLASSIF	1,252.57
			APRIL 2018	0102017400	3401	HEALTH & WELFARE, CERTIF	18,685.15
			APRIL 2018	0102397400	3402	HEALTH & WELFARE,CLASSIF	9,203.13
			APRIL 2018	0102397400	5831	CONSULTANTS-OTHER	543.00
CHECK TOTAL:							32,226.94
00393546	04/02/18	CALIFORNIA YOUTH SERVI	CONSULTANTS-OTHER	0101395985	5831	CONSULTANTS-OTHER	400.00
			CONSULTANTS-OTHER	0101395985	5831	CONSULTANTS-OTHER	700.00
CHECK TOTAL:							1,100.00
00393547	04/02/18	Ganahl Lumber	PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	9.46
CHECK TOTAL:							9.46
00393548	04/02/18	HIDDLESON LISTENING LA	OTHER THERAPY	0104632900	5889	OTHER THERAPY	750.00
			FEBRUARY 2018	0104632900	5889	OTHER THERAPY	1,162.50
CHECK TOTAL:							1,912.50
00393549	04/02/18	Laguna Beach Water Dis	1/19/18 - 3/19/18	0105477409	5530	WATER - UTILITIES	2,804.76
			1/19/18 - 3/19/18	0105477409	5530	WATER - UTILITIES	557.55
			1/19/18 - 3/19/18	0105477409	5530	WATER - UTILITIES	655.83
CHECK TOTAL:							4,018.14
00393550	04/02/18	Mind Research Institut	ANNUAL SOFTWARE LICENSE FEE	0109017150	5805	ANNUAL SOFTWARE LICENSE	2,075.45
CHECK TOTAL:							2,075.45
00393551	04/02/18	Safety 1st Pest Contro	PEST CONTROL	0102477409	5550	PEST CONTROL	75.00
CHECK TOTAL:							75.00
00393552	04/02/18	School Specialty Inc.	MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	43.61
CHECK TOTAL:							43.61
00393553	04/02/18	MTGL INC.	BUILDING IMPROVEMENTS	4208498675	6230	BUILDING IMPROVEMENTS	750.00
CHECK TOTAL:							750.00
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							42,713.60
GRAND TOTAL							42,713.60

SELECT Check ID's and Numbers: 760 ; Check Dates: 040318

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00393554	04/03/18		MARCH 2018	0104632900	5878	PARENT REIMBURSEMENT (LE	3,470.00
						CHECK TOTAL:	3,470.00
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							3,470.00
GRAND TOTAL							3,470.00

SELECT Check ID's and Numbers: 760 ; Check Dates: 040418

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00393555	04/04/18	Ahern, Claudette	MILEAGE 1/8/18-3/28/18	0102115398	5210	MILEAGE REIMBURSEMENT	136.03
						CHECK TOTAL:	136.03
00393556	04/04/18	Bandettini, Sandra	MILEAGE - 1/12/18-2/26/18	0102115398	5210	MILEAGE REIMBURSEMENT	129.15
						CHECK TOTAL:	129.15
00393557	04/04/18	BERTRAND'S HORN IMPROV	MISC REPAIR	0102011190	5690	MISC REPAIR	140.97
			MISC REPAIR	0102011190	5690	MISC REPAIR	100.35
			MISC REPAIR	0102011190	5690	MISC REPAIR	52.85
			MISC REPAIR	0102011190	5690	MISC REPAIR	396.15
			MISC REPAIR	0102011190	5690	MISC REPAIR	185.21
						CHECK TOTAL:	875.53
00393558	04/04/18	Brett Bond	MATERIALS & SUPPLIES-INSTRUCT	0108015040	4310	MATERIALS & SUPPLIES-INS	148.38
			MATERIALS & SUPPLIES-INSTRUCT	0108015040	4310	MATERIALS & SUPPLIES-INS	11.50
						CHECK TOTAL:	159.88
00393559	04/04/18	Brian Kull	3/15-3/15- CUE CONF	0113017175	5220	TRAVEL & CONFERENCE	195.61
						CHECK TOTAL:	195.61
00393560	04/04/18	Cintas Corporation Loc	GENERAL SUPPLIES-NON INSTRUCT	0108477408	4340	GENERAL SUPPLIES-NON INS	362.59
			GENERAL SUPPLIES-NON INSTRUCT	0107477408	4340	GENERAL SUPPLIES-NON INS	143.84
			GENERAL SUPPLIES-NON INSTRUCT	0105477408	4340	GENERAL SUPPLIES-NON INS	102.93
			GENERAL SUPPLIES-NON INSTRUCT	0106477408	4340	GENERAL SUPPLIES-NON INS	156.18
			GENERAL SUPPLIES-NON INSTRUCT	0108477408	4340	GENERAL SUPPLIES-NON INS	234.16
						CHECK TOTAL:	999.70
00393561	04/04/18	Crisp Imaging	CONTRACT SERVICES	0102477408	5610	CONTRACT SERVICES	8.02
						CHECK TOTAL:	8.02
00393562	04/04/18	Environmental Nature C	4/18,4/25- AWESOME ADAPTATIONS	0108015040	5860	MISC OUTSIDE VENDOR	673.00
						CHECK TOTAL:	673.00
00393563	04/04/18	Grainger	MAINTENANCE SUPPLIES	0108477408	4362	MAINTENANCE SUPPLIES	215.73
						CHECK TOTAL:	215.73
00393564	04/04/18	Irene White	GENERAL SUPPLIES-NON INSTRUCT	0102115398	4340	GENERAL SUPPLIES-NON INS	135.88
						CHECK TOTAL:	135.88
00393565	04/04/18	King, Nikol	3/4-3/6- AERIES CONF	0105091012	5220	TRAVEL & CONFERENCE	242.96
						CHECK TOTAL:	242.96
00393566	04/04/18	KRUGER TEAM SPORT	MATERIALS & SUPPLIES-INSTRUCT	0102014342	4310	MATERIALS & SUPPLIES-INS	1,594.16
						CHECK TOTAL:	1,594.16



SELECT Check ID's and Numbers: 76@ ; Check Dates: 040418

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00393567	04/04/18	LE, VAN	3/15-3/17- CUE CONF	0113457175	5220	TRAVEL & CONFERENCE	256.11
						CHECK TOTAL:	256.11
00393568	04/04/18		PARENT REIMBURSEMENT (LEGAL)	0104632900	5878	PARENT REIMBURSEMENT (LE	5,785.00
						CHECK TOTAL:	5,785.00
00393569	04/04/18	MATTHIAS, MEGAN	3/15-3/17- CUE CONF	0113017175	5220	TRAVEL & CONFERENCE	180.10
						CHECK TOTAL:	180.10
00393570	04/04/18	MORRISON, MICHAEL	3/15-3/17- CUE CONF	0113457175	5220	TRAVEL & CONFERENCE	85.85
						CHECK TOTAL:	85.85
00393571	04/04/18	National Construction	RENTAL EXPENSE	0105477408	5620	RENTAL EXPENSE	170.55
						CHECK TOTAL:	170.55
00393572	04/04/18	Neal, Lance	MILEAGE 8/31/17-3/12/18	0105011075	5210	MILEAGE REIMBURSEMENT	638.15
						CHECK TOTAL:	638.15
00393573	04/04/18	Resilient Communicatio	COMPUTER SUPPLIES	0113457175	4320	COMPUTER SUPPLIES	140.33
			EQUIPMENT-NEW	0113457175	4410	EQUIPMENT-NEW	2,444.38
						CHECK TOTAL:	2,584.71
00393574	04/04/18	Sean Quigley	MATERIALS & SUPPLIES-INSTRUCT	0105311075	4310	MATERIALS & SUPPLIES-INS	625.00
						CHECK TOTAL:	625.00
00393575	04/04/18	WOLSEY, SARAH	MATERIALS & SUPPLIES-INSTRUCT	0108015040	4310	MATERIALS & SUPPLIES-INS	199.62
						CHECK TOTAL:	199.62
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							15,890.74
GRAND TOTAL							15,890.74

SELECT Check ID's and Numbers: 768 ; Check Dates: 040518

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00393576	04/05/18	Barney's Blends Inc.	CONTRACT SERVICES	0105477408	5610	CONTRACT SERVICES	969.81
						CHECK TOTAL:	969.81
00393577	04/05/18	Bio Rad	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	95.17
						CHECK TOTAL:	95.17
00393578	04/05/18	CDW GOVERNMENT LLC	COMPUTER PRINTERS \$250-\$5,000	0105114695	4462	COMPUTER PRINTERS \$250-\$	3,098.03
						CHECK TOTAL:	3,098.03
00393579	04/05/18	Copy & Print Center	OUTSIDE PRINTING	0106091008	5870	OUTSIDE PRINTING	126.22
						CHECK TOTAL:	126.22
00393580	04/05/18	Fisher Scientific	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	162.14
			MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	92.06
			MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	-49.00
						CHECK TOTAL:	205.20
00393581	04/05/18	FIVE STAR TROPHIES	GENERAL SUPPLIES-NON INSTRUCT	0101377100	4340	GENERAL SUPPLIES-NON INS	12.93
						CHECK TOTAL:	12.93
00393582	04/05/18	Ganahl Lumber	MISC OUTSIDE VENDOR	0105315015	5860	MISC OUTSIDE VENDOR	91.56
			MISC OUTSIDE VENDOR	0105315015	5860	MISC OUTSIDE VENDOR	139.24
			MISC OUTSIDE VENDOR	0105315015	5860	MISC OUTSIDE VENDOR	154.08
						CHECK TOTAL:	384.88
00393583	04/05/18	Grainger	MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES	85.49
			MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES	394.52
			MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES	197.84
						CHECK TOTAL:	677.85
00393584	04/05/18	JENNIFER TONEY SPEECH	MARCH 2018	0104632900	5887	SPEECH THERAPY	6,120.00
						CHECK TOTAL:	6,120.00
00393585	04/05/18	Mardan Center of Educa	MARCH 2018 - SPEECH	0104632210	5100	SUBAGREEMENTS FOR SERVIC	270.00
			MARCH 2018	0104632210	5100	SUBAGREEMENTS FOR SERVIC	7,838.16
						CHECK TOTAL:	8,108.16
00393586	04/05/18	OCDE	QUARTER 2 - ADDENDUM	0104542110	7142	IAA-PAYMENTS TO COUNTY O	13,936.86
			QUARTER 2 - 2017-2018	0104542110	7142	IAA-PAYMENTS TO COUNTY O	7,015.89
			FEBRAUARY 2018	0104542110	7142	IAA-PAYMENTS TO COUNTY O	8,577.34
						CHECK TOTAL:	29,530.09
00393587	04/05/18	Ocean View School	MARCH 2018	0104632210	5100	SUBAGREEMENTS FOR SERVIC	21,955.93
						CHECK TOTAL:	21,955.93

SELECT Check ID's and Numbers: 760 ; Check Dates: 040518

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00393588	04/05/18	Plantinum Internationa	PRINTERS <\$250 & INK/SUPPLIES	0108011005	4322	PRINTERS <\$250 & INK/SUP	510.74
						CHECK TOTAL:	510.74
00393589	04/05/18		MILEAGE - FEBRUARY 2018	0104256700	5880	TRANSPORTATION-IN LIEU	212.55
			MILEAGE - MARCH 2018	0104256700	5880	TRANSPORTATION-IN LIEU	297.57
						CHECK TOTAL:	510.12
00393590	04/05/18	Super Duper Publicatio	TESTS/SCORING	0104613150	4330	TESTS/SCORING	54.49
						CHECK TOTAL:	54.49
00393591	04/05/18	West Shield Adolescent	NPS TRANSPORTATION-IN LIEU	0104256700	5881	NPS TRANSPORTATION-IN LI	6,127.70
						CHECK TOTAL:	6,127.70
00393592	04/05/18	Diversified Electrical	SOFT COSTS - OTHER (SPECIFY)	4205498650	6282	SOFT COSTS - OTHER (SPEC	4,747.50
						CHECK TOTAL:	4,747.50
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							83,234.82
GRAND TOTAL							83,234.82

SELECT Check ID's and Numbers: 76@ ; Check Dates: 040618

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00393593	04/06/18	Fisher Scientific	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	97.59
			MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	1.34
			MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	445.15
						CHECK TOTAL:	544.08
00393594	04/06/18	Irvine High School	MISC OUTSIDE VENDOR	0105311075	5860	MISC OUTSIDE VENDOR	413.00
			MISC OUTSIDE VENDOR	0105311075	5860	MISC OUTSIDE VENDOR	203.00
						CHECK TOTAL:	616.00
00393595	04/06/18	Lacrosse Unlimited Inc	EQUIPMENT-NEW	0105311075	4310	MATERIALS & SUPPLIES-INS	3,855.60
						CHECK TOTAL:	3,855.60
00393596	04/06/18	Laguna Beach Water Dis	1/29/18 - 3/27/18	0108477409	5530	WATER - UTILITIES	3,664.29
						CHECK TOTAL:	3,664.29
00393597	04/06/18	Model UN at UCSD	MISC OUTSIDE VENDOR	0105015590	5860	MISC OUTSIDE VENDOR	3,295.00
						CHECK TOTAL:	3,295.00
00393598	04/06/18	Office Depot	GENERAL SUPPLIES-NON INSTRUCT	0101377100	4340	GENERAL SUPPLIES-NON INS	42.96
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	98.72
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	28.19
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	32.22
			GENERAL SUPPLIES-NON INSTRUCT	0101377100	4340	GENERAL SUPPLIES-NON INS	40.40
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	-10.00
			GENERAL SUPPLIES-NON INSTRUCT	0101377100	4340	GENERAL SUPPLIES-NON INS	3.87
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	34.24
			GENERAL SUPPLIES-NON INSTRUCT	0101377100	4340	GENERAL SUPPLIES-NON INS	8.17
			GENERAL SUPPLIES-NON INSTRUCT	0110397140	4340	GENERAL SUPPLIES-NON INS	7.09
			GENERAL SUPPLIES-NON INSTRUCT	0110397140	4340	GENERAL SUPPLIES-NON INS	34.22
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4322	PRINTERS <\$250 & INK/SUP	2,076.60
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4322	PRINTERS <\$250 & INK/SUP	87.49
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	14.00
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	44.68
			GENERAL SUPPLIES-NON INSTRUCT	0101377100	4340	GENERAL SUPPLIES-NON INS	3.01
			GENERAL SUPPLIES-NON INSTRUCT	0110397140	4340	GENERAL SUPPLIES-NON INS	62.32
						CHECK TOTAL:	2,608.18
00393599	04/06/18	Southern California Ed	APRIL 2018	0107477409	5520	LIGHT & POWER	25.28
			APRIL 2018	0106477409	5520	LIGHT & POWER	5,255.58
			APRIL 2018	0105477409	5520	LIGHT & POWER	8,657.09
			APRIL 2018	0102477409	5520	LIGHT & POWER	2,452.26
						CHECK TOTAL:	16,390.21
00393600	04/06/18	Waste Management of OC	TRASH - UTILITIES	0105477409	5540	TRASH - UTILITIES	180.58

SELECT Check ID's and Numbers: 76@ ; Check Dates: 040618

<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>
			APRIL 2018	0102477409	5540	TRASH - UTILITIES	227.98
			APRIL 2018	0106477409	5540	TRASH - UTILITIES	466.15
			APRIL 2018	0107477409	5540	TRASH - UTILITIES	436.85
			APRIL 2018	0105477409	5540	TRASH - UTILITIES	1,391.07
			APRIL 2018	0108477409	5540	TRASH - UTILITIES	366.46
						CHECK TOTAL:	3,069.09
						TOTAL FOR STOCK 76 Laguna Beach's check stock ID	34,042.45
			GRAND TOTAL				34,042.45

SELECT Check ID's and Numbers: 760 ; Check Dates: 040918

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00393601	04/09/18	A Photo Identification	GENERAL SUPPLIES-NON INSTRUCT	0102256700	4340	GENERAL SUPPLIES-NON INS	1,255.00
						CHECK TOTAL:	1,255.00
00393602	04/09/18	A-Z Office Resource In	MATERIALS & SUPPLIES-INSTRUCT	0107011005	4310	MATERIALS & SUPPLIES-INS	321.13
						CHECK TOTAL:	321.13
00393603	04/09/18	Acorn Media	EQUIPMENT-NEW	0113457175	4410	EQUIPMENT-NEW	872.61
						CHECK TOTAL:	872.61
00393604	04/09/18	BERTRAND'S HORN IMPROV	MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	303.43
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	184.85
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	25.58
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	12.80
						CHECK TOTAL:	526.66
00393605	04/09/18	BrightView Landscape S	LANDSCAPE/IRRIGATION	0106477408	5680	LANDSCAPE/IRRIGATION	775.29
						CHECK TOTAL:	775.29
00393606	04/09/18	Express Pipe & Supply	PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	140.46
						CHECK TOTAL:	140.46
00393607	04/09/18	Ganahl Lumber	MAINTENANCE SUPPLIES	0108477408	4362	MAINTENANCE SUPPLIES	67.71
						CHECK TOTAL:	67.71
00393608	04/09/18	Grainger	PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	43.84
						CHECK TOTAL:	43.84
00393609	04/09/18	Hubert, Alison	3/15 - 3/17-CUE CONF	0113457175	5220	TRAVEL & CONFERENCE	227.27
						CHECK TOTAL:	227.27
00393610	04/09/18	Joseph Forehand	MISC OUTSIDE VENDOR	0105315315	5860	MISC OUTSIDE VENDOR	500.00
						CHECK TOTAL:	500.00
00393611	04/09/18	Jun Shen	REFRESHMENTS - NOT FOOD SERV	0105015590	4325	REFRESHMENTS - NOT FOOD	2,510.90
						CHECK TOTAL:	2,510.90
00393612	04/09/18	JW Pepper	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	811.04
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	91.02
			MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	209.04
						CHECK TOTAL:	1,111.10
00393613	04/09/18	King, Nikol	GENERAL SUPPLIES-NON INSTRUCT	0105091012	4340	GENERAL SUPPLIES-NON INS	80.04
			REFRESHMENTS - NOT FOOD SERV	0105091012	4325	REFRESHMENTS - NOT FOOD	19.98
						CHECK TOTAL:	100.02



SELECT Check ID's and Numbers: 760 ; Check Dates: 040918

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
			FOOD	1302277426	4700	FOOD	180.00
						CHECK TOTAL:	3,586.49
00393621	04/09/18	Hollandia Dairy Inc	FOOD	1302277426	4700	FOOD	125.61
			FOOD	1302277426	4700	FOOD	140.63
			FOOD	1302277426	4700	FOOD	120.96
			FOOD	1302277426	4700	FOOD	120.96
			FOOD	1302277426	4700	FOOD	87.00
			FOOD	1302277426	4700	FOOD	156.56
			FOOD	1302277426	4700	FOOD	115.29
			FOOD	1302277426	4700	FOOD	129.82
			FOOD	1302277426	4700	FOOD	124.59
			FOOD	1302277426	4700	FOOD	95.46
			FOOD	1302277426	4700	FOOD	89.44
			FOOD	1302277426	4700	FOOD	123.18
						CHECK TOTAL:	1,429.50
00393622	04/09/18	Mandarin King	FOOD	1302277426	4700	FOOD	200.00
			FOOD	1302277426	4700	FOOD	240.00
						CHECK TOTAL:	440.00
00393623	04/09/18	P & R Paper Supply Co	GENERAL SUPPLIES-NON INSTRUCT	1302277426	4340	GENERAL SUPPLIES-NON INS	1,700.20
						CHECK TOTAL:	1,700.20
00393624	04/09/18	Quick Dispense Inc.	FOOD	1302277426	4700	FOOD	271.60
						CHECK TOTAL:	271.60
00393625	04/09/18	STIX HOLDINGS LLC	FOOD	1302277426	4700	FOOD	165.00
			FOOD	1302277426	4700	FOOD	115.00
			FOOD	1302277426	4700	FOOD	165.00
			FOOD	1302277426	4700	FOOD	103.50
						CHECK TOTAL:	548.50
00393626	04/09/18	SUNRISE PRODUCE	FOOD	1302277426	4700	FOOD	9.16
			FOOD	1302277426	4700	FOOD	17.58
			FOOD	1302277426	4700	FOOD	7.47
			FOOD	1302277426	4700	FOOD	1.42
			FOOD	1302277426	4700	FOOD	76.39
			FOOD	1302277426	4700	FOOD	22.39
			FOOD	1302277426	4700	FOOD	50.00
						CHECK TOTAL:	184.41
00393627	04/09/18	Sysco Food Service of	FOOD	1302277426	4700	FOOD	284.42
			FOOD	1302277426	4700	FOOD	128.93



SELECT Check ID's and Numbers: 76@ ; Check Dates: 040918

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
			FOOD	1302277426	4700	FOOD	179.74
			FOOD	1302277426	4700	FOOD	818.26
			FOOD	1302277426	4700	FOOD	165.08
			FOOD	1302277426	4700	FOOD	336.02
			FOOD	1302277426	4700	FOOD	15.70
			FOOD	1302277426	4700	FOOD	800.74
						CHECK TOTAL:	2,728.89
00393628	04/09/18	US Foodservice Inc.	FOOD	1302277426	4700	FOOD	606.29
			FOOD	1302277426	4700	FOOD	130.45
			FOOD	1302277426	4700	FOOD	89.81
			FOOD	1302277426	4700	FOOD	134.36
						CHECK TOTAL:	960.91
00393629	04/09/18	US Foodservice Inc.	FOOD	1302277426	4700	FOOD	324.68
						CHECK TOTAL:	324.68
00393630	04/09/18	Z PIZZA INC	FOOD	1302277426	4700	FOOD	168.00
			FOOD	1302277426	4700	FOOD	100.00
			FOOD	1302277426	4700	FOOD	286.00
			FOOD	1302277426	4700	FOOD	171.00
			FOOD	1302277426	4700	FOOD	80.00
			FOOD	1302277426	4700	FOOD	286.00
			FOOD	1302277426	4700	FOOD	191.00
						CHECK TOTAL:	1,282.00
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							24,573.89
GRAND TOTAL							24,573.89

**Laguna Beach Unified School District**

**12.j. CONSENT/ACTION**

**April 17, 2018**

**Approval:      Ratification of Certificated Payroll 9A in the Amount of \$2,196,319.25  
                     Ratification of Classified Payroll 9B in the Amount of \$729,213.18  
                     Ratification of Classified Payroll 9C in the Amount of \$9,144.09**

**Proposal**

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

1. Certificated Payroll 9A in the amount of \$2,196,319.25; and,
2. Classified Payroll 9B in the amount of \$729,213.18; and,
3. Certificated Payroll 9C in the amount of \$9,144.09 for the month of March 2018 totaling \$2,934,676.52.

**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 9A in the amount of \$2,196,319.25; and,
2. Classified Payroll 9B in the amount of \$729,213.18; and,
3. Certificated Payroll 9C in the amount of \$9,144.09 for the month of March 2018 totaling \$2,934,676.52.

**Laguna Beach Unified School District**

**12.k. CONSENT/ACTION**

**April 17, 2018**

**Approval/Ratification: Community Facilities District 98-1 (Crystal Cove) Administrative Expense Fund Disbursements Totaling \$1,327.00**

**Proposal**

Staff proposes the Board of Education approve/ratify the attached disbursement from the Administrative Fund of the Community Facilities District 98-1 "CFD 98-1."

**Background**

A separate Administrative Fund was established pursuant to the Indenture by and between Laguna Beach Unified School District and Community Facilities District No.98-1 (Crystal Cove) 2012 Special Tax Refunding Bonds. Administrative expenses are for the actual or reasonably estimated costs directly related to the administration of CFD No. 98-1. The estimated amount for the current outstanding principal is equal to \$8,300,000 which is based on principal paid through September 2017. Staff requests approval of the payment detailed on the Administrative Funds Disbursement list.

**Budget Impact**

The \$1,327.00 payment will be made from the CFD 98-1 Administrative Expense Fund located at U.S. Bank. After the disbursement, the remaining fund balance will be \$50,083.22.

	Payee Name & Address	Purpose	Revenue	Expense	Balance
1	Beginning Balance				\$51,401.27
2	Interest Earned	February 2018	\$8.95		
3	David Taussig & Associates	Inv. 1802077		\$1,327.00	
4	Ending Fund Balance				<b>\$50,083.22</b>

**Recommended Action**

Staff recommends the Board of Education approve/ratify the disbursement as presented.

## **Laguna Beach Unified School District**

### **12.1. CONSENT/ACTION**

**April 17, 2018**

**Approval: Award of Contract to Office Depot Incorporated for Purchase of Office and School Supplies and Equipment based on Newport-Mesa Unified School District piggyback purchasing bid #104-18 through June 30, 2019**

#### **Proposal**

Staff proposes the Board of Education authorize the award of contract to Office Depot Incorporated for purchase of office and school supplies equipment based on Newport-Mesa Unified School District piggyback purchasing bid #104-18 through June 30, 2019.

#### **Background**

On March 27, 2018, the Newport-Mesa Unified School district Board of Trustees approved award of Bid #104-18 for office and school supplies and equipment to Office Depot Incorporated. The award may be renewed annually for up to three years. The award allows for other school districts to piggy back on this bid.

The pricing on the Bid #104-18 is more favorable for many items at Office Depot. There is no requirement to purchase any minimum or maximum quantities and no requirement that would restrict us from purchasing from another supplier. Provisions include online ordering and next delivery among others.

Pursuant to Public Contract Code 20652 and 20118, other districts and public agencies in the State of California may purchase identical items under the price, terms and conditions of the Bid for up to three years from the award date, published by the Newport-Mesa Unified School District, from the awarded vendor.

#### **Budget Impact**

Office and school supplies are purchased within each school site and department budget in the General Fund.

#### **Recommended Action**

Staff recommends the Board of Education approved the award of contract to Office Depot Incorporated for purchase of office and school supplies equipment based on Newport-Mesa Unified School District piggyback purchasing bid #104-18 through June 30, 2019.

## AFFIDAVIT OF PUBLICATION

STATE OF CALIFORNIA, )  
 ) ss.  
County of Orange )

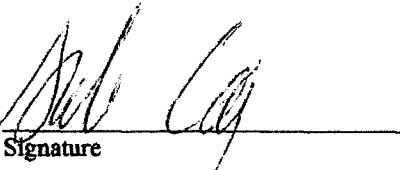
I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the principal clerk of The Orange County Register, a newspaper of general circulation, published in the city of Santa Ana, County of Orange, and which newspaper has been adjudged to be a newspaper of general circulation by the Superior Court of the County of Orange, State of California, under the date of November 19, 1905, Case No. A-21046, that the notice, of which the annexed is a true printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

February 1, 8, 2018

"I certify (or declare) under the penalty of perjury under the laws of the State of California that the foregoing is true and correct":

Executed at Santa Ana, Orange County, California, on

Date: February 8, 2018

  
Signature

The Orange County Register  
2190 S. Towne Centre Place  
Anaheim, CA 92806  
(714) 796-2209

## PROOF OF PUBLICATION

### NOTICE CALLING FOR COMPETITIVE BIDS

Bid Deadline: March 1, 2018 at 10:00 AM  
Place of Bid Receipt: Purchasing Dept., Bldg. A, 2935 Bear St., Costa Mesa, CA 92626  
Project: Bid #104-10 Office & School Supplies and Equipment

NOTICE IS HEREBY GIVEN that the Board of Education of the Newport-Mesa Unified School District of Orange County, California, acting by and through its Governing Board, hereinafter referred to as "DISTRICT," will receive up to, but not later than, the above stated bid deadline, sealed bids at the place identified above for the award of a contract for the above Project.

Bids may not be withdrawn for a period of FORTY-FIVE (45) days after the date set for the opening thereof.

The Governing Board of the Newport-Mesa Unified School District reserves the right to reject any or all bids, and to waive any informality or irregularity in any bid received.

NEWPORT-MESA UNIFIED SCHOOL DISTRICT  
of Orange County

JERRY TRADER  
Executive Director, Fiscal Services  
Chief Financial Officer

For publication in  
Newport Beach/Costa Mesa  
O.C. Register

February 1, 2018

February 8, 2018

Publish: Orange County Register February 1, 8, 2018 11073409 e

Regular Meeting of the Board of Education  
March 27, 2018 6:00 PM  
District Education Center - Roderick H. MacMillian Board Room  
2985 - A Bear Street  
Costa Mesa, California 92626

Agenda Item: Award of Bid #104-18 Office & School Supplies and Equipment District Wide to Office Depot Incorporated

Recommended Motion: It is recommended that the Board of Education approve award of Bid #104-18 Office & School Supplies and Equipment to Office Depot Incorporated, for a period up to three (3) years, renewable annually, per the terms and conditions of the bid.

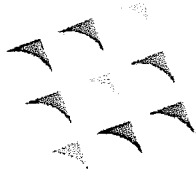
Financial Impact: Funds budgeted in various accounts district-wide - \$560,000 estimated annual expenditures.

Comments: Background:  
On February 1st and 8th, 2018 the district advertised Bid #104-18 Office & School Supplies and Equipment per Public Contract Code §10180. The purpose of the bid is to address office and school supply and equipment needs district wide.

Current Consideration:  
Two bids were received at the bid opening on March 1, 2018 and evaluated by purchasing staff to ensure adherence to district specifications and responsiveness according to Public Contract Code §20112. One bidder was found to be non-responsive due to nonadherence to the terms of the bid. The bid is recommended to be awarded to Office Depot Incorporated as the lowest responsible bidder per the attachment.

Approved by:  
Holcomb/Trader/Miller  
Board Agenda  
March 27, 2018

Attachments:  
Bid 104-18



**Newport-Mesa**  
Unified School District

**BOARD OF EDUCATION**  
Dana Black • Walt Davenport • Martha Fluor  
Judy Franco • Charlene Metoyer  
Vicki Snell • Karen Yelsey

**EXCERPT FROM THE MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION  
OF THE NEWPORT-MESA UNIFIED SCHOOL DISTRICT  
March 27, 2018**

The following items were approved by the Board of Education:

**17. CONSENT CALENDAR**

It was recommended that the Board of Education approve the Consent Calendar items for Business Services, Human Resources, Education Services, Superintendent and Student Support Services.

Motion made by: Judy Franco

Seconded by: Dana Black

Votes: Passed unanimously with a 7/0 vote

Dana Black - Yes

Walt Davenport – Yes

Martha Fluor – Yes

Judy Franco – Yes

Charlene Metoyer – Yes

Vicki Snell – Yes

Karen Yelsey – Yes

**17.a. Business Services**

**17.a.1. Approved Agreement with Cumming Corporation for Cost Management Services for the 2018 New and Renovated Air Conditioning Projects at Various Sites**

**17.a.2. Awarded of Bid #104-18 Office and School Supplies and Equipment District Wide to Office Depot Incorporated**

**17.a.3. Approved Agreement with Strack Chauffeured Transportation, Inc.**

**17.a.4. Approved Renewal of Contract #109-17 Charter Bus Services District-wide with Certified Transportation**

**17.a.5. Approved Purchasing and Transaction Report for 03-27-18**

**17.a.6. Approved Accounting Report 03-27-18**

**17.a.7. Approved Software Register 3-27-18**

**17.a.8. Approved Gift Register 03-27-18**

**17.b. Education Services**

**17.b.1. Approved Tableau Desktop Professional License Maintenance Renewal for 2018-19**

**17.b.2. Approved the Tableau Server License and Maintenance Renewal for 2018-19**

**17.b.3. Approved Agreement for Services between Consortium on Reaching Excellence in Education, Inc. and Newport Mesa Unified School District for SIPPS Support Services**

**17.b.4. Approved the Memorandum of Understanding between NMUSD Project Kidz Connect, After-School Program and Girls Inc. of Orange County for 2017-2018**

**17.b.5. Approved the Agreement with Newport Orthopedic Institute and Newport-Mesa Unified School District for Athletic Trainer Support Services for the 2017 - 2019 School Years**

**17.b.6. Approved Updates to the 2017-18 Single Plan for Student Achievement for TeWinkle Middle School and Corona del Mar High School**

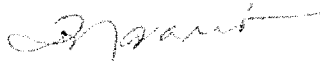
**17.b.7. Approved Elementary Travel Register 03-27-18**

**17.b.8. Approved Independent Contractors' Register 3-27-18**

Frederick Navarro, Ed.D., Superintendent  
2985 Bear Street • Costa Mesa • California 92626 • (714) 424-5000

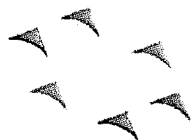
- 17.b.9. Approved Secondary School Related Travel Register 3-27-18
- 17.c. Human Resources
  - 17.c.1. Approved Certificated Employment, Reduced Workload Program
  - 17.c.2. Approved Certificated Employees' Appointment/Reassignment Register 03-27-18
  - 17.c.3. Approved Certificated Employees' Leave of Absence Register 03-27-18
  - 17.c.4. Approved Certificated Employees' Resignation/Termination Register 03-27-18
  - 17.c.5. Approved Classified Employees' Appointment/Reassignment Register 03-27-18
  - 17.c.6. Approved Classified Employees' Leave of Absence Register 03-27-18
  - 17.c.7. Approved Classified Employees' Resignation/Termination Register 03-27-18
- 17.d. Student Support Services
  - 17.d.1. Approved Settlement Agreement OAH Case No. 2017100253
  - 17.d.2. Approved Student Discipline - Expulsion of Students
  - 17.d.3. Approved Nonpublic School/Agency Contracts for the 2017-2018 School Year
  - 17.d.4. Approved the Plan for Providing Education Services to All Expelled Students - Orange County Department of Education and NMUSD
- 18. Public Hearing/Discussion Action
  - 18.a. Held Public Hearing of the California School Employees Association, Chapter #18 Initial Proposal for Reopener Negotiations to the Newport-Mesa Unified School District for Negotiations Commencing 2018-2019
  - 18.b. Received California School Employees Association, Chapter #18 Initial Proposal for Reopener Negotiations to the Newport-Mesa Unified School District for Negotiations Commencing 2018-2019
- 19. Public Hearing/Discussion Action
  - 19.a. Held Public Hearing of the Newport-Mesa Unified School District's Initial Proposal for Reopener Negotiations to the California School Employees Association, Chapter #18 for Negotiations Commencing 2018-2019
  - 19.b. Approved Newport-Mesa Unified School District's Initial Proposal for Reopener Negotiations to the California School Employees Association, Chapter #18 for Negotiations Commencing 2018-2019
- 20. Discussion/Action Calendar
  - 20.a. Adopted Resolution No.31-03-18 In Support of Autism Awareness Month, April 2018

The next regular meeting of the Board of Education is scheduled for April 10, 2018 at 6:00 p.m. I hereby certify that the above is a true excerpt from the minutes of the above date.



Dr. Frederick Navarro, Superintendent





**Newport-Mesa**  
Unified School District

March 28, 2018

Office Depot  
Business Services Division  
3366 East Willow Street  
Signal Hill, CA 90806

Dear Mr. Redman:

You have been selected as the apparent lowest responsible bidder for the Office & School Supplies and Equipment, Bid #104-18. The Newport-Mesa Unified School District Governing Board awarded the contract to Office Depot on March 27, 2018.

We look forward to working with you and feel this will be a successful relationship. If you have any questions, please call Kathy Miller, Buyer, at (714) 424-7583.

Sincerely,

Jeffery Trader  
Executive Director, Chief Financial Officer

**BID# 104-18**  
**OFFICE & SCHOOL SUPPLIES AND EQUIPMENT**  
**BID FORM CONTRACT PRICE LIST**

LINE	DESCRIPTION	U/M	MFGR#	MFGR/BRAND	OFFICE DEPOT	LAKE SHORE
1	BINDER, VIEW, 1" RING, PLASTIC OVERLAY, BLACK	EA	OD02767	JUST BASICS	\$ 1.01	
2	BINDER, VIEW, 1" RING, PLASTIC OVERLAY, WHITE	EA	OD02765	JUST BASICS	\$ 1.01	
3	BINDER, VIEW, 1-1/2" RING, PLASTIC OVERLAY, BLACK	EA	OD02768	JUST BASICS	\$ 4.72	
4	BINDER, VIEW, 1-1/2" RING, PLASTIC OVERLAY, WHITE	EA	OD02769	JUST BASICS	\$ 1.49	
5	BINDER, VIEW, 2" RING, PLASTIC OVERLAY, BLACK	EA	OD02773	JUST BASICS	\$ 1.83	
6	BINDER, VIEW, 2" RING, PLASTIC OVERLAY, WHITE	EA	OD02779	JUST BASICS	\$ 1.83	
7	BINDER, VIEW, 3" RING, PLASTIC OVERLAY, BLACK	EA	OD02785	JUST BASICS	\$ 2.47	
8	BINDER, VIEW, 3" RING, PLASTIC OVERLAY, WHITE	EA	OD02786	JUST BASICS	\$ 2.47	
9	BOARD, POSTER, 22" X 28", 25/PK	PK		HOUSE OR GENERIC	\$ 6.73	\$ 47.49 (100 pk)
10	BOOK, COMPOSITION, 6-7/8" x 8-1/2", 40 SHEETS, WIDE RULED	EA		HOUSE OR GENERIC	\$ 0.42	
11	BOOK, COMPOSITION, 9-3/4" X 7-1/2", 100 SHTS, WIDE RULED, MARBLED	EA		HOUSE OR GENERIC	\$ 1.78	\$ 2.84
12	CALCULATOR, MINI POCKET	EA		HOUSE OR GENERIC	\$ 1.63	\$ 5.69
13	CARD, INDEX, 3" X 5", RULED, 100/CT	PK		HOUSE OR GENERIC	\$ 0.34	
14	CARD, INDEX, 3" X 5", UNRULED, 100/CT	PK		HOUSE OR GENERIC	\$ 0.33	
15	CARD, INDEX, 5" X 8" RULED, 100/CT	PK		HOUSE OR GENERIC	\$ 2.97	
16	CARD, INDEX, 5" X 8", UNRULED, 100/CT	PK		HOUSE OR GENERIC	\$ 0.97	
17	CLEANER, WHITE BOARD, 8 OZ	EA	SAN81803	EXPO	\$ 1.17	
18	CLIPBOARD, LETTER SIZE, WOOD	EA	OIC83140	OIC	\$ 2.04	
19	CLIPS, BINDER, LARGE, 2" WIDE	DZ		HOUSE OR GENERIC	\$ 2.38	
20	CLIPS, BINDER, MEDIUM 1-1/4" WIDE	DZ		HOUSE OR GENERIC	\$ 0.88	
21	CLIPS, BINDER, SMALL 3/4" WIDE	DZ		HOUSE OR GENERIC	\$ 0.36	
22	CORRECTION TAPE, WHITE, 2/PK	PK	6624	PAPERMADE	\$ 1.64	
23	CRAYONS, CRAYOLA, LARGE SIZE, LIFT LID BOX, 8 COLOR SET	BX	BIN520080	CRAYOLA	\$ 0.49	
24	CRAYONS, CRAYOLA, STANDARD SET, 24 COLOR SET	BX	52-0024	CRAYOLA	\$ 0.73	
25	CRAYONS, CRAYOLA, TUCK BOX, 16 COLORS SET	BX	BIN520016	CRAYOLA	\$ 0.39	
26	DISPENSER, TAPE, BLACK, 1" CORE	EA	MMMC38BK	SCOTCH	\$ 1.42	
27	ENVELOPES, #10 WHITE, PLAIN, 500/CT	BX		HOUSE OR GENERIC	\$ 6.61	
28	ENVELOPES, CLASP, BROWN KRAFT, 10" X 13", 100/CT	BX		HOUSE OR GENERIC	\$ 6.76	
29	ERASER, PENCIL CAP, RED, 144/CT	PK	PAP73015	PAPERMADE	\$ 2.03	
30	ERASER, PINK, MEDIUM, 24/BX	BX		HOUSE OR GENERIC	\$ 1.43	
31	ERASER, WHITE MAGIC RUB, 12/PK	PK	73201	PRISMACOLOR	\$ 4.27	
32	ERASER, WHITE BOARD	EA	SAN81505	EXPO	\$ 1.43	

LINE	DESCRIPTION	U/M	MFGR#	MFGR/BRAND	OFFICE DEPOT	LAKESHORE
33	FASTENER, BRASS, ROUND HEAD, 1", 100/PK	PK		HOUSE OR GENERIC	\$ 0.70	
34	FOLDER, FILE, LETTER, MANILA 1/3 CUT, 100/BX	BX	10341	SMEAD	\$ 14.49	
35	FOLDER, HANGING, LETTER SIZE, 1/3 CUT, GREEN, 25/CT	BX	SMD13H	SMEAD	\$ 2.90	
36	GLUE, STICK, 1.27OZ	EA	AVE00196	AVERY	\$ 0.25	
37	GLUE, STICK, .21OZ, 12/PK	PK	E510	ELMERS	\$ 4.23	\$ 4.74
38	GLUE STICK, .24OZ, CLEAR, 30/PK	PK	E556	ELMERS	\$ 6.90	\$ 4.74
39	GLUE STICK, .24OZ, PURPLE, 30/PK	PK	E555	ELMERS	\$ 6.90	
40	GLUE, WHITE, ELMERS, SCHOOL GLUE, 4OZ	EA	E304NR	ELMERS	\$ 0.50	
41	GLUE, WHITE, ELMERS, 7.625 OZ	EA	E1324NR	ELMERS	\$ 0.72	
42	GLUE, WHITE, ELMERS, GALLON	EA	E340NR	ELMERS	\$ 10.49	
43	HEADPHONES, ECONOMY	EA	KU6872	V7	\$ 7.29	\$ 9.49
44	HIGHLIGHTER, FLUORESCENT, ASSORTED COLORS, 6 CT	PK	25076	SHARPIE ACCENT	\$ 2.76	
45	HIGHLIGHTER, FLUORESCENT, YELLOW, DOZEN, SHARPIE	DZ	25025	SHARPIE ACCENT	\$ 5.55	
46	HIGHLIGHTER, FLUORESCENT, YELLOW, DOZEN, ECONOMY	DZ		HOUSE OR GENERIC	\$ 2.69	
47	LABELS, LASER, ADDRESS, WHITE, 1" X 2-5/8", 3000/CT	BX	AVE5160	AVERY	\$ 10.99	
48	MARKERS, CRAYOLA, BROAD LINE, 8 COLOR SET	ST	BIN587708	CRAYOLA	\$ 1.36	
49	MARKERS, CRAYOLA, THIN LINE, 8 COLOR SET	ST	BIN587709	CRAYOLA	\$ 1.44	
50	MARKER, DRY ERASE, CHISEL TIP, 4 COLOR SET, LOW ODOR	ST	80074	EXPO	\$ 3.74	
51	MARKER, DRY ERASE, CHISEL TIP, ASSORTED COLORS, LOW ODOR, 12/PK	DZ	81043	EXPO	\$ 8.57	
52	MARKER, DRY ERASE, CHISEL TIP, BLACK, LOW ODOR, 12/PK	DZ	80001	EXPO	\$ 8.60	
53	MARKER, DRY ERASE, CHISEL TIP, GREEN, LOW ODOR, 12/PK	DZ	80004	EXPO	\$ 8.60	
54	MARKER, DRY ERASE, CHISEL TIP, RED, LOW ODOR, 12/PK	DZ	80002	EXPO	\$ 8.60	
55	MARKER, DRY ERASE, FINE POINT, BLACK, 12/PK	DZ	5001-13M	QUARTET	\$ 6.66	\$ 3.79
56	MARKER, SHARPIE, FINE POINT, BLACK, 12/PK	DZ	30001	SHARPIE	\$ 6.58	
57	MOUSE, FULL SIZE, USB	EA		HOUSE OR GENERIC	\$ 7.00	
58	NOTEBOOK, WIREBOUND, 1 SUBJECT, 3 HOLE PUNCHED, RULED, 70 SHEETS, 6/PK	PK		HOUSE OR GENERIC	\$ 2.88	
59	NOTES, STICKY, YELLOW, 1-1/2" X 2", 24/PK	PK	65324VAD	POST-IT	\$ 7.33	
60	NOTES, STICKY, YELLOW, 3" X 3", 24/PK	PK	65424VAD	POST-IT	\$ 17.01	
61	NOTES, STICKY, YELLOW, 3" X 5", 24/PK	PK	65524VAD	POST-IT	\$ 22.77	
62	PAD, CHART, 1" RULED, 24" X 32", 25 SHEETS	EA	74610	PACON	\$ 3.73	\$ 11.39
63	PAD, WRITING, 8-1/2" X 11-3/4", CANARY, 12/PK	DZ		HOUSE OR GENERIC	\$ 3.29	
64	PAINT, TEMPERA, WASHABLE 16 OZ, BLACK	EA	BIN54311551	CRAYOLA	\$ 0.80	
65	PAINT, TEMPERA, WASHABLE 16 OZ, BROWN	EA	BIN54311507	CRAYOLA	\$ 0.80	
66	PAINT, TEMPERA, WASHABLE 16 OZ, GREEN	EA	BIN54311544	CRAYOLA	\$ 0.80	
67	PAINT, TEMPERA, WASHABLE 16 OZ, MAGENTA	EA	BIN543115069	CRAYOLA	\$ 0.80	
68	PAINT, TEMPERA, WASHABLE 16 OZ, ORANGE	EA	BIN54311536	CRAYOLA	\$ 0.80	
69	PAINT, TEMPERA, WASHABLE 16 OZ, PEACH	EA	BIN543115033	CRAYOLA	\$ 0.80	

LINE	DESCRIPTION	U/M	MFGR#	MFGR/BRAND	OFFICE DEPOT	LAKESHORE
70	PAINT, TEMPERA, WASHABLE 16 OZ, RED	EA	BIN54311538	CRAYOLA	\$ 0.80	
71	PAINT, TEMPERA, WASHABLE 16 OZ, TURQUOISE	EA	BIN543115048	CRAYOLA	\$ 0.80	
72	PAINT, TEMPERA, WASHABLE 16 OZ, ULTRA BLUE	EA	BIN54311542	CRAYOLA	\$ 0.80	
73	PAINT, TEMPERA, WASHABLE 16 OZ, VIOLET	EA	BIN54311540	CRAYOLA	\$ 0.80	
74	PAINT, TEMPERA, WASHABLE 16 OZ, WHITE	EA	BIN54311553	CRAYOLA	\$ 0.80	
75	PAINT, TEMPERA, WASHABLE 16 OZ, YELLOW	EA	BIN54311534	CRAYOLA	\$ 0.80	
76	PAINT, WATERCOLOR, 8 COLOR SET	ST	530525	CRAYOLA	\$ 1.02	\$ 2.65
77	PAPER CLIPS, JUMBO, 100/BX, 10/PK	PK		HOUSE OR GENERIC	\$ 3.05	
78	PAPER CLIPS, REGULAR #1, 100/BX, 10/PK	PK		HOUSE OR GENERIC	\$ 1.43	
79	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, BLACK	RL	PAC101209	PACON	\$ 55.64	
80	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, BLUE	RL	PAC101206	PACON	\$ 59.85	
81	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, DARK BROWN	RL	PAC101207	PACON	\$ 59.92	
82	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, GOLD	RL	PAC101211	PACON	\$ 62.23	
83	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, FESTV GREEN	RL	PAC101202	PACON	\$ 59.53	
84	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, FESTV RED	RL	PAC101203	PACON	\$ 57.63	
85	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, ORANGE	RL	PAC101200	PACON	\$ 61.42	
86	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, PINK	RL	PAC101204	PACON	\$ 57.30	
87	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, PURPLE	RL	PAC101210	PACON	\$ 62.24	
88	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, SKY BLUE	RL	PAC101205	PACON	\$ 58.02	
89	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, WHITE	RL	PAC101208	PACON	\$ 52.72	
90	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, YELLOW	RL	PAC101201	PACON	\$ 59.80	
91	PAPER, QUADRILLE, 8-1/2" X 11", 1/4" SQUARES, WHITE, 500/CT	PK	2862	PACON	\$ 7.69	\$ 9.49
92	PAPER, COMPOSITION, 3/8" RULE, 8-1/2" X 11", UNPUNCHED, 500/CT	PK	2401	PACON	\$ 3.97	
93	PAPER, COMPOSITION, 3/8" RULE, 8-1/2" X 11", 3-HOLE PUNCHED, 500/CT	PK	2402	PACON	\$ 5.78	
94	PAPER, CONSTRUCTION, 12" X 18", ASSORTED, 50/PK	PK	PAC103063	PACON	\$ 1.70	\$ 3.79
95	PAPER, CONSTRUCTION, 12" X 18", ASSORTED BRIGHT, 50/PK	PK	PAC102941	PACON	\$ 2.80	
96	PAPER, CONSTRUCTION, 12" X 18", ATOMIC BLUE, 50/PK	PK	PAC103401	PACON	\$ 2.85	
97	PAPER, CONSTRUCTION, 12" X 18", BLACK, 50/PK	PK	PAC103061	PACON	\$ 1.70	\$ 3.79
98	PAPER, CONSTRUCTION, 12" X 18", BLUE, 50/PK	PK	PAC103054	PACON	\$ 1.70	\$ 3.79
99	PAPER, CONSTRUCTION, 12" X 18", BRILLIANT LIME, 50/PK	PK	PAC103425	PACON	\$ 1.70	\$ 3.79
100	PAPER, CONSTRUCTION, 12" X 18", BURGUNDY, 50/PK	PK	PAC102946	PACON	\$ 2.19	\$ 3.79
101	PAPER, CONSTRUCTION, 12" X 18", CHARTREUSE, 50/PK	PK	PAC103037	PACON	\$ 1.70	
102	PAPER, CONSTRUCTION, 12" X 18", DARK BROWN, 50/PK	PK	PAC103056	PACON	\$ 1.70	
103	PAPER, CONSTRUCTION, 12" X 18", DARK GREEN, 50/PK	PK	PAC103053	PACON	\$ 1.70	
104	PAPER, CONSTRUCTION, 12" X 18", ELECTRIC ORANGE, 50/PK	PK	PAC103405	PACON	\$ 2.85	
105	PAPER, CONSTRUCTION, 12" X 18", FESTIVE GREEN, 50/PK	PK	PAC103038	PACON	\$ 1.70	
106	PAPER, CONSTRUCTION, 12" X 18", FESTIVE RED, 50/PK	PK	PAC103432	PACON	\$ 1.70	

LINE	DESCRIPTION	U/M	MFGR#	MFGR/BRAND	OFFICE DEPOT	LAKESHORE
107	PAPER, CONSTRUCTION, 12" X 18", GOLD, 50/PK	PK	PAC102998	PACON	\$ 1.70	\$ 3.79
108	PAPER, CONSTRUCTION, 12" X 18", GRAY, 50/PK	PK	PAC103059	PACON	\$ 2.45	\$ 3.79
109	PAPER, CONSTRUCTION, 12" X 18", HOLIDAY GREEN, 50/PK	PK	PAC102961	PACON	\$ 1.70	\$ 3.79
110	PAPER, CONSTRUCTION, 12" X 18", HOLIDAY RED, 50/PK	PK	PAC102994	PACON	\$ 1.70	\$ 3.79
111	PAPER, CONSTRUCTION, 12" X 18", LIGHT GREEN, 50/PK	PK	PAC103047	PACON	\$ 1.70	\$ 3.79
112	PAPER, CONSTRUCTION, 12" X 18", LIGHT YELLOW, 50/PK	PK	PAC103046	PACON	\$ 2.19	
113	PAPER, CONSTRUCTION, 12" X 18", LILAC, 50/PK	PK	PAC103050	PACON	\$ 1.70	\$ 3.79
114	PAPER, CONSTRUCTION, 12" X 18", LIVELY LEMON, 50/PK	PK	PAC103403	PACON	\$ 2.85	
115	PAPER, CONSTRUCTION, 12" X 18", MAGENTA, 50/PK	PK	PAC103032	PACON	\$ 1.70	\$ 3.79
116	PAPER, CONSTRUCTION, 12" X 18", ORANGE, 50/PK	PK	PAC103034	PACON	\$ 1.70	\$ 3.79
117	PAPER, CONSTRUCTION, 12" X 18", PINK, 50/PK	PK	PAC103044	PACON	\$ 1.70	\$ 3.79
118	PAPER, CONSTRUCTION, 12" X 18", PUMPKIN, 50/PK	PK	PAC103426	PACON	\$ 1.70	
119	PAPER, CONSTRUCTION, 12" X 18", PURPLE, 50/PK	PK	PAC103051	PACON	\$ 1.70	\$ 3.79
120	PAPER, CONSTRUCTION, 12" X 18", RED, 50/PK	PK	PAC103062	PACON	\$ 1.70	\$ 3.79
121	PAPER, CONSTRUCTION, 12" X 18", ROYAL BLUE, 50/PK	PK	PAC103049	PACON	\$ 1.70	\$ 3.79
122	PAPER, CONSTRUCTION, 12" X 18", SALMON, 50/PK	PK	PAC103042	PACON	\$ 1.70	
123	PAPER, CONSTRUCTION, 12" X 18", SCARLET RED, 50/PK	PK	PAC103040	PACON	\$ 1.70	
124	PAPER, CONSTRUCTION, 12" X 18", SHOCKING PINK, 50/PK	PK	PAC103045	PACON	\$ 2.44	\$ 3.79
125	PAPER, CONSTRUCTION, 12" X 18", SKY BLUE, 50/PK	PK	PAC103048	PACON	\$ 1.70	\$ 3.79
126	PAPER, CONSTRUCTION, 12" X 18", SLATE, 50/PK	PK	PAC103060	PACON	\$ 1.70	
127	PAPER, CONSTRUCTION, 12" X 18", TAN, 50/PK	PK	PAC103055	PACON	\$ 1.70	\$ 3.79
128	PAPER, CONSTRUCTION, 12" X 18", TURQUOISE, 50/PK	PK	PAC103039	PACON	\$ 1.70	\$ 3.79
129	PAPER, CONSTRUCTION, 12" X 18", VIOLET, 50/PK	PK	PAC103041	PACON	\$ 1.70	\$ 3.79
130	PAPER, CONSTRUCTION, 12" X 18", WARM BROWN, 50/PK	PK	PAC103057	PACON	\$ 1.70	\$ 3.79
131	PAPER, CONSTRUCTION, 12" X 18", WHITE, 50/PK	PK	PAC103058	PACON	\$ 1.70	\$ 3.79
132	PAPER, CONSTRUCTION, 12" X 18", YELLOW, 50/PK	PK	PAC103036	PACON	\$ 1.70	\$ 3.79
133	PAPER, COPY, 11" X 17", 500/SHTS	PK		HOUSE OR GENERIC	\$ 6.99	
134	PAPER, FILLER, 8-1/2" X 11", WHITE, COLLEGE RULED, 3-HOLE PUNCH, 150/PK	PK		HOUSE OR GENERIC	\$ 0.87	
135	PAPER, TISSUE, 20" X 30", 100/CT, ASSORTED COLORS	PK	PAC58516	PACON	\$ 6.35	\$ 12.34
136	PEN, BALLPOINT, FINE POINT, BLACK	DZ	PAP33811	PAPERMATE	\$ 0.75	
137	PEN, BALLPOINT, FINE POINT, BLUE	DZ	PAP33611	PAPERMATE	\$ 0.75	
138	PEN, BALLPOINT, FINE POINT, RED	DZ	PAP33711	PAPERMATE	\$ 0.75	
139	PEN, BALLPOINT, MEDIUM POINT, BLACK	DZ	PAP33311	PAPERMATE	\$ 0.80	
140	PEN, BALLPOINT, MEDIUM POINT, BLUE	DZ	PAP33111	PAPERMATE	\$ 0.78	
141	PEN, BALLPOINT, MEDIUM POINT, RED	DZ	PAP33211	PAPERMATE	\$ 0.75	
142	PEN, BALLPOINT, 4-COLOR RETRACTABLE, ASSORTED COLORS, 3/PK	PK	MMP31-AST	BIC	\$ 4.16	
143	PENCIL, #2 MEDIUM SOFT LEAD, ECONOMY WOODCASE, PRESHARPENED, 12/PK	DZ		HOUSE OR GENERIC	\$ 0.83	

LINE	DESCRIPTION	U/M	MFGR#	MFGR/BRAND	OFFICE DEPOT	LAKESHORE
144	PENCIL, #2 MEDIUM SOFT LEAD, ECONOMY WOODCASE, 72/PK	PK		HOUSE OR GENERIC	\$ 9.16	
145	PENCIL, #2 MEDIUM SOFT LEAD, TICONDEROGA	DZ	DIX13882	DIXON TICONDEROGA	\$ 1.09	
146	PENCIL, #2 MEDIUM SOFT LEAD, TICONDEROGA, PRESHARPENED	DZ	DIX13806	DIXON TICONDEROGA	\$ 1.79	
147	PENCIL, BEGINNER, YELLOW #2, WITH ERASER	DZ	DIX13308	DIXON TICONDEROGA	\$ 1.78	
148	PENCIL, COLORED, CRAYOLA, SET OF 12 COLORS	BX	684012E	CRAYOLA	\$ 1.13	
149	PENCIL, MECHANICAL, .7MM, 12/PK	DZ	30301	PAPERMATE	\$ 3.35	
150	PENCIL BOX, 8-1/2"W X 5-1/2"D X 2-1/2"H, CLEAR	EA	AVT34104	ADVANTUS	\$ 0.91	
151	PENCIL POUCH, MESH WINDOW, 7" X 9-3/4", ASSORTED COLORS	EA	PPMW201401	ALAN COMPANY	\$ 1.09	
152	PORTFOLIOS, TWIN POCKET, LIGHT BLUE, 10/PK	PK		HOUSE OR GENERIC	\$ 1.75	
153	PORTFOLIOS, TWIN POCKET, DARK BLUE, 10/PK	PK		HOUSE OR GENERIC	\$ 1.75	
154	PORTFOLIOS, TWIN POCKET, RED, 10/PK	PK		HOUSE OR GENERIC	\$ 1.75	
155	RUBBER CEMENT, 4 OZ	EA	E904	ELMERS	\$ 1.07	
156	RUBBERBANDS, ASSORTED SIZES, 1 LB BAG	EA		HOUSE OR GENERIC	\$ 2.56	
157	RULER, 12", WOODEN, SINGLE EDGE	EA	ACM10381	WESTCOTT	\$ 0.95	
158	SCISSORS, 5", BLUNT TIP, COMFORT GRIP, 2/PK	PK	1535201005	SCHOOL WORKS	\$ 0.70	\$ 1.42
159	SCISSORS, 5", BLUNT TIP, HARD HANDLE, 2/PK	PK	13168	ACME	\$ 2.73	\$ 1.42
160	SCISSORS, 5", POINTED TIP, HARD HANDLE, 2/PK	PK	13132	WESTCOTT	\$ 2.73	\$ 1.42
161	SCISSORS, 8", POINTED, LIGHTWEIGHT	EA		HOUSE OR GENERIC	\$ 0.69	
162	SENTENCE STRIPS, 3" X 24", MANILA, 100/CT	PK	5157	PACON	\$ 2.04	\$ 3.79
163	SHARPENER, PENCIL, ELECTRIC, BLUE	EA	1670	X-ACTO	\$ 36.19	
164	SHARPENER, PENCIL, MANUAL, SINGLE HOLE, W/ RECEPTACLE	EA	60520	FORAY	\$ 0.36	\$ 1.89
165	SHEET PROTECTOR, 8-1/2" X 11", CLEAR, TOP LOADING, 25/CT	PK		HOUSE OR GENERIC	\$ 5.92	
166	STAPLE REMOVER	EA		HOUSE OR GENERIC	\$ 0.23	
167	STAPLER, STANDARD, FULL STRIP, BLACK, COMMERCIAL METAL	EA	44401	SWINGLINE	\$ 5.91	
168	STAPLER, STANDARD, FULL STRIP, BLACK, PLASTIC	EA	SWI54501	SWINGLINE	\$ 2.79	
169	STAPLES, STANDARD, 1/4", 5000/BX	BX	SWI35108	SWINGLINE	\$ 0.52	
170	TAPE, MASKING, 1" X 60 YDS	RL	26001	HIGHLAND	\$ 4.73	
171	TAPE, MASKING, BLUE, 1" X 60 YDS, 3" CORE (PAINTERS TAPE)	RL	2090-1E	SCOTCH	\$ 3.56	
172	TAPE, TRANSPARENT, 3/4" X 1296"	RL	MMM600-341296	SCOTCH	\$ 2.29	
173	TAPE, TRANSPARENT, 3/4" X 1296", 1" CORE, 6/PK	PK	MMM600-6PK	SCOTCH	\$ 10.03	
174	TAPE, MAGIC 810, 3/4" X 27.7 YDS, 12/PK	PK	MMM810K12	SCOTCH	\$ 19.59	
175	YARN, ROVING, ACRYLIC, 450 FT, BLACK	EA	PAC07306	PACON	\$ 5.95	
176	YARN, ROVING, ACRYLIC, 450 FT, BROWN	EA	PAC07026	PACON	\$ 3.26	
177	YARN, ROVING, ACRYLIC, 450 FT, HOT PINK	EA	PAC07256	PACON	\$ 3.26	
178	YARN, ROVING, ACRYLIC, 450 FT, DARK BLUE	EA	PAC07196	PACON	\$ 3.26	
179	YARN, ROVING, ACRYLIC, 450 FT, DARK GREEN	EA	PAC07146	PACON	\$ 5.95	
180	YARN, ROVING, ACRYLIC, 450 FT, LIGHT BLUE	EA	PAC07166	PACON	\$ 3.26	

LINE	DESCRIPTION	U/M	MFGR#	MFGR/BRAND	OFFICE DEPOT	LAKESHORE
181	YARN, ROVING, ACRYLIC, 450 FT, LIGHT GREEN	EA	PAC07126	PACON	\$ 3.26	
182	YARN, ROVING, ACRYLIC, 450 FT, LAVENDER	EA	PAC07346	PACON	\$ 3.26	
183	YARN, ROVING, ACRYLIC, 450 FT, ORANGE	EA	PAC07106	PACON	\$ 3.26	
184	YARN, ROVING, ACRYLIC, 450 FT, PURPLE	EA	PAC07356	PACON	\$ 3.26	
185	YARN, ROVING, ACRYLIC, 450 FT, RED	EA	PAC07036	PACON	\$ 5.95	
186	YARN, ROVING, ACRYLIC, 450 FT, WHITE	EA	PAC07006	PACON	\$ 5.95	
187	YARN, ROVING, ACRYLIC, 450 FT, YELLOW	EA	PAC07086	PACON	\$ 5.93	

TOTAL ANNUAL ESTIMATED PURCHASES

## **Laguna Beach Unified School District**

### **13. INFORMATION**

**April 17, 2018**

#### **Update on Board Governance Protocols**

##### **Proposal**

Board President Vickers will provide an update on the discussion and agreed upon protocols set by the Board of Education.

##### **Background**

On November 4, 2016, the School Board established agreed upon governance protocols. This discussion took place over two workshops facilitated by Peter Fagan of the law firm Fagan, Friedman, and Fulfroft. One of the agreed upon protocols was to annually review protocols and evaluate the Boards adherence to the protocols.

On March 8, 2018, the Board of Education held a special meeting to review and discuss protocols.. At that time, the Board identified changes to the following protocols:

- Motions and Deliberations
- Announcements, Requests, and Board Reports
- Requests for Items for Next Meeting, Requests for Information, General Comments

In addition, the Board discussed implementing a new protocol regarding association requests for meetings with individual Board members.

##### **Budget Impact**

There is no budget impact for this item.

##### **Recommended Action**

Staff recommends the Board of Education receive the update of agreed upon Board protocols





## GOVERNANCE TEAM PROTOCOLS – EVALUATION TOOL

*March 8, 2018*

### Unity of Purpose

We model the type of behavior we expect to see throughout the District:

- Be prepared
- Be courteous
- Be good citizens
- Take personal responsibility
- Be informed
- Be trustworthy (competence and character)

We establish clear, meaningful goals and maintain focus on those goals. We value input and are open to change if the input promises value-added results.

We work to base our decisions on a thorough evaluation of available facts; attempting to hold emotion, personal bias, and our responses to public pressure in check.

We focus on dialogue and collaboration, and do not berate.

We speak with one voice once decisions are made; we collectively support them and move to implementation.

We communicate clearly.

## Governance Protocols

### Board Member Protocol Within a Board Meeting

Issue/Background	Our agreement on how we will handle each issue/topic:
<b>Getting questions answered about items on the agenda before a meeting</b>	<p>Method 1: Call or <b>e-mail</b> questions to the Superintendent (with cc to the Assistant Superintendents) as soon as possible. If the item is confidential, do not use names of personnel or students when using e-mail.</p> <p>Method 2: Make an appointment through the Superintendent's executive assistant and ask the questions then.</p> <p>Method 3: Ask questions during the Board prep meeting (Board President and staff).</p>
<b>Setting Board Agenda</b> Board Bylaw 9322	<p>Following the established template, the Superintendent and Board President will order the agenda for each meeting for maximum effectiveness. Considerations include staff time, paid consultant time, likely public involvement, and anticipated Board Member discussion. In limited circumstances, the Superintendent and Board President may reorder the established template. Out of courtesy to staff and the community, the published agenda will reflect the actual order of the meeting whenever possible. However, there may be times that the Board reorders the agenda at the beginning of a meeting. Board Members may request that an item be placed on an upcoming agenda; if no consensus exists, the Board Member may follow Board policy for placing an item on the agenda.</p>
Issue/Background	Our agreement on how we will handle each issue/topic:
<b>Board Member announcements/requests /Board reports</b>  Board Bylaw 9005	<p>Board Members will limit their remarks to announcements regarding Committees they sit on, in addition to information that helps other Board Members do their job better. Before beginning, it is appropriate to first ask oneself, "Does this need to be said?" This is an opportunity for Board members to share relevant information.</p> <p>Requests for consensus could be made that include giving direction to the Superintendent or making requests for information from the Superintendent or other Board members. Board members shall consider staff time when making requests.</p>
<b>Meeting norms</b>	<ul style="list-style-type: none"> <li>• Everyone participates</li> <li>• Seek first to understand, then be understood</li> <li>• Stay on topic</li> <li>• Listen before responding</li> <li>• Keep discussion moving forward (Does it need to be said?)</li> <li>• Remain objective</li> <li>• Adhere to time</li> <li>• One conversation; no sidebars</li> <li>• Protect confidentiality as needed</li> </ul>
<b>Process Options for Community input</b>	<p>An agenda item will be included in a regular Board meeting following the standard format of staff presentation, questions from the Board, public comments and Board discussion. If the Board feels additional public input would be helpful in determining a course of action, the following options may be considered:</p> <p>Continued on next page</p>

Issue/Background	Our agreement on how we will handle each issue/topic:
	<p><i>Continued from prior page:</i></p> <p>The following options are not exhaustive of potential opportunities for community input:</p> <p>Option 1: A Study Session meeting may be held. Board Members will decide the parameters for discussion, the desired representation (school sites, pertinent interest groups, community-at-large, etc.) an appropriate timeline. Suggested stakeholder representatives will be invited.</p> <p>Option 2: After receiving this additional input, the Board may decide if an ongoing group is needed to continue to address the issue. The Board may ask the Superintendent to form a committee or task force.</p>
<p><b>Pulling item from Consent Calendar:</b> The Consent Calendar allows the Board to deal with routine business (including items that are covered by Policy) with minimal discussion. This helps keep the focus on student learning.</p> <p>Board Bylaw 9322</p>	<p>There are two specific times that call for an item being pulled:</p> <ul style="list-style-type: none"> <li>• When a Board Member's inclination is to vote "no"</li> <li>• When a Board Member needs further information or discussion before deciding how to vote</li> </ul> <p>Before pulling an item simply to speak to it, Board Members will consider making their remarks during the Board comments if appropriate.</p>
<p><b>Motions and deliberation</b></p>	<p>On action items, the recommended order is as follows:</p> <ol style="list-style-type: none"> <li>1. Staff presentation</li> <li>2. Input from public (if any)</li> <li>3. Board member questions to staff</li> <li>4. Motion</li> <li>5. Board member discussion and/or deliberation and vote</li> </ol>
<p><b>Voting "no" or abstaining</b></p>	<p>Each Board member respects the right of other members to vote "no" or to abstain on an issue. However, everyone agrees it is a courtesy to the team to explain the reasons for the "no" vote during deliberation.</p>
<p><b>Election of Board Officers</b></p> <p>Board Bylaw 9006</p>	<p>The Board normally follows a rotation method (Clerk to President) for selecting officers.</p>
<p><b>End of Meeting: Request for Items for Next Meeting, Future Topics</b></p>	<p>Section has been added to the Board agenda</p>
<p><b>Communication Tools</b></p>	<p>Board Wrap Up: The office of Human Resources and Public Communications will prepare and distribute a summary of each Board meeting to interested members of the community.</p>
<p><b>Confidentiality</b></p>	<p>Board Bylaw 9010</p>
<p><b>Visiting programs/schools/professional development outside of LBUSD</b></p>	<p>A courtesy notice will be provided to the superintendent and his assistant prior to arranging visits outside of the district.</p>

Issue/Background	Our agreement on how we will handle each issue/topic:
<b>Association Requests for Meetings</b>	Each association is provided the opportunity to provide updates to the Board at each Board meeting. In addition, association presidents will have the opportunity to provide updates to the Board in the Weekly Update.
<b>Board member request for information</b>	<p>Board members will, insofar as possible, let the Superintendent and staff know ahead of time when a request for information will be made in public so the staff can be prepared to provide a thorough answer. The staff will then be ready to answer the question when the Board member poses it during the meeting.</p> <p>If it appears that a request for information will take considerable staff time, the Board president will restate the request and ask the Superintendent for input regarding time and resources involved. The Board will ask the Board for a consensus on the request.</p> <p>When an individual Board member requests information, it will be provided to all Board members. It is important that individual Board members be sensitive to the amount of staff time that will be consumed by his/her request.</p>
<b>Spokesperson</b>	<p>Once decisions are made, the Board President, or the President's designee, will be the spokesperson for the Board and describe the Board's processes and positions.</p> <p>During disasters and emergencies, the Board President, or the President's designee, will be the spokesperson for the Board.</p>
<b>Self-monitoring of governance team effectiveness</b>	Individual Board members agree to review and adhere to meeting norms, goals, and CSBA Board member roles. When behavior by an individual Board member detracts from effective governance, other Board members will work with that Board member to encourage conformance to our norms.
<b>Revisiting agreed upon protocols and norms</b>	Protocols will be revisited annually by the Board and superintendent.

## **CSBA's Professional Governance Standards**

### **Individual Board Member Standards**

*Individual Board Members bring unique skills, values and beliefs to the Board. In order to govern effectively, individual Board Members must work with each other and the Superintendent to ensure that a high quality education is provided to each student.*

I will . . .

- Keep learning and achievement for all students as the primary focus.
- Value, support and advocate for public education.
- Recognize and respect differences of perspective and style on the Board and among staff, students, parents and the community.
- Act with dignity and understand the implications of demeanor and behavior.
- Keep confidential matters confidential.
- Participate in professional development and commit the time and energy necessary to be an informed and effective leader.
- Understand the distinctions between Board and staff roles, and refrain from performing management functions that are the responsibility of the Superintendent and staff.
- Understand that authority rests with the Board as a whole and not with individuals.
- Seek information from resources available to me before seeking staff assistance

### **Governance Norms**

*The LBUSD is governed by a Board, not by individual Board Members. While understanding our separate roles, the Board and Superintendent work together as a "governance team." This team assumes collective responsibility for building unity and creating a positive organizational culture in order to govern effectively.*

We will . . .

- Keep the District focused on learning and achievement for all students.
- Communicate a common vision.
- Operate openly, with trust and integrity.
- Govern in a dignified and professional manner, treating everyone with civility and respect.
- Govern within Board-adopted policies and procedures.
- Take collective responsibility for the Board's performance.
- Periodically evaluate our own effectiveness.
- Ensure opportunities for the diverse range of views in the community to inform Board deliberations.
- Consider the District focus areas and time, program, and operational demands before requesting additional work from staff

## **Board Responsibilities**

- Set a direction for the District
- Provide a structure by establishing policies
- Ensure accountability
- Provide community leadership on behalf of the District and public education

## **Board Roles**

- Involve the community, parents, students and staff in developing a common vision for the District focused on learning and achievement and responsive to the needs of all students.
- Adopt, evaluate and update policies consistent with the law and the District's vision and goals.
- Maintain accountability for student learning by adopting the District curriculum and monitoring student progress.
- Hire and support the Superintendent so that the vision, goals and policies of the District can be implemented.
- Conduct regular and timely evaluations of the Superintendent based on the vision, goals and performance of the District, and ensure that the Superintendent holds District personnel accountable.
- Adopt a fiscally responsible budget based on the District's vision and goals, and regularly monitor the fiscal health of the District.
- Ensure that a safe and appropriate educational environment is provided to all students.
- Establish a framework for the District's collective bargaining process and adopt responsible agreements.
- Provide community leadership on educational issues and advocate on behalf of students and public education at the local, State and federal levels.

## **Superintendent Standards**

*To support the Board in the governance of the District, the Superintendent:*

- Promotes the success of all students and supports the efforts of the Board of Board Members to keep the District focused on learning and achievement.
- Values, advocates and supports public education and all stake holders.
- Recognizes and respects the differences of perspective and style on the Board and among staff, students, parents and the community - and ensures that the diverse range of views inform Board decisions.
- Acts with dignity, treats everyone with civility and respect, and understands the implications of demeanor and behavior.
- Serves as a model for the value of lifelong learning and supports the Board's continuous professional development.
- Works with the Board as a "governance team" and assures collective responsibility for building a unity of purpose, communicating a common vision and creating a positive organizational culture.
- Recognizes that the Board/Superintendent governance relationship is supported by the management team in each District.
- Understands the distinctions between Board and staff roles, and respects the role of the Board as the representative of the community.
- Understands that authority rests with the Board as a whole; provides guidance to the Board to assist in decision-making; and provides leadership based on the direction of the Board as a whole.
- Communicates openly with trust and integrity including providing all members of the Board with equal access to information, and recognizing the importance of both responsive and anticipatory communications.
- Accepts leadership responsibility and accountability for implementing the vision, goals and policies of the District.

## **Laguna Beach Unified School District**

### **14. INFORMATION**

**April 17, 2018**

#### **Third Quarter Report of Uniform Complaints for the Williams Case Settlement**

##### **Proposal**

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

##### **Background**

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

The Third Quarter Report recaps the number of Uniform Complaints received by the District in the three areas governed by the Williams Case Settlement for the period of January – March 2018. The three targeted areas are:

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

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

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

The District's report is as follows:

Report Period:	<u>Quarter #3 - January 1 – March 31, 2018</u>
Number of Complaints Received:	<u>None.</u>
Nature of Complaints:	<u>None.</u>
Resolution of Complaints:	<u>None.</u>
Report to Board of Education:	<u>April 17, 2018</u>

##### **Budget Impact**

There is no budget impact to this item.

##### **Recommended Action**

Staff recommends the Board of Education receive the Third Quarter Report of Uniform Complaints as mandated by the Williams Case Settlements.

**Laguna Beach Unified School District**

**15. INFORMATION**

**April 17, 2018**

**Monthly Financial Update**

**Proposal**

Staff will present the Monthly Financial Update to the Board of Education.

**Background**

The Monthly Financial Update is a financial report provided to ensure the Board is familiar with the year to date financial activity of the District. The General Fund is presented as it pertains to the current budget. The District budget is adopted by July 1 of each year, revised as of October 31 and January 31, with report dates no later than December 15 and March 15, respectively.

The Monthly Financial Update consists of all the District's funds and special reports for services.

**Budget Impact**

There is no budget impact for this report.

**Recommended Action**

No action is required. The Monthly Financial Update report is prepared for information purposes only.



**LAGUNA BEACH UNIFIED SCHOOL DISTRICT  
MONTHLY FINANCIAL STATEMENT  
AS OF FEBRUARY 28, 2018**

	Second Interim @ 3/13/2018	Receipts/ Expenditures YTD	Percent YTD
<b>REVENUES</b>			
Property Taxes/LCFF Hold Harmless/Prop. 30	52,197,552	32,625,618	63%
Federal Revenues	887,411	130,504	15%
Other State Revenues	3,631,998	759,664	21%
Other Local Revenues	2,976,585	1,078,930	36%
Interfund Transfers In	0	0	0%
<b>TOTAL REVENUE</b>	<b>59,693,546</b>	<b>34,594,716</b>	<b>58%</b>
<b>EXPENDITURES</b>			
Certificated Salaries	22,715,222	13,783,031	61%
Classified Salaries	8,519,694	4,678,574	55%
Employee Benefits	12,589,357	6,302,605	50%
Books & Supplies	3,052,451	1,581,324	52%
Services and Operating Services	9,896,788	5,047,185	51%
Capital Outlay	1,390,960	698,543	50%
Other Outgo	332,496	169,527	51%
Transfers Out	2,390,000	2,390,000	100%
<b>TOTAL EXPENDITURES</b>	<b>60,886,968</b>	<b>34,650,789</b>	<b>57%</b>
ADJUSTED BEGINNING BALANCE AS OF 7/1/2017	<u>\$ 7,466,970</u>		
SURPLUS / DEFICIT SPENDING	<u>(1,193,422)</u>		
ENDING FUND BALANCE PROJECTED FOR 6/30/2018	<u>\$ 6,273,548</u>		

**SPECIAL PROGRAM EXPENDITURES REPORTING**

Special Education	8,993,206	4,670,991	52%
Technology	2,529,921	1,708,186	68%
4CLE	1,128,136	693,423	61%
Ongoing & Major Maintenance Account	2,627,322	1,530,145	58%
Capital Improvement Plan	1,754,232	1,436,085	82%
Facilities Repair & Replacement Program	1,015,250	451,956	45%

**LAGUNA BEACH UNIFIED SCHOOL DISTRICT  
FISCAL YEAR 2017-18  
SECOND INTERIM  
COMPONENTS OF ENDING FUND BALANCE**

<u>General Fund</u>	
<b>ENDING FUND BALANCE</b>	<b>\$ 6,273,548</b>
<u>Nonspendable - (Revolving Cash)</u>	\$ 50,000
<u>Restricted - (Categorical Programs)</u>	
Routine Restricted Maintenance	2,556,678
<u>Committed</u>	
<u>Assigned</u>	
Potential Onetime Expenditures	616,870
District Goals, GASB 45, Textbooks, Special Education, Litigation, Furniture & Equipment, and Facilities	
<u>Unassigned / Unappropriated</u>	
Reserve for Economic Uncertainties = 5%	3,050,000
State required reserve for economic uncertainty 3%	
Local requirement under Policy 3101: Financial Reserves 2%	
 Fund Balance	 <u><u>\$ 6,273,548</u></u>

Education Code Section 42127(a)(2)(B) requires a statement of the reasons that substantiate the need for assigned and unassigned ending fund balances in excess of the minimum reserve standard for economic uncertainties for each fiscal year identified in the budget.

General Fund Expenditures	58,496,968
General Fund Transfers Out to Other Funds	<u>2,390,000</u>
General Fund Expenditures and Transfers	<u><u>60,886,968</u></u>

<u>Assigned</u>		
Potential Onetime Expenditures	1.0%	616,870
District Goals, GASB 45, Textbooks, Special Education, Litigation, Furniture & Equipment, and Facilities		
<u>Unassigned</u>		
State Minimum Reserve Level	3.0%	1,826,609
District Minimum Reserve Level	2.0%	1,223,391
Assigned and Unassigned Balances	<u>6.0%</u>	<u>\$ 3,666,870</u>

**LAGUNA BEACH UNIFIED SCHOOL DISTRICT**  
**MONTH ENDING CASH BALANCE**  
**AS OF FEBRUARY 28, 2018**

	Revenue	Expenditures	Assets/Liability Changes	Monthly Cash Flow Change	Month Ending Cash Balance
7/1/2017					7,543,615.45
JULY	646,578.38	(1,744,089.37)	(1,032,817.39)	(2,130,328.38)	5,413,287.07
AUGUST	325,386.62	(2,847,676.76)	(77,080.87)	(2,599,371.01)	2,813,916.06
SEPTEMBER *	1,664,741.84	(4,715,479.57)	6,457,988.20	3,407,250.47	6,221,166.53
OCTOBER	269,396.39	(5,242,549.95)	26,591.04	(4,946,562.52)	1,274,604.01
NOVEMBER	9,258,740.57	(4,378,423.31)	(277,643.92)	4,602,673.34	5,877,277.35
DECEMBER *	18,381,519.87	(4,472,696.18)	(6,026,838.32)	7,881,985.37	13,759,262.72
JANUARY	3,918,295.60	(7,565,115.98)	239,735.58	(3,407,084.80)	10,352,177.92
FEBRUARY	130,056.28	(3,684,757.82)	(208,716.90)	(3,763,418.44)	6,588,759.48
MARCH					
APRIL					
MAY					
JUNE					
YTD	34,594,715.55	(34,650,788.94)	(898,782.58)	(954,855.97)	

\* SEPTEMBER and DECEMBER expected \$6 million cash flow transfer in from Fund 17 and transfer out to Fund 17.

			CalPERS "CERBT" Trust for OPEB	
			Contributions	Quarter Ending Balance
2017-18				
	Month Ending Cash Balance	Projected Ending Fund Balance	As of:	
FUND 01	\$ 6,588,759.48	\$ 6,273,548.00	Dec. 8, '15	2,000,000.00
FUND 11	27,709.87	-	Dec. 31, '15	1,992,366.86
FUND 13	46,354.77	42,421.00	Jan. 13, '16	193,539.00
FUND 17	16,468,944.47	16,525,087.00	Mar. 31, '16	2,269,242.75
FUND 25	434,616.66	292,327.00	June 30, '16	2,336,219.11
FUND 4040	959,782.82	400,025.00	Sept 30, '16	2,385,154.37
FUND 4041	5,133,941.91	5,154,920.00	Dec 31, '16	2,325,276.97
FUND 4042	3,188,061.11	2,801,389.00	Jan 31, '17	264,284.00
	\$ 32,848,171.09	\$ 31,489,717.00	Mar 31, '17	2,654,488.79
			Jun 30, '17	2,704,831.27
			Sept 30, '17	2,767,482.39
			Dec 31, '17	2,846,884.46

**INTERFUND TRANSFERS**

Transferred from General Fund to:	Second Interim Budget	Actuals	% Used
Cafeteria Fund (Fund 13)	165,000	165,000	100%
Special Reserve Other Than Capital Outlay (Fund 17)	125,000	125,000	100%
Special Reserve for Capital Outlay - Facilities Repair & Replacement Program (Fund 4040)	900,000	900,000	100%
Special Reserve for Capital Outlay - Capital Improvement Plan (Fund 4042)	1,200,000	1,200,000	100%

## Laguna Beach Unified School District

CERBT Strategy 3

Entity #: SKB8-1700217302-001

Quarter Ended December 31, 2017



### Market Value Summary:

	QTD Current Period	Fiscal Year to Date
Beginning Balance	\$2,767,482.39	\$2,704,831.27
Contribution	0.00	0.00
Disbursement	0.00	0.00
Transfer In	0.00	0.00
Transfer Out	0.00	0.00
Investment Earnings	80,000.83	143,239.53
Administrative Expenses	(345.87)	(685.25)
Investment Expense	(252.89)	(501.09)
Other	0.00	0.00
Ending Balance	\$2,846,884.46	\$2,846,884.46
FY End Contrib per GASB 74 Para 22	0.00	0.00
FY End Disbursement Accrual	0.00	0.00
Grand Total	\$2,846,884.46	\$2,846,884.46

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## FUND DESCRIPTIONS

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- FUND 01** **The General Fund** is the chief operating fund for Laguna Beach USD. It is used to account for the ordinary operations of the district. All transactions except those required or permitted by law to be in another fund are accounted for in this fund. Restricted projects or activities within the general fund must be identified and reported separately from unrestricted projects or activities.
- FUND 11** **The Adult Education Fund** is a separate fund used to account for state appropriations and to finance specific programs for the education of adults. Funds can be expended on salaries, benefits, supplies, books, services, and equipment related to adult education programs (Education Code Section 52616.4).
- FUND 13** **The Cafeteria Fund (Food Service)** is used to account separately for federal, state, and local resources to operate the food service program (Education Code sections 38090-38093). The purpose of the food service program is to provide nutritious meals to the students. The District participates in the National School Lunch Program and the School Breakfast Program. The District serves approximately 500-550 lunches and 200-230 breakfasts to the students from kindergarten through twelfth grade on a daily basis.
- FUND 17** **The Special Reserve Fund for Other Than Capital Outlay Projects** is used primarily to provide for the accumulation of moneys for general operating purposes other than for capital outlay (Education Code Section 42840). On May 11, 2004 the Board of Education approved the target of reserving two-thirds of the basic aid differential (the difference between Revenue Limit funding and Basic Aid funding) to be achieved by June 30, 2009. Funds reserved for the Basic Aid differential are deposited into this fund.
- FUND 25** **The Capital Facilities Fund (Developer Fees)** exists to account for monies received as mitigation fees levied on developers, property owners or other agencies as a condition of approving new development or additions to existing real property. The authority for these levies may be local government ordinances (GC 65970-65981) or private agreements between a school district and the developer. Expenditures from this fund are to be used for the purpose of funding the construction or reconstruction of school facilities (Education Code sections 17620-
- FUND 40** **The Special Reserve Fund for Capital Outlay Projects** exists to account for the accumulation of moneys for capital outlay purposes (Education Code Section 42840). This fund is separated into three sub-funds in accordance with resolutions #01-02, #14-02 and #14-03.

**Sub-fund 4040** exists to account for the **Facility Repair and Replacement Program (FRRP)**.

**Sub-fund 4041** exists to account for the **Vista Aliso property reserve**. The District holds a re-purchase agreement on the property.

**Sub-fund 4042** exists to account for the **Capital Improvement Plan (CIP)** that goes above and beyond prior commitments for repair and replacement needs, but extends to improvements of facilities for program and enrollment growth. A ten-year plan will be developed and revised, at least annually, to prioritize major projects.

# LAGUNA BEACH USD

## GL 220 Balance Sheet

### Subfund: 0101 GENERAL FUND

YTD For Month Ending: 02/28/2018

	Object	Amount	Totals
<b>ASSETS</b>			
CASH IN COUNTY TREASURY (AUTO)	9110	6,588,759.48	
REVOLVING CASH ACCOUNT	9130	50,000.00	
ACCOUNTS RECEIVABLE MANUAL	9205	9,129.31	
DUE FROM GRANTOR GOVERNMENTS	9290	683,662.10	
MID MONTH PAYROLL	9360	138,143.78	
<b>Total Assets:</b>			<b>7,469,694.67</b>
<b>LIABILITIES</b>			
ACCOUNTS PAYABLE MANUAL	9510	15,053.00	
DUE TO STATE (OCDE)	9513	99.20	
ACCTS PAY AUTOMATIC	9519	37,422.93	
CA USE TAX LIABILITY	9552	6,222.71	
<b>Total Liabilities:</b>		<b>58,797.84</b>	
<b>FUND BALANCE</b>			
BEGINNING FUND BALANCE	9791	7,466,970.22	
Total Beginning Fund Balance:		7,466,970.22	
Excess Revenue Over Expenditures:		-56,073.39	
<b>Total Fund Balance:</b>		<b>7,410,896.83</b>	
<b>Total Liabilities &amp; Fund Balance:</b>			<b>7,469,694.67</b>
<b>Difference (Error):</b>			<b>0.00</b>

**LAGUNA BEACH USD**  
**GL275 Income Statement**  
Subfund: 0101 GENERAL FUND  
YTD For Month Ending: 02/28/2018

	Object Codes	Amount	Totals
<b>REVENUE</b>			
Revenue Limit			
State Aid	(8000-8019)	690,264.51	
Property Tax	(8020-8079)	31,935,353.51	
Other	(8080-8099)	0.00	
Federal Revenue	(8100-8299)	130,504.02	
Other State Revenue	(8300-8599)	759,663.78	
Other Local Revenue	(8600-8799)	1,078,929.73	
Interfund Transfers In	(8910-8929)	0.00	
All Other Financing Sources	(8931-8979)	0.00	
Contributions	(8980-8999)	0.00	
<b>Total Revenue</b>			<b>34,594,715.55</b>
<b>EXPENDITURES</b>			
Certificated Salaries	(1000-1999)	13,783,030.78	
Classified Salaries	(2000-2999)	4,678,574.00	
Employee Benefits	(3000-3999)	6,302,605.49	
Supplies and Services	(4000-5999)	6,628,508.62	
Capital Outlays	(6000-6999)	698,542.93	
Other Outgo	(7000-7399)	169,527.12	
Other Debt Service	(7400-7599)	0.00	
Interfund Transfers Out	(7600-7629)	2,390,000.00	
All Other Financing Uses	(7630-7999)	0.00	
<b>Total Expenditures</b>			<b>34,650,788.94</b>
<b>Total Non-Operating Accounts</b>	(9900-9999)		<b>0.00</b>
<b>EXCESS REVENUE OVER EXPENDITURES</b>			<b>-56,073.39</b>
<b>BEGINNING FUND BALANCE (9791)</b>		<b>7,466,970.22</b>	
<b>BEGINNING ADJUSTED BALANCE (9793)</b>		<b>0.00</b>	
<b>BEGINNING RESTATED BALANCE (9795)</b>		<b>0.00</b>	
<b>TOTAL BEGINNING FUND BALANCE</b>			<b>7,466,970.22</b>
<b>ENDING FUND BALANCE</b>			<b>7,410,896.83</b>

**LAGUNA BEACH USD**  
**GL 220 Balance Sheet**  
Subfund: 1111 ADULT EDUCATION  
YTD For Month Ending: 02/28/2018

	Object	Amount	Totals
<b>ASSETS</b>			
CASH IN COUNTY TREASURY (AUTO)	9110	27,709.87	
<b>Total Assets:</b>			<b>27,709.87</b>
<b>LIABILITIES</b>			
<b>Total Liabilities:</b>		<b>0.00</b>	
<b>FUND BALANCE</b>			
BEGINNING FUND BALANCE	9791	67,634.45	
Total Beginning Fund Balance:		67,634.45	
Excess Revenue Over Expenditures:		-39,924.58	
<b>Total Fund Balance:</b>		<b>27,709.87</b>	
<b>Total Liabilities &amp; Fund Balance:</b>			<b>27,709.87</b>
<b>Difference (Error):</b>			<b>0.00</b>



**LAGUNA BEACH USD**  
**GL275 Income Statement**  
Subfund: 1111 ADULT EDUCATION  
YTD For Month Ending: 02/28/2018

	Object Codes	Amount	Totals
<b>REVENUE</b>			
Revenue Limit			
State Aid	(8000-8019)	0.00	
Property Tax	(8020-8079)	0.00	
Other	(8080-8099)	0.00	
Federal Revenue	(8100-8299)	0.00	
Other State Revenue	(8300-8599)	0.00	
Other Local Revenue	(8600-8799)	375.51	
Interfund Transfers In	(8910-8929)	0.00	
All Other Financing Sources	(8931-8979)	0.00	
Contributions	(8980-8999)	0.00	
<b>Total Revenue</b>			<b>375.51</b>
<b>EXPENDITURES</b>			
Certificated Salaries	(1000-1999)	15,995.42	
Classified Salaries	(2000-2999)	0.00	
Employee Benefits	(3000-3999)	2,712.78	
Supplies and Services	(4000-5999)	21,591.89	
Capital Outlays	(6000-6999)	0.00	
Other Outgo	(7000-7399)	0.00	
Other Debt Service	(7400-7599)	0.00	
Interfund Transfers Out	(7600-7629)	0.00	
All Other Financing Uses	(7630-7999)	0.00	
<b>Total Expenditures</b>			<b>40,300.09</b>
<b>Total Non-Operating Accounts</b>	(9900-9999)		<b>0.00</b>
<b>EXCESS REVENUE OVER EXPENDITURES</b>			<b>-39,924.58</b>
<b>BEGINNING FUND BALANCE (9791)</b>		<b>67,634.45</b>	
<b>BEGINNING ADJUSTED BALANCE (9793)</b>		<b>0.00</b>	
<b>BEGINNING RESTATED BALANCE (9795)</b>		<b>0.00</b>	
<b>TOTAL BEGINNING FUND BALANCE</b>			<b>67,634.45</b>
<b>ENDING FUND BALANCE</b>			<b>27,709.87</b>

**LAGUNA BEACH USD**  
**GL 220 Balance Sheet**  
**Subfund: 1313 CAFETERIA**  
YTD For Month Ending: 02/28/2018

	Object	Amount	Totals
<b>ASSETS</b>			
CASH IN COUNTY TREASURY (AUTO)	9110	46,354.77	
REVOLVING CASH ACCOUNT	9130	1,295.00	
STORES-CAFETERIA FUND ONLY	9321	8,142.65	
<b>Total Assets:</b>			<b>55,792.42</b>
<b>LIABILITIES</b>			
<b>Total Liabilities:</b>		<b>0.00</b>	
<b>FUND BALANCE</b>			
BEGINNING FUND BALANCE	9791	46,273.13	
Total Beginning Fund Balance:		46,273.13	
Excess Revenue Over Expenditures:		9,519.29	
<b>Total Fund Balance:</b>		<b>55,792.42</b>	
<b>Total Liabilities &amp; Fund Balance:</b>			<b>55,792.42</b>
<b>Difference (Error):</b>			<b>0.00</b>

**LAGUNA BEACH USD**  
**GL275 Income Statement**  
**Subfund: 1313 CAFETERIA**  
YTD For Month Ending: 02/28/2018

	Object Codes	Amount	Totals
<b>REVENUE</b>			
Revenue Limit			
State Aid	(8000-8019)	0.00	
Property Tax	(8020-8079)	0.00	
Other	(8080-8099)	0.00	
Federal Revenue	(8100-8299)	40,935.26	
Other State Revenue	(8300-8599)	2,677.20	
Other Local Revenue	(8600-8799)	281,098.86	
Interfund Transfers In	(8910-8929)	165,000.00	
All Other Financing Sources	(8931-8979)	0.00	
Contributions	(8980-8999)	0.00	
<b>Total Revenue</b>			<b>489,711.32</b>
<b>EXPENDITURES</b>			
Certificated Salaries	(1000-1999)	0.00	
Classified Salaries	(2000-2999)	251,346.35	
Employee Benefits	(3000-3999)	53,559.93	
Supplies and Services	(4000-5999)	175,285.75	
Capital Outlays	(6000-6999)	0.00	
Other Outgo	(7000-7399)	0.00	
Other Debt Service	(7400-7599)	0.00	
Interfund Transfers Out	(7600-7629)	0.00	
All Other Financing Uses	(7630-7999)	0.00	
<b>Total Expenditures</b>			<b>480,192.03</b>
<b>Total Non-Operating Accounts</b>	(9900-9999)		<b>0.00</b>
<b>EXCESS REVENUE OVER EXPENDITURES</b>			<b>9,519.29</b>
<b>BEGINNING FUND BALANCE (9791)</b>		<b>46,273.13</b>	
<b>BEGINNING ADJUSTED BALANCE (9793)</b>		<b>0.00</b>	
<b>BEGINNING RESTATED BALANCE (9795)</b>		<b>0.00</b>	
<b>TOTAL BEGINNING FUND BALANCE</b>			<b>46,273.13</b>
<b>ENDING FUND BALANCE</b>			<b>55,792.42</b>

# LAGUNA BEACH USD

## GL 220 Balance Sheet

Subfund: 1717 Special Reserve Other Than C/O

YTD For Month Ending: 02/28/2018

	Object	Amount	Totals
<b>ASSETS</b>			
CASH IN COUNTY TREASURY (AUTO)	9110	16,468,944.47	
<b>Total Assets:</b>			<b>16,468,944.47</b>
<b>FUND BALANCE</b>			
BEGINNING FUND BALANCE	9791	16,133,086.62	
Total Beginning Fund Balance:		16,133,086.62	
Excess Revenue Over Expenditures:		335,857.85	
<b>Total Fund Balance:</b>		<b>16,468,944.47</b>	
<b>Total Liabilities &amp; Fund Balance:</b>			<b>16,468,944.47</b>
<b>Difference (Error):</b>			<b>0.00</b>

**LAGUNA BEACH USD**  
**GL275 Income Statement**  
Subfund: 1717 Special Reserve Other Than C/O  
YTD For Month Ending: 02/28/2018

	Object Codes	Amount	Totals
<b>REVENUE</b>			
Revenue Limit			
State Aid	(8000-8019)	0.00	
Property Tax	(8020-8079)	0.00	
Other	(8080-8099)	0.00	
Federal Revenue	(8100-8299)	0.00	
Other State Revenue	(8300-8599)	0.00	
Other Local Revenue	(8600-8799)	85,857.85	
Interfund Transfers In	(8910-8929)	250,000.00	
All Other Financing Sources	(8931-8979)	0.00	
Contributions	(8980-8999)	0.00	
<b>Total Revenue</b>			<b>335,857.85</b>
<b>EXPENDITURES</b>			
Certificated Salaries	(1000-1999)	0.00	
Classified Salaries	(2000-2999)	0.00	
Employee Benefits	(3000-3999)	0.00	
Supplies and Services	(4000-5999)	0.00	
Capital Outlays	(6000-6999)	0.00	
Other Outgo	(7000-7399)	0.00	
Other Debt Service	(7400-7599)	0.00	
Interfund Transfers Out	(7600-7629)	0.00	
All Other Financing Uses	(7630-7999)	0.00	
<b>Total Expenditures</b>			<b>0.00</b>
<b>Total Non-Operating Accounts</b>	(9900-9999)		<b>0.00</b>
<b>EXCESS REVENUE OVER EXPENDITURES</b>			<b>335,857.85</b>
<b>BEGINNING FUND BALANCE (9791)</b>		<b>16,133,086.62</b>	
<b>BEGINNING ADJUSTED BALANCE (9793)</b>		<b>0.00</b>	
<b>BEGINNING RESTATED BALANCE (9795)</b>		<b>0.00</b>	
<b>TOTAL BEGINNING FUND BALANCE</b>			<b>16,133,086.62</b>
<b>ENDING FUND BALANCE</b>			<b>16,468,944.47</b>

**LAGUNA BEACH USD**  
**GL 220 Balance Sheet**  
**Subfund: 2525 CAPITAL FACILITIES**

YTD For Month Ending: 02/28/2018

	Object	Amount	Totals
<b>ASSETS</b>			
CASH IN COUNTY TREASURY (AUTO)	9110	434,616.66	
<b>Total Assets:</b>			<b>434,616.66</b>
<b>LIABILITIES</b>			
<b>Total Liabilities:</b>			<b>0.00</b>
<b>FUND BALANCE</b>			
BEGINNING FUND BALANCE	9791	283,101.61	
Total Beginning Fund Balance:		283,101.61	
Excess Revenue Over Expenditures:		151,515.05	
<b>Total Fund Balance:</b>			<b>434,616.66</b>
<b>Total Liabilities &amp; Fund Balance:</b>			<b>434,616.66</b>
<b>Difference (Error):</b>			<b>0.00</b>

**LAGUNA BEACH USD**  
**GL275 Income Statement**  
Subfund: 2525 CAPITAL FACILITIES  
YTD For Month Ending: 02/28/2018

	Object Codes	Amount	Totals
<b>REVENUE</b>			
Revenue Limit			
State Aid	(8000-8019)	0.00	
Property Tax	(8020-8079)	0.00	
Other	(8080-8099)	0.00	
Federal Revenue	(8100-8299)	0.00	
Other State Revenue	(8300-8599)	0.00	
Other Local Revenue	(8600-8799)	172,027.30	
Interfund Transfers In	(8910-8929)	0.00	
All Other Financing Sources	(8931-8979)	0.00	
Contributions	(8980-8999)	0.00	
<b>Total Revenue</b>			<b>172,027.30</b>
<b>EXPENDITURES</b>			
Certificated Salaries	(1000-1999)	0.00	
Classified Salaries	(2000-2999)	0.00	
Employee Benefits	(3000-3999)	0.00	
Supplies and Services	(4000-5999)	4,102.00	
Capital Outlays	(6000-6999)	16,410.25	
Other Outgo	(7000-7399)	0.00	
Other Debt Service	(7400-7599)	0.00	
Interfund Transfers Out	(7600-7629)	0.00	
All Other Financing Uses	(7630-7999)	0.00	
<b>Total Expenditures</b>			<b>20,512.25</b>
<b>Total Non-Operating Accounts</b>	(9900-9999)		<b>0.00</b>
<b>EXCESS REVENUE OVER EXPENDITURES</b>			<b>151,515.05</b>
<b>BEGINNING FUND BALANCE (9791)</b>		<b>283,101.61</b>	
<b>BEGINNING ADJUSTED BALANCE (9793)</b>		<b>0.00</b>	
<b>BEGINNING RESTATED BALANCE (9795)</b>		<b>0.00</b>	
<b>TOTAL BEGINNING FUND BALANCE</b>			<b>283,101.61</b>
<b>ENDING FUND BALANCE</b>			<b>434,616.66</b>

# LAGUNA BEACH USD

## GL 220 Balance Sheet

Subfund: 4040 SPECIAL RESERVE FAC REPAIR/RPL

YTD For Month Ending: 02/28/2018

	Object	Amount	Totals
<b>ASSETS</b>			
CASH IN COUNTY TREASURY (AUTO)	9110	959,782.82	
<b>Total Assets:</b>			<b>959,782.82</b>
<b>LIABILITIES</b>			
<b>Total Liabilities:</b>			<b>0.00</b>
<b>FUND BALANCE</b>			
BEGINNING FUND BALANCE	9791	500,275.03	
Total Beginning Fund Balance:		500,275.03	
Excess Revenue Over Expenditures:		459,507.79	
<b>Total Fund Balance:</b>			<b>959,782.82</b>
<b>Total Liabilities &amp; Fund Balance:</b>			<b>959,782.82</b>
<b>Difference (Error):</b>			<b>0.00</b>



**LAGUNA BEACH USD**  
**GL275 Income Statement**  
Subfund: 4040 SPECIAL RESERVE FAC REPAIR/RPL  
YTD For Month Ending: 02/28/2018

	Object Codes	Amount	Totals
<b>REVENUE</b>			
Revenue Limit			
State Aid	(8000-8019)	0.00	
Property Tax	(8020-8079)	0.00	
Other	(8080-8099)	0.00	
Federal Revenue	(8100-8299)	0.00	
Other State Revenue	(8300-8599)	0.00	
Other Local Revenue	(8600-8799)	11,464.04	
Interfund Transfers In	(8910-8929)	900,000.00	
All Other Financing Sources	(8931-8979)	0.00	
Contributions	(8980-8999)	0.00	
<b>Total Revenue</b>			<b>911,464.04</b>
<b>EXPENDITURES</b>			
Certificated Salaries	(1000-1999)	0.00	
Classified Salaries	(2000-2999)	0.00	
Employee Benefits	(3000-3999)	0.00	
Supplies and Services	(4000-5999)	0.00	
Capital Outlays	(6000-6999)	451,956.25	
Other Outgo	(7000-7399)	0.00	
Other Debt Service	(7400-7599)	0.00	
Interfund Transfers Out	(7600-7629)	0.00	
All Other Financing Uses	(7630-7999)	0.00	
<b>Total Expenditures</b>			<b>451,956.25</b>
<b>Total Non-Operating Accounts</b>	(9900-9999)		<b>0.00</b>
<b>EXCESS REVENUE OVER EXPENDITURES</b>			<b>459,507.79</b>
<b>BEGINNING FUND BALANCE (9791)</b>		<b>500,275.03</b>	
<b>BEGINNING ADJUSTED BALANCE (9793)</b>		<b>0.00</b>	
<b>BEGINNING RESTATED BALANCE (9795)</b>		<b>0.00</b>	
<b>TOTAL BEGINNING FUND BALANCE</b>			<b>500,275.03</b>
<b>ENDING FUND BALANCE</b>			<b>959,782.82</b>

# LAGUNA BEACH USD

## GL 220 Balance Sheet

Subfund: 4041 SPECIAL RESERVE ALISO PROPERTY

YTD For Month Ending: 02/28/2018

	Object	Amount	Totals
<b>ASSETS</b>			
CASH IN COUNTY TREASURY (AUTO)	9110	5,133,941.91	
<b>Total Assets:</b>			<b>5,133,941.91</b>
<b>FUND BALANCE</b>			
BEGINNING FUND BALANCE	9791	5,225,919.77	
Total Beginning Fund Balance:		5,225,919.77	
Excess Revenue Over Expenditures:		-91,977.86	
<b>Total Fund Balance:</b>		<b>5,133,941.91</b>	
<b>Total Liabilities &amp; Fund Balance:</b>			<b>5,133,941.91</b>
<b>Difference (Error):</b>			<b>0.00</b>

# LAGUNA BEACH USD

## GL275 Income Statement

Subfund: 4041 SPECIAL RESERVE ALISO PROPERTY

YTD For Month Ending: 02/28/2018

	Object Codes	Amount	Totals
<b>REVENUE</b>			
Revenue Limit			
State Aid	(8000-8019)	0.00	
Property Tax	(8020-8079)	0.00	
Other	(8080-8099)	0.00	
Federal Revenue	(8100-8299)	0.00	
Other State Revenue	(8300-8599)	0.00	
Other Local Revenue	(8600-8799)	33,022.14	
Interfund Transfers In	(8910-8929)	0.00	
All Other Financing Sources	(8931-8979)	0.00	
Contributions	(8980-8999)	0.00	
<b>Total Revenue</b>			<b>33,022.14</b>
<b>EXPENDITURES</b>			
Certificated Salaries	(1000-1999)	0.00	
Classified Salaries	(2000-2999)	0.00	
Employee Benefits	(3000-3999)	0.00	
Supplies and Services	(4000-5999)	0.00	
Capital Outlays	(6000-6999)	0.00	
Other Outgo	(7000-7399)	0.00	
Other Debt Service	(7400-7599)	0.00	
Interfund Transfers Out	(7600-7629)	125,000.00	
All Other Financing Uses	(7630-7999)	0.00	
<b>Total Expenditures</b>			<b>125,000.00</b>
<b>Total Non-Operating Accounts</b>	(9900-9999)		<b>0.00</b>
<b>EXCESS REVENUE OVER EXPENDITURES</b>			<b>-91,977.86</b>
<b>BEGINNING FUND BALANCE (9791)</b>		<b>5,225,919.77</b>	
<b>BEGINNING ADJUSTED BALANCE (9793)</b>		<b>0.00</b>	
<b>BEGINNING RESTATED BALANCE (9795)</b>		<b>0.00</b>	
<b>TOTAL BEGINNING FUND BALANCE</b>			<b>5,225,919.77</b>
<b>ENDING FUND BALANCE</b>			<b>5,133,941.91</b>

**LAGUNA BEACH USD**  
**GL 220 Balance Sheet**  
Subfund: 4042 SPECIAL RESERVE CAP IMP PLAN  
YTD For Month Ending: 02/28/2018

	Object	Amount	Totals
<b>ASSETS</b>			
CASH IN COUNTY TREASURY (AUTO)	9110	3,188,061.11	
<b>Total Assets:</b>			<b>3,188,061.11</b>
<b>LIABILITIES</b>			
ACCTS PAY AUTOMATIC	9519	78,411.10	
<b>Total Liabilities:</b>		<b>78,411.10</b>	
<b>FUND BALANCE</b>			
BEGINNING FUND BALANCE	9791	3,325,621.16	
Total Beginning Fund Balance:		3,325,621.16	
Excess Revenue Over Expenditures:		-215,971.15	
<b>Total Fund Balance:</b>		<b>3,109,650.01</b>	
<b>Total Liabilities &amp; Fund Balance:</b>			<b>3,188,061.11</b>
<b>Difference (Error):</b>			<b>0.00</b>

# LAGUNA BEACH USD

## GL275 Income Statement

Subfund: 4042 SPECIAL RESERVE CAP IMP PLAN

YTD For Month Ending: 02/28/2018

	Object Codes	Amount	Totals
<b>REVENUE</b>			
Revenue Limit			
State Aid	(8000-8019)	0.00	
Property Tax	(8020-8079)	0.00	
Other	(8080-8099)	0.00	
Federal Revenue	(8100-8299)	0.00	
Other State Revenue	(8300-8599)	0.00	
Other Local Revenue	(8600-8799)	20,113.96	
Interfund Transfers In	(8910-8929)	1,200,000.00	
All Other Financing Sources	(8931-8979)	0.00	
Contributions	(8980-8999)	0.00	
<b>Total Revenue</b>			<b>1,220,113.96</b>
<b>EXPENDITURES</b>			
Certificated Salaries	(1000-1999)	0.00	
Classified Salaries	(2000-2999)	0.00	
Employee Benefits	(3000-3999)	0.00	
Supplies and Services	(4000-5999)	15,000.00	
Capital Outlays	(6000-6999)	1,421,085.11	
Other Outgo	(7000-7399)	0.00	
Other Debt Service	(7400-7599)	0.00	
Interfund Transfers Out	(7600-7629)	0.00	
All Other Financing Uses	(7630-7999)	0.00	
<b>Total Expenditures</b>			<b>1,436,085.11</b>
<b>Total Non-Operating Accounts</b>	(9900-9999)		<b>0.00</b>
<b>EXCESS REVENUE OVER EXPENDITURES</b>			<b>-215,971.15</b>
<b>BEGINNING FUND BALANCE (9791)</b>		<b>3,325,621.16</b>	
<b>BEGINNING ADJUSTED BALANCE (9793)</b>		<b>0.00</b>	
<b>BEGINNING RESTATED BALANCE (9795)</b>		<b>0.00</b>	
<b>TOTAL BEGINNING FUND BALANCE</b>			<b>3,325,621.16</b>
<b>ENDING FUND BALANCE</b>			<b>3,109,650.01</b>

## **Laguna Beach Unified School District**

### **16. ACTION**

**April 17, 2018**

**Approval: Hanover Research Three-Year Contract for 2018-19, 2019-20 and 2020-21 School Years**

#### **Proposal**

Staff proposes the Board of Education approve a contract to continue our work with Hanover Research for the next three school years, 2018-19, 2019-20 and 2020-21, in order to utilize sequential research services and unlimited access to the Online Education Research Library.

#### **Background**

LBUSD utilized the services of Hanover Research during the 2016-17 and 2017-18 school years to gain unbiased and critical feedback on multiple projects within the district. These projects included Rocket Ready, GATE Program interviews, and LCAP and school climate to research-based best practices and successful district strategies. During the 2018-19, some of the projects we will engage Hanover's services will include research and surveys in the areas of LCAP and School Climate. These research projects may draw from a variety of Hanover's research capabilities, which may include but are not limited to:

- Primary Research – survey design, administration and analysis, interviews with industry/issue experts
- Secondary Research – best practices, industry news, trend forecasting, literature reviews, competitor profiles, mark assessments
- Quantitative and Qualitative Data Analysis – data mining, coding and segmentation, predictive analysis, regression modeling, program evaluation
- Peer Benchmarking – peer group development, organization structure, staffing, compensation, operating metrics

#### **Budget Impact**

The cost of this three-year contract is \$116,166. Included in the contract is a sixty-day termination clause that would allow Laguna Beach to determine annually to continue the partnership or not.

#### **Recommended Action**

Staff recommends the Board of Education approve the Hanover Research Contract to continue our work with Hanover Research for the next three school years, 2018-19, 2019-20 and 2020-21.



**Letter of Agreement**

Date of Agreement: March 19, 2018

Client: Laguna Beach Unified School District

Effective Date: 9/14/2018

End Date: 9/13/2021

**Agreement**

This agreement "Agreement" between The Hanover Research Council LLC ("Hanover Research") and Client runs from the Effective Date to the End Date. Under this Agreement, Client has the authority to request research services on any topic (the "Research Services"), as well as the right to ask Hanover Research to expedite work of particular urgency. Client may terminate this Agreement by a sixty (60) days' written notice prior to the anniversary date of each partnership year (September 14, 2019 and September 14, 2020).

All Research Services are available to Client on a subscription basis within the confines of a sequential research queue, in that Hanover will perform up to one (1) Research Services project at a time. Client shall, in its discretion, prioritize the research projects that form the basis of the Research Services as it deems appropriate. Research Services may include, but are not limited to: custom research reports; survey design, administration and analysis; interviews with industry/issue experts; secondary research; data analysis; and benchmarking (product/service comparison, key performance and efficiency metrics).

This Agreement hereby incorporates by reference the following terms and conditions ("Terms") that are available for review by Client online at: <http://www.hanoverresearch.com/client-services-terms-conditions-education/>. Client's signature below shall be deemed its acceptance and acknowledgement of the Terms as they related to the Research Services.

Service Fee: \$116,166

Invoicing – Net 30 – *Failure to pay promptly will result in project postponement.*

*Invoicing Schedule:*

September 14, 2018: \$38,722

September 14, 2019: \$38,722

September 14, 2020: \$38,722

Client understands and agrees that there may from time to time be incidental costs not included in the Service Fee set forth above ("Additional Services"). Such Additional Services may include purchased database access, panel costs, survey incentives, translation costs, infographic development costs, postage/printing for mass mailings, etc. With prior written approval, Client agrees to pay for all such Additional Services to either Hanover or directly to such third-party vendor if requested. If Additional Services are estimated to cost more than \$5,000, Client shall either (1) contract directly with the third-party vendor(s) for such Additional Services, or (2) pre-pay to Hanover the estimated costs for the Additional Services prior to the project kick-off.

**Confirmation**

Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement.

**Laguna Beach Unified School District**

**Hanover Research Council LLC**

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

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

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

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

ABOUT

MODEL

CLIENTS

IMPACT

# CLIENT SERVICES TERMS & CONDITIONS

LOGIN >

The Hanover Research Council LLC ("Hanover") is pleased to provide ("Client") the Research Services in accordance with the following terms and conditions ("Terms"). The following Terms shall be deemed accepted and agreed to by Client upon signature of a Client Services Agreement (the "Agreement").

## I. Term

These Terms with Hanover runs for a subscription period from the Effective Date to the End Date (the "Term"). During the Term of the Agreement, Client will be able to access the research services provided by Hanover (the "Research Services") in accordance with the terms and conditions set forth below. Client will have the authority to request Research Services on any topic throughout the Term within the confines of the number of sequential queue(s) specified in the Client Services Agreement, i.e., Hanover will work on one (1) Research Services project at a time in each queue. Client understands and agrees that the Agreement may not be terminated during the Term, except for material breach. Either party may terminate the Agreement should the other party materially breach the terms and conditions of the Agreement or these Terms, and such breach goes uncured for a period of thirty (30) or more days after the non-breaching party has notified the breaching party in writing.

## II. Research Services

All Research Services are available to Client on a subscription basis within the confines of a sequential research workflow queue, in that Hanover will perform up to one (1) Research Services project at a time. Client shall, in its discretion, prioritize the research projects that form the basis of the Research Services as it deems appropriate. Although work is completed in a sequential fashion, Client may submit requests at any time. Individual Research Services projects will generally be commenced by the submission of a project request that will describe the project, the expected Deliverables (as defined below), any information or materials to be provided by Client and any other information anticipated to be relevant to the proposed project. The parties will negotiate in good faith and agree upon the proposed Deliverables, approach and timetable for the project, subject to assumptions regarding the availability of information and any third party participants and materials. If Hanover anticipates that it will not be able to provide the Research Services on the agreed upon schedule, Hanover shall keep Client regularly informed of the status of the Research Services and any substantial delay in delivery or any proposed revised schedule of delivery. Hanover will not be responsible for any delay in timelines due to (i) Client's modification of a project's goals or proposed Deliverables, (ii) Client's delay in providing relevant materials or responses or (iii) in the provision of any third party materials with respect to the Research Services.



Research Services may include, but are not limited to: custom research reports; survey design, administration and analysis; interviews with industry/issue experts; secondary research; data analysis; and benchmarking (product/service comparison, key performance and efficiency metrics). Deliverables will be provided in PowerPoint, PDF, Word, Excel, or Tableau formats. Client also has full access to phone based consultations with a Hanover account team member. Client agrees to designate a primary point of contact who will, to the best of his/her ability, conduct periodic calls with the assigned Hanover account team member to review performance against our shared objectives, prioritize projects within the queue, and discuss current and future projects.

The Research Services may include Client's access to Hanover's research library (the "Research Library") on the Client Portal (as defined below). The Research Library uses Hanover's extensive research capabilities to provide an archive of redacted and/or anonymized reports to supplement the research commissioned by Client as well to assist in idea generation for new research. If Client's partnership with Hanover includes access to the Research Library, then Client understands and agrees that any reports provided by Hanover to Client under the Agreement or these Terms may be used by Hanover for distribution through the Research Library, so long as Hanover appropriately deidentifies and/or anonymizes any Confidential Information of Client.

### III. Client Portal

The Research Services may also include Client's access to Hanover's client portal (the "Client Portal"). Apart from the Deliverables under the Terms (as defined below), any such use of the Client Portal by Client or its representatives is governed by the Client Portal Terms of Use (<http://www.hanoverresearch.com/terms-of-use/>) and Hanover's privacy policy (<http://www.hanoverresearch.com/privacy-policy/>), which may be updated from time to time.

### IV. Intellectual Property Rights

Hanover acknowledges and agrees that Client owns the deliverables provided to Client as part of the Research Services under these Terms (the "Deliverables"), except as may otherwise be set forth in this Section 4. Hanover Deliverables may consist of publications, surveys, data, reports, and other Hanover information and services that are custom commissioned by and for Client. In order for Hanover to provide to Client certain syndicated products, materials and information ("Syndicated Materials"), Hanover retains a non-exclusive, royalty-free, worldwide license to use, reproduce, and distribute the data or information created or developed by Hanover in the service of the Agreement or these Terms, so long as Hanover does not repurpose or use any Confidential Information of Client. Client acknowledges and agrees that Hanover owns all intellectual property rights in the methodologies, processes or trade secrets used by Hanover to create the Deliverables and Research Services ("Hanover IP"). Hanover grants Client a non-exclusive, royalty-free, worldwide, irrevocable, non-transferable license to use, reproduce, and distribute the Hanover IP for its internal business purposes solely to the extent contained within the Deliverables. Client may not modify, reverse engineer or use the Hanover IP in any way to provide services that would be in competition with the Research Services. Deliverables may also contain third party data or materials, which Hanover may not convey ownership of to Client, but rather a license. Hanover or its third party provider may transfer or sublicense to Client usage rights, subject to any restrictions conveyed by Hanover or such third party provider to Client, and Client agrees to comply with any such restrictions. Client also acknowledges and agrees that it will not own any publicly sourced information contained within the Deliverables.

but that it may use such information in accordance with applicable law, including fair use under Section 107 of the Copyright Act. Client may distribute the Deliverables on an ad-hoc basis, including but not limited to any form of online distribution, so long as it is in compliance with these Terms and the Agreement and so long as such Deliverables are unmodified and attributed to Hanover. Client may not modify any of the disclaimer language included in any Deliverables, and Client agrees not to resell the Deliverables in any way.

If Client's partnership with Hanover includes Syndicated Materials provided by Hanover (including any Syndicated Materials on the Client Portal), Client agrees that it will not distribute the Syndicated Materials and that such Syndicated Materials are for its internal use only. Syndicated Materials may not be published or reproduced without Hanover's prior written consent.

## V. Service Fees, Invoicing, & Additional Services

The fee payable by Client for the Term is set forth in the Client Services Agreement (the "Service Fee"). Client agrees to pay the Service Fee in accordance with the below invoicing schedule and net 30 days from receipt of an accurate invoice. Failure to pay promptly may result in project postponement.

Client understands and agrees that there may from time to time be incidental costs not included in the Service Fee set forth above ("Additional Services"). Such Additional Services may include purchased database access, panel costs, survey incentives, translation costs, infographic development costs, postage/printing for mass mailings, etc. In the event such incidental costs are required to complete a project for Client, Hanover will discuss the details with Client and obtain written approval prior to engaging in those Additional Services. Client agrees to pay for all such Additional Services to either Hanover or directly to such third party vendor if requested. If Additional Services are estimated to cost more than \$5,000, Client shall either (1) contract directly with the third party vendor(s) for such Additional Services, or (2) pre-pay to Hanover the estimated costs for the Additional Services prior to the project kick-off.

## VI. Warranties; Liabilities

Hanover hereby warrants that the Research Services shall be performed in a competent and professional manner in accordance with industry standards by qualified personnel. Hanover agrees to indemnify and hold Client harmless against any and all claims that the Deliverables infringe the intellectual property right of a third party, provided that the relevant claim: (i) does not arise from any modification of the Deliverable, (ii) does not arise from the combination of the Deliverable with any other information, services, products or technology not supplied by Hanover, (iii) if the relevant claim is based on the content or materials contained in the Deliverables that are provided by a third party, then only to the extent that such third party has agreed to indemnify Hanover and its licensees. Client must provide prompt notice of such claim to Hanover. Client agrees to indemnify and hold Hanover harmless against any and all claims that any materials provided by Client infringe the intellectual property or privacy rights of a third party, provided that Hanover provides prompt notice of such claim to Client. EXCEPT AS OTHERWISE PROVIDED IN THESE TERMS, THE RESEARCH SERVICES ARE PROVIDED ON AN "AS IS" BASIS AND THERE ARE NO EXPRESS OR IMPLIED WARRANTIES, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. IN PARTICULAR, HANOVER DOES NOT WARRANT THE ACCURACY OR COMPLETENESS OF THE DATA PROVIDED AS PART OF THE RESEARCH SERVICES. CLIENT'S

SOLE AND EXCLUSIVE REMEDY FOR ANY MATERIAL BREACH OF PERFORMANCE UNDER THE AGREEMENT OR THESE TERMS SHALL BE, AT HANOVER'S OPTION EITHER: (1) RE-PERFORMANCE OF THE DEFECTIVE RESEARCH SERVICES OR (2) A REFUND OF MONIES PAID FOR THE DEFECTIVE RESEARCH SERVICES. CLIENT AND HANOVER BOTH AGREE THAT NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY LOST PROFITS, LOSS OF BUSINESS OR OTHER CONSEQUENTIAL, SPECIAL OR INCIDENTAL, PUNITIVE, OR INDIRECT DAMAGES UNDER THE AGREEMENT OR THESE TERMS. CLIENT AND HANOVER ALSO AGREE THAT NEITHER PARTY SHALL BE LIABLE TO THE OTHER PARTY IN ANY EVENT FOR AN AMOUNT GREATER THAN THE CURRENT YEAR'S SERVICE FEE UNDER THE AGREEMENT OR THESE TERMS.

## VII. Confidentiality & Non-Disclosure

The parties acknowledge and agree that as part of the Agreement, certain Confidential Information of the parties will be exchanged. "Confidential Information" means, with respect to the disclosing party, any non-public, commercially proprietary or sensitive information or materials of that party, including any proprietary intellectual property of that party. Confidential Information shall not include information which (i) is already in the public domain at the time of disclosure or becomes so at any time thereafter through no act of the receiving party, (ii) is already lawfully in the receiving party's possession at the time of disclosure, (iii) is received independently by the receiving party from a third party free to make such disclosure, or (iv) is independently developed by the receiving party. Each party under the Agreement shall hold the Confidential Information of the other party in strict confidence using at least the same degree of care as the receiving party uses to protect its own Confidential Information.

If Hanover has access to student records in connection with the Research Services, Hanover agrees to comply with the Family Educational Rights and Privacy Act of 1974 ("FERPA"), and all requirements imposed by FERPA or pursuant to regulation of the Department of Education with respect to the privacy of student information. The provisions of FERPA include, but are not limited to, ensuring that: (i) no identification of students or their parent/guardians by persons other than representatives of Hanover is permitted; (ii) the individual student data will be destroyed when no longer needed for the purpose(s) for which they were obtained; (iii) no access to individual student data shall be granted by Hanover to any other person, persons, agency or organization without the written consent of Client, except for sharing with other representatives of either Client or Hanover so long as those persons have a legitimate interest in the information. Hanover recognizes and agrees that such access will be extended by Client in reliance on representations made in this assurance, and that Client shall have a right of revocation of such access (including return of all physical forms of such data and destruction of all such electronic data) immediately upon evidence of noncompliance by Hanover.

Upon written request by the disclosing party, the receiving party shall return or destroy, at the disclosing party's option, all tangible materials that disclose or embody the Confidential Information; provided, however, that the receiving party may retain one copy of the disclosing party's Confidential Information for archival purposes.

Notwithstanding the foregoing, the receiving party may disclose Confidential Information as required by law, including any governmental, judicial, or administrative order, subpoena, discovery request, regulatory request or similar method, provided that the receiving party makes reasonable efforts to promptly notify the disclosing party in writing of such demand so that the disclosing party may seek, at its sole expense, to make such disclosure subject to a protective order or other appropriate remedy to preserve its confidentiality.

## VIII. Records & Audit

Hanover will maintain complete records of its operations and its arrangements with any subcontractors for Additional Services, and will provide such records to Client upon reasonable request for audit and review in accordance with applicable law.

## IX. Governing Law

The Agreement and thee Terms shall be governed by the laws of the State of Delaware.

## X. Confirmation

Each person executing these Terms represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver these Client Services Terms and Conditions.

Both parties understand and agree that the contractual obligations of payment and services being rendered shall apply to any entity that acquires all or substantially all of either Hanover or Client's assets as a successor to the business.

### Contact Us

Hanover Research

[info@hanoverresearch.com](mailto:info@hanoverresearch.com)

**Effective Date: March 24, 2017**

**BECOME A CLIENT**

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**FACEBOOK** 

**PRIVACY POLICY**

## Laguna Beach Unified School District

### 17. ACTION

April 17, 2018

**Approval:**      **Approval of Curriculum Committee Recommendation for Textbook Adoption for the Laguna Beach High School Mandarin Chinese IV Honors Course**

#### **Proposal**

Staff proposes the Board of Education approve the adoption of a textbook for the Mandarin Chinese IV Honors course at Laguna Beach High School beginning with the 2018-19 school year. The textbook was presented to the Curriculum Council on February 14, 2018, by Ermei Fan, Mandarin Teacher at LBHS and TMS. The Curriculum Council recommends this textbook for adoption.

#### **Background**

Beginning with the 2016-17 school year, Laguna Beach Unified School District added Mandarin to the World Languages that are offered at our secondary schools. Our Mandarin teacher piloted curriculum for the Mandarin courses during the 2016-17 school year. After piloting two textbooks, it was recommended by the teacher that we adopt the following textbook:

**High School Course: Mandarin Chinese IV Honors**

*Book Title: Zhen Bang! Level 3*  
Publisher: EMC Publishing LLC  
Lead Author: Tiffany Fang  
ISBN: 978-0-82198-827-5

In accordance with District Board Policy 6161.1, this textbook has been on display for public inspection in the LBUSD Office from March 28, 2018, through April 17, 2018.

#### **Budget Impact**

The estimated expense for the adoption of the proposed textbooks is \$983.00. This estimate includes a textbook and digital access for all students enrolled in the classes. This estimate would increase to cover the cost of increased enrollment in the Mandarin classes.

#### **Recommended Action**

Staff recommends Board of Education approve the textbook adoptions as proposed by our teacher and recommended by the Curriculum Council on February 14, 2018.

**Laguna Beach Unified School District**

**18. ACTION**

**April 17, 2018**

**Approval: Job Description: Teacher on Special Assignment (TOSA) – Technology**

**Proposal**

Staff recommends the Board of Education approve the job description of Teacher on Special Assignment (TOSA) – Technology.

**Background**

TOSA-Technology positions have existed in the district for several years at the secondary level, providing instructional technology modeling and support to teachers and staff, participating in committee work with their specific expertise, and providing staff development on instructional technology-related topics.

This position will continue to be offered as two part-time assignments, intended to be assigned to existing teachers' schedules for 2018-19. This job description outlines the duties and requirements of the position.

**Budget Impact**

There is no budget impact for this item.

**Recommended Action**

Staff recommends the Board of Education approve the job description of Teacher on Special Assignment (TOSA) – Technology.

## LAGUNA BEACH UNIFIED SCHOOL DISTRICT

### **Job Description: Teacher on Special Assignment: Technology**

#### **BASIC FUNCTION:**

The Teacher on Special Assignment – Technology, under the supervision of the Chief Technology Officer, will assist in district efforts to implement technology standards at the 6-12 level. The TOSA-Technology will collaborate with teachers to support classroom instruction.

#### **ESSENTIAL DUTIES:**

- Collaborate with teachers, staff and administrators to identify needs and supports for standards-based technology, integration of tools in the classroom setting, which may include participation in grade level PLC meetings.
- Models instructional strategies and coaches staff members in the integration of technology with curriculum.
- Provides information services and resources to assist staff in their knowledge and educational trends, developments, techniques, research and experimentation.
- Develops and produces videos to support student learning, staff development, or community outreach on district initiatives.

#### **OTHER REPRESENTATIVE DUTIES:**

- Maintains professional competence through in-service education activities and professional learning communities provided by the District and/or self-selected professional growth activities.
- Perform other related duties as required and assigned.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

##### **Knowledge of:**

- Best practices in working with adult learners.
- Curriculum development and program design, as it relates to technology and use in instruction.
- Best practices that positively impact instruction and learning.
- Student assessment processes and techniques.
- Effective communication, presentation, and interpersonal skills.
- Effective organization, time management and follow-up skills.
- Collaboration techniques.
- Modern technology practices for office and instructional use.

##### **Ability to:**

- Coordinate and guide teachers, support staff, advisory groups and other stakeholder groups in developing programs to support learning

- Communicate effectively in oral and written form, clearly and persuasively.
- Establish and maintain cooperative and effective working relationships with others.
- Develop and maintain relationships with local community organizations.
- Organize, evaluate and analyze data and plan actions based on the data collected.
- Serve as a resource in classroom management, curriculum, instruction, assessment, and technology for instructional staff.
- Present and facilitate staff development, including modeling lessons and attending PLCs to support teachers with lesson design.
- Successfully handle multiple projects concurrently; ability to work as a team member.
- Conduct staff development.
- Meet schedules and timelines.

### **Personal Qualities:**

Appearance, grooming and personality which establish a desirable example for pupils and peers. Ability to meet District standards for physical or mental health.

Above average recommendations from supervisors or other professionals who have observed the personal characteristics, scholastic attainment, and performance of the classroom teacher, including the qualities listed below:

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

### **MINIMUM QUALIFICATIONS:**

#### **Education/ Experience:**

- Bachelor's Degree (Master's Degree preferred)
- Experience with curriculum development and technology integration.

#### **Certification/Licenses Required:**

- Valid California Teaching Credential
- Valid California Motor Vehicle Operator's License



## **WORKING CONDITIONS:**

### **Environment:**

- Indoor office and classroom environment.
- Moderate to loud noise levels.

### **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to demonstrate:

- Ability to frequently sit; stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- Ability to occasionally lift and/or move up to 15 pounds.
- Specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus for purposes of reading documents, spreadsheets, diagrams, labels, and other printed matter.
- Ability to communicate, hear, and understand speech at typical levels in person and on the telephone.
- Ability to climb stairs.

### **Operation of Vehicles, Machinery, and Equipment Requirements:**

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

### **Mental and Emotional Requirements:**

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to learn the procedures, functions and limitations of assigned duties.

## **Laguna Beach Unified School District**

### **19. ACTION**

**April 17, 2018**

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

#### **Proposal**

Staff proposes the Board of Education approve the agreement with the Law Firm of Fagen Friedman & Fulfrost for general legal services to the Instructional Services Office for the 2018-19 school year with a not-to-exceed amount of \$30,000.

#### **Background**

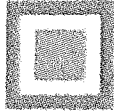
The Law Firm of Fagen Friedman & Fulfrost will provide general and special education legal services to Laguna Beach Unified School District, including but not limited to matters involving Section 504 as well as special education matters, student matters, and such other and further matters as agreed upon between the Law Firm of Fagen Friedman & Fulfrost and Laguna Beach Unified School District. The Law Group's standard hourly rate for general legal counsel ranges from \$205 to \$285 per hour.

#### **Budget Impact**

The projected cost for this service is not-to-exceed \$30,000.

#### **Recommended Action**

Staff recommends the Board of Education approve the agreement with the Law Firm of Fagen Friedman & Fulfrost for general legal counsel for the 2018-19 school year.



AGREEMENT FOR LEGAL SERVICES

This agreement is by and between Laguna Beach Unified School District ("Client") and the law firm of Fagen Friedman & Fulfroft LLP ("Attorney"). In consideration of the promises and the mutual agreements hereinafter contained, Attorney agrees to provide legal services to the *Department of Instructional Services* on the terms set forth below effective March 28, 2018 through June 30, 2019:

1. **CONDITIONS.** This Agreement will not take effect, and Attorney will have no obligation to provide legal services, until Client returns a signed copy of this Agreement.

2. **SCOPE OF SERVICES.** Client hires Attorney as its legal representative/counsel with respect to matters Client specifically refers to Attorney. Attorney will provide those legal services reasonably required to represent Client. Attorney will take reasonable steps to keep Client informed of progress and to respond to Client's inquiries.

3. **CLIENT'S DUTIES.** Client agrees to cooperate with Attorney and to communicate with candor while keeping the Attorney apprised of any information or developments which may come to Client's attention, to abide by this Agreement, to pay Attorney's bills on time and to keep Attorney advised of Client's address and telephone number. Client will assist Attorney in providing information and documents necessary for the representation in the described matter.

4. **CONSULTANT SERVICES.** Attorney may provide consulting services in addition to or in support of the legal services provided pursuant to this Agreement, through qualified non-attorney Communication Services and Education Consultants. These services are intended to support Client with communications work or educational consultant services related to labor and employment matters, special education and student matters, high-profile litigation and settlement agreements, in addition to employee, community, inter-governmental and media relations.

5. **EMAIL COMMUNICATIONS/CLOUD-BASED COMPUTING.** In order to provide Client with efficient and convenient legal services, Attorney will frequently communicate and transmit documents using e-mail. In addition, Attorney uses a cloud computing service with servers located in a facility other than Attorney's office. Most of Attorney's electronic data, including emails and documents, are stored in this manner. Although Attorney will take reasonable precautions to keep email and other electronic data confidential and secure, because technology and cyber threats continue to evolve, there may be risks communicating and storing electronic data in this manner, including risks related to confidentiality and security. By entering into this Agreement, Client is consenting to such e-mail transmissions with Client and Client's representatives and agents, as well as to having communications, documents and electronic data pertinent to Client's matter(s) stored through a cloud-based service.

6. **LEGAL FEES AND BILLING PRACTICES.** Client agrees to pay by the hour, in minimum units of one tenth (.1) of an hour, at Attorney's prevailing rates for all time spent on Client's matter by Attorney's legal personnel. Current hourly rates are noted in an attached rate schedule and the actual rate billed is based on the attorney's number of years of experience.

The rates on this schedule are subject to change on 30 days' written notice to client. If Client declines to pay any increased rates, Attorney will have the right to withdraw as Attorney for Client. The time charged will include the time Attorney spends on telephone calls relating to Client's matter, including calls with Client and other parties and attorneys. The legal personnel assigned to Client's matter may confer among themselves about the matter, as required and appropriate. When they do confer, each person will charge for the time expended, as long as the work done is reasonably necessary and not duplicative. Likewise, if more than one of the legal personnel attends a meeting or other proceeding, each will charge for the time spent.

**7. COSTS AND OTHER CHARGES.** (a) Attorney will incur various costs and expenses in performing legal services under this Agreement. Except as otherwise stated, Client agrees to pay for all costs, disbursements and expenses in addition to the hourly fees. These include fees fixed by law or assessed by public agencies, messenger and other delivery fees, out of office copying/reproduction costs, and travel costs (including mileage charged at the standard IRS rate, parking, transportation, meals and hotel costs, if applicable), and other similar items. The following costs shall not be charged:

In office Photocopying	No Charge
Facsimile Charges	No Charge
Postage	No Charge
On-line Legal Research Subscriptions	No Charge
Administrative Overhead	No Charge

(b) Out of town travel. Client agrees to pay transportation, meals, lodging and all other costs of any necessary out-of-town travel by law firm personnel. Client will also be charged the hourly rates for the time legal personnel spend traveling.

(c) Consultants and Investigators. To aid in the representation in Client's matter, it may become necessary to hire consultants or investigators. Client agrees to pay such fees and charges.

**8. BILLING STATEMENTS.** Attorney will send Client monthly statements for fees and costs incurred. Each statement will be payable within thirty (30) days of its mailing date. An interest charge of one percent (1%) per month shall be assessed on balances that are more than thirty (30) days past due. Client may request a statement at intervals of less than 30 days. If Client requests a bill, Attorney will provide one within 10 days. The statements shall include the amount, rate, basis of calculation or other method of determination of the fees and costs, which costs will be clearly identified by item and amount.

**9. DISCHARGE AND WITHDRAWAL.** Client may discharge Attorney at any time. Attorney may withdraw with Client's consent, for good cause or as allowed or required by law upon ten (10) days written notice. Good cause includes Client's breach of this Agreement, refusal to cooperate or to follow Attorney's advice on a material matter or any fact or circumstance that would render Attorney's continuing representation unlawful or unethical. When Attorney's services conclude, all unpaid charges will immediately become due and payable. Following the conclusion of Attorney's representation of Client, Attorney will, upon Client's request, deliver to Client the Client file(s) and property in Attorney's possession, whether or not Client has paid for all services. If Client has not requested delivery of the files, Attorney may destroy all such files in its possession seven (7) years after the conclusion of the representation.

**10. DISCLAIMER OF GUARANTEE AND ESTIMATES.** Nothing in this Agreement and nothing in Attorney's statements to Client will be construed as a promise or guarantee about the outcome of the matter. Attorney makes no such promises or guarantees. Attorney's comments

about the outcome of the matter are expressions of opinion only. Actual fees may vary from estimates given.

**11. ENTIRE AGREEMENT.** This Agreement contains the entire agreement of the parties. No other agreement, statement, or promise made on or before the effective date of this Agreement will be binding on the parties.

**12. MODIFICATION BY SUBSEQUENT AGREEMENT.** This Agreement may be modified by subsequent agreement of the parties only by an instrument in writing signed by both of them or an oral agreement only to the extent that the parties carry it out.

**13. SEVERABILITY IN EVENT OF PARTIAL INVALIDITY.** If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and of the entire Agreement will be severable and remain in effect.

**14. MEDIATION CLAUSE.** If a dispute arises out of or relating to any aspect of this Agreement between the Client and Attorney, or the breach thereof, and if the dispute cannot be settled through negotiation, Attorney and Client agree to use mediation before resorting to arbitration, litigation, or any other dispute resolution procedure.

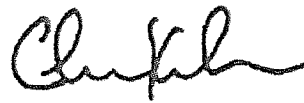
**15. EFFECTIVE DATE.** This Agreement will govern all legal services performed by Attorney on behalf of Client commencing with the date Attorney first performed services. The date at the beginning of this Agreement is for reference only. Even if this Agreement does not take effect, Client will be obligated to pay Attorney the reasonable value of any services Attorney may have performed for Client.

THE PARTIES HAVE READ AND UNDERSTOOD THE FOREGOING TERMS AND AGREE TO THEM AS OF THE DATE ATTORNEY FIRST PROVIDED SERVICES. THE CLIENT SHALL RECEIVE A FULLY EXECUTED DUPLICATE OF THIS AGREEMENT.

IN WITNESS WHEREOF, the parties have signed this Agreement for Legal Services.

Laguna Beach Unified School District

Fagen Friedman & Fulfroost LLP



\_\_\_\_\_  
*Type or Print Name of Signer*

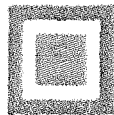
Chris Keeler, Managing Partner

DATE: March 28, 2018

\_\_\_\_\_  
*Type or Print Title of Signer*

\_\_\_\_\_  
*District Authorized Signatory*

DATE: \_\_\_\_\_



Fagen Friedman & Fulfroest LLP

**PROFESSIONAL RATE SCHEDULE**

**Laguna Beach Unified School District  
Department of Instructional Services**

***March 28, 2018 through June 30, 2019***

**1. HOURLY PROFESSIONAL RATES**

**Client agrees to pay Attorney by the following standard hourly rate:**

Associate	\$205 - \$235 per hour
Partner	\$250 - \$285 per hour
Of-Counsel	\$285 per hour
Paralegal/Law Clerk	\$125 - \$155 per hour
Paralegal/Law Clerk <i>(Bar Admitted Outside CA)</i>	\$195 per hour
Education Consultant	\$175 per hour
Communication Services Consultant	\$235 per hour

Travel time shall be charged only from the attorney's nearest office to the destination and shall be prorated if the assigned attorney travels for two or more clients on the same trip. If Client requests a specific attorney, Client agrees to pay for all travel time of that specific attorney in connection with the matter.

**2. ON-SITE LEGAL SERVICES**

At Client's discretion and by prior arrangement of Client and Attorney, Attorney may provide regularly scheduled on-site legal services ("Office Hours") to address legal issues that may arise in Client's day-to-day operations. Office Hours, which include time Attorney spends at Client's facility as well as travel time, shall be provided at a reduced hourly rate of 90% of the Attorney's standard hourly rate.

**3. COSTS AND EXPENSES**

In office Photocopying	No Charge
Facsimile Charges	No Charge
Postage	No Charge
On-line Legal Research Subscriptions	No Charge
Administrative Overhead	No Charge
Mileage	IRS Standard Rate

Other costs, such as messenger, meals, and lodging shall be charged on an actual and necessary basis.

## **Laguna Beach Unified School District**

### **20. ACTION**

**April 17, 2018**

**Approval: Agreement for Contracted Services with MuniServices, LLC to Perform Property Tax Forecasts and Information Services for a Fixed Fee of \$5,000**

#### **Proposal**

Staff proposes the Board of Education approve a contract with MuniServices, LLC to perform property tax forecasts and information services for a fixed fee of \$5,000.

#### **Background**

Approximately 87% of our district's total revenue each year comes from local property taxes. As the most significant source of revenue, having an accurate projection to rely on for annual budgeting is essential for making sound fiscal decisions and planning purposes. Historically, staff has projected property tax revenues based on averaging the prior years' tax receipts and applying the percentage of growth/decrease to the multi-year revenue assumptions. MuniServices, LLC will take into account additional factors beyond what staff has accessed to provide a more scientific approach to projecting future revenues associated with local property taxes. Such factors include data from the County Assessor's Tax Roll, Auditor/Controller Report for Orange County, local real-estate trends, etc...

Staff obtained two proposals from firms with experience performing local property tax projections for various agencies. MuniServices, LLC proposed a fee of \$5,000 annually and HDL, LLC proposed a fee of \$7,200. Both firms demonstrated similar qualifications and staff is recommending that the lower of the two proposals be approved by the Board of Education.

#### **Budget Impact**

The cost for the proposed services is a fixed fee of \$5,000 and will come from the General Fund.

#### **Recommended Action**

Staff recommends the Board of Education approve a contract with MuniServices, LLC to perform property tax forecasts and information services for a fixed fee of \$5,000.

**MUNISERVICES**

Discover. Recover. Prosper.

MuniServices, LLC

7625 North Palm Ave Ste #108 Fresno, California 93711

Phone: 800.800.8181

Fax: 559.312.2852

[Info@MuniServices.com](mailto:Info@MuniServices.com)

March 13, 2018

Raymond Lee, Budget Administrator  
Laguna Beach Unified School District  
550 Blumont Street  
Laguna Beach, CA 92651

Re: Laguna Beach Unified School District Property Tax Forecast and Information Services Proposal

Dear Mr. Lee:

MuniServices is pleased to submit this proposal to the Laguna Beach Unified School District ("District") for Property Tax Forecast and Information Services. MuniServices has partnered exclusively with local governments since 1978, including having a long-established presence in Laguna Beach since 1992. Over nearly four decades, Clients have not only enjoyed extraordinary service and exceptional results in our audit, analytics and advocacy work, but also in our forecasting and professional service.

**Advantages as a MuniServices partner**

- Expert staff, long-tenured, well-trained to serve the District. MuniServices staff has many years of municipal revenue enhancement, information and forecasting experience.
- Accurate forecasting model. MuniServices uses a "ground-up" approach where major businesses and economic segments are forecasting individually based on actual assessed values in the District. This method yields forecast accuracy within 1% variance.
- We are experts in our field, and we share this expertise with the District. Amid complex and ever-changing tax laws, regulations, and rules, it's important to have access to someone who can help you navigate the complexity. We will assist in training them in best practices to ensure the best oversight of your property tax revenue stream.

MuniServices Property Tax Manager Stephanie Ontiveros will be the primary contact and can be reached by phone at 559.271.6827 or by email at [Stephanie.Ontiveros@MuniServices.com](mailto:Stephanie.Ontiveros@MuniServices.com). Additionally, Client Services Manager Karo Aydindzhyan will be available as needed and may be reached by phone at 346.266.9900 or by email at [Karo.Aydindzhyan@MuniServices.com](mailto:Karo.Aydindzhyan@MuniServices.com).

As MuniServices' Senior Vice President of Client Services, I am duly authorized to commit MuniServices to a contract and represent the firm in all oral presentations and negotiations.

The proposal included here is valid for a period of at least 90 days from the date of this proposal.

Sincerely,

Doug Jensen, SVP Client Services

Phone: 559.288.8943

Email: [Doug.Jensen@MuniServices.com](mailto:Doug.Jensen@MuniServices.com)



# **Laguna Beach Unified School District**

## **Property Tax Forecast and Information Services Proposal**

### **Background**

The Laguna Beach Unified School District (District), located in Orange County, California, is funded in part by property tax-based allocations, including a share of the 1% ad valorem property tax. The District is requesting economic forecasting of assessed valuation for the purposes of estimating future property tax revenues to the District.

### **General Description**

To establish a database that facilitates accurate historical values and estimated property tax revenues going forward, MuniServices proposes the following to the District:

- Meet with District's designated staff to review service objectives, scope, work plan schedule, and logistical matters. MuniServices will also establish an appropriate liaison with the District's coordinator and logical checkpoints for progress reviews.
- Compile data elements necessary to perform review and analysis including District and County reports of assessed value, tax rate area (TRA's), and property tax allocation factor data.
- Compile a list of TRA's encompassing the District.
- Compile/analyze a 5-year history of property tax assessed value trends within the District from 2013-14 to 2017-18.
- Compile/analyze assessed value trends by land use type (i.e. residential) within the District from 2013-14 to 2017-18.
- Compile 5-year property tax forecast (See Samples Attached):
  - Forecast will consider assumed historical trends as well as future expected trends due to economic factors which are known to affect assessed value.
  - Forecast will include residual balance revenues from successor agencies as appropriate.
  - Forecast will include residential Prop 8 recapture assumptions as appropriate.
  - Forecast will include a narrative of assumptions.

### **District Assistance**

The District may be requested to provide supporting records and documents necessary to facilitate the review and analysis. Additional documentation may be required from the Orange County Assessors and Auditor/Controllers and will be the responsibility of MuniServices to obtain.

## **Project Timeline**

MuniServices shall commence the project upon receipt of executed contract by the District with the intent of completion of a preliminary forecast by December 31<sup>st</sup> of each year. Mid-year updates will follow in February of each year. For the first year, MuniServices will complete the requested reports within 90 days.

## **Cost Proposal**

MuniServices will perform this work for an annual fee of \$5,000. MuniServices shall invoice the District upon completion of the forecast. Additional consulting may be provided. MuniServices standard hourly rates are as follows:

- Principal - \$175/hour
- Director - \$150/hour
- Manager (Stephanie Ontiveros) - \$125/hour
- Senior Analyst - \$100/hour
- Analyst (Lori Church) - \$75/hour
- Administrative Support - \$50/hour

Sample District

General Fund Property Tax Forecast (5 Year)

Assessed Value By Tax Type	2017-18	2017-18	Projected				
	Projection	Actual	2018-19	2019-20	2020-21	2021-22	2022-23
Land	9,619,276,638	9,966,296,087	10,364,947,930	10,572,246,889	10,783,691,827	10,999,365,663	11,219,352,977
Improvements	6,590,255	6,985,670	7,265,097	7,453,990	7,647,793	7,846,636	8,050,649
Personal Property	272,274,840	295,757,961	307,588,279	313,740,045	320,014,846	326,415,143	332,943,446
Exemptions (other than HOX)	184,460,659	188,294,870	195,826,665	199,743,198	203,738,062	207,812,823	211,969,080
Homeowners Exemptions	93,807,866	89,132,954	90,000,000	90,000,000	90,000,000	90,000,000	90,000,000
Secured Net Assessed Value	9,619,873,209	9,991,611,894	10,393,974,642	10,603,697,726	10,817,616,404	11,035,814,619	11,258,377,991
Land	136,188,444	116,223,577	141,635,982	144,468,701	147,358,076	150,305,237	153,311,342
Improvements	15,756,642	16,702,041	17,370,122	17,821,745	18,285,111	18,760,524	19,248,297
Personal Property	166,750,310	148,651,137	173,420,323	176,888,729	180,426,504	184,035,034	187,715,735
Exemptions (other than HOX)	62,765,552	31,529,002	65,276,174	66,581,697	67,913,331	69,271,598	70,657,030
Unsecured Net Assessed Value	255,929,845	250,047,753	267,150,253	272,597,479	278,156,359	283,829,197	289,618,344
*Combined Net Assessed Value	9,875,803,054	10,241,659,647	10,661,124,895	10,876,295,205	11,095,772,763	11,319,643,816	11,547,996,335

% Change from previous year (sec)	3.86%	4.03%	2.02%	2.02%	2.02%	2.02%
% Change from previous year (uns)	-2.30%	6.84%	2.04%	2.04%	2.04%	2.04%
% Change from previous year (combined)	3.70%	4.10%	2.02%	2.02%	2.02%	2.02%

Revenue	2017-18	2017-18	Projected				
	Projection	Actual	2018-19	2019-20	2020-21	2021-22	2022-23
Secured	\$19,303,909	\$20,092,316	\$20,896,009	\$21,313,929	\$21,740,207	\$22,175,012	\$22,618,512
Unsecured	\$792,572	\$665,571	\$692,194	\$706,038	\$720,158	\$734,562	\$749,253
VLF in-lieu	\$5,405,620	\$5,561,552	\$5,784,014	\$5,899,694	\$6,017,688	\$6,138,042	\$6,260,803
Residual to City	\$250,000	\$250,000	\$260,000	\$265,200	\$270,504	\$275,914	\$281,432
	25,752,101	26,569,439	27,632,216	28,184,861	28,748,558	29,323,529	29,910,000

% Change from previous year ( total revenue)	3.17%	4.00%	2.00%	2.00%	2.00%	2.00%
% Change from previous year (VLF)	2.88%	4.00%	2.00%	2.00%	2.00%	2.00%

Share of revenue vs. value		0.25919%	0.25914%	0.25909%	0.25905%	0.25901%
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Sample District

General Fund History

Year	Secured Value	Unsecured Value	Net Value	% Change in Net Value	Net Revenue	% Change in Net revenue	% Share of Net Revenue to Value
2007-08	1,672,285,024	336,217,883	2,008,502,907	N/A	N/A	N/A	N/A
2008-09	1,822,269,571	351,582,423	2,173,851,994	8.23%	1,486,168	N/A	0.07%
2009-10	1,939,830,893	398,609,565	2,338,440,458	7.57%	1,997,895	34.43%	0.09%
2010-11	2,031,015,913	430,522,980	2,461,538,893	5.26%	1,935,659	-3.12%	0.08%
2011-12	2,055,838,867	435,418,979	2,491,257,846	1.21%	1,925,000	-0.55%	0.08%
2012-13	2,049,198,486	437,977,513	2,487,175,999	-0.16%	1,925,000	0.00%	0.08%
2013-14	2,024,101,041	420,668,547	2,444,769,588	-1.71%	1,902,234	-1.18%	0.08%
2014-15	2,087,291,556	421,611,528	2,508,903,084	2.62%	1,953,467	2.69%	0.08%
2015-16	2,244,730,223	428,018,536	2,672,748,759	6.53%	2,007,940	2.79%	0.08%
2016-17	2,312,072,130	440,859,092	2,752,931,222	3.00%	2,068,178	3.00%	0.08%

Sample District

VLF History

Tax Year	Prior Year Net Assessed Value*	Current Year Net Assessed Value	% Change	Prior Year VLF Actual In Lieu Payment	VLF In Lieu Change from Prior Year	Projected VLF In Lieu Payment	Actual VLF In Lieu Payment	Estimated Installment Amount (Jan, May)*
2011-12	5,865,229,698	6,045,200,975	3.07%	1,509,000	-	-	1,502,504	751,252
2012-13	6,045,200,975	6,002,303,665	-0.71%	1,502,504	(6,496)	1,491,842	1,491,836	745,918
2013-14	6,002,303,665	6,042,251,676	0.67%	1,491,836	(10,668)	1,501,765	1,501,748	750,882
2014-15	6,042,251,676	6,206,250,051	2.71%	1,501,748	9,912	1,542,508	1,542,531	771,254
2015-16	6,206,250,051	6,389,364,452	2.95%	1,542,531	40,783	1,588,043	1,588,807	794,022
2016-17	6,389,364,452	6,581,045,386	3.00%	1,588,807	46,276	1,636,471	-	818,236

**Laguna Beach Unified School District**

**21. ACTION**

**April 17, 2018**

**Approval: Approval to Award Contract to Durham School Services, L.P. for School Transportation Services on a Unit Cost Basis for the 2018/19 Fiscal Year in an Amount Not-To-Exceed \$1,525,000.00**

**Proposal**

Staff proposes the Board of Education authorize the Assistant Superintendent of Business Services to enter into a contract for transportation services with Durham School Services, L.P. on a unit cost basis for the 2018/19 fiscal year, July 1, 2018 through June 30, 2019, in an amount not-to-exceed \$1,525,000.00.

**Background**

Bids were opened and publicly read aloud at 2:00 p.m. on March 20, 2018.

The following list contains the numbered bid category, along with a brief description of the scope of services contained in the category, and the hypothetical bid amount for a list of services on a unit cost basis. The hypothetical bid amount is utilized to determine the lowest bidder and includes a basket of services routinely used by the District within a fiscal year. Staff has verified references and bid documentation.

Bid Category	Number of Bids	Range of Bids
No. 1 – School Transportation Services	2	\$1,503,538.35 - \$1,730,686.00

The following service provider has been determined to be the lowest responsible and responsive bidder and is within the amount budgeted for the bid category, Staff has verified references and bid documentation.

Bid Category	Contractor	Bid Amount
No. 1 – School Transportation Services	Durham School Services, L.P.	\$1,503,538.35

Durham Transportation Services, L.P. provides services for home-to-school transportation for both general education and special education students attending elementary and middle schools within the district.

The unit cost bid for services satisfies the competitive requirements related to bid limits for services provided to local public agencies. Award of the bid does not require the District to solely contract with the vendor listed in the Board report and future services may be bid independently at the District's discretion. All work that is under the bid limit may be awarded to alternative vendors.

The award of the bid is for a period of one-year and may be renewed annually for a maximum of four consecutive years.

**Zajda/Dixon/Viloria**

**Budget Impact**

The services in an amount not-to-exceed \$1,525,000.00 will be paid from the General Fund (Fund 01).

**Recommended Action**

Staff proposes the Board of Education award the contract for transportation services to Durham School Services, L.P. on a unit cost basis for the 2018/19 fiscal year, July 1, 2018 through June 30, 2019, in an amount not-to-exceed \$1,525,000.00.

**BID FORM**

FOR

TRANSPORTATION SERVICES BID NO. 2018\_2

**BID PACKAGE NO. 1 – SCHOOL TRANSPORTATION SERVICES**

FOR

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

CONTRACTOR  
NAME:

Durham School Services, L.P.

ADDRESS:

2601 Navistar Drive

Lisle, Illinois 60532

TELEPHONE:

(630) 821 - 5400

FAX:

(630) 821 - 5385

EMAIL

[mherington@durhamschoolservices.com](mailto:mherington@durhamschoolservices.com)



TO: Laguna Beach Unified School District, acting by and through its Governing Board, herein called "Owner".

1. Pursuant to and in compliance with your Notice Calling for Bids and other documents relating thereto, the undersigned bidder, having familiarized himself with the terms of the Contract, the local conditions affecting the performance of the Contract, the cost of the work at the place where the work is to be done, with the Public Works Bid Packet, and other Contract Documents, hereby proposes and agrees to perform within the time stipulated, the Contract, including all of its component parts, and everything required to be performed, including its acceptance by the Owner, and to provide and furnish any and all labor, materials, tools, expendable equipment, and utility and transportation services necessary to perform the Contract and complete all of the Work in a workmanlike manner required in connection with the construction of:

**BID PACKAGE NO. 1 – SCHOOL TRANSPORTATION SERVICES**

**TRANSPORTATION SERVICES BID NO. 2018\_2**

in the Owner described above, all in strict conformance with the drawings and other Contract Documents on file at the Owner Offices of said Owner for amounts set forth herein.

2. BIDDER ACKNOWLEDGES THE FOLLOWING ADDENDUM:

Number Addendum No.1	Number Addendum No.2	Number	Number	Number	Number	Number	Number

Acknowledge the inclusion of all addenda issued prior to bid in the blanks provided above. Your failure to do so may render your bid non-responsive.

3. BID PRICE:

The number of routes and days shown in section A & B are approximate numbers from the traditional and summer school sessions for a hypothetical school year. These are reference numbers only sufficiently comprehensive to permit an appraisal of the District's needs for 2018/2019. Although the District is providing this information in good faith, the District makes no warranty or representation about its accuracy, and the District does not intend any contractor to rely solely on the accuracy of the information in submitting his or her bid.

Only the included items may be considered in the calculation of transportation costs passed on to the District: driver's salaries, fuel, maintenance of buses, general overhead, insurance and administration, and profit. By bidding, Contractor understands and agrees that driver's time spent inspecting, cleaning and/or fueling buses is not to be added to trip time. Paid trip time does not begin until the bus leaves the terminal and it ends when the bus returns to the terminal or its designated offsite location for another assignment.

A. Traditional Schedule

Home-to-School, School-to-Home, Special Education Transportation (Limited Service 5 Hours).  $(No. \text{ of Routes}) \times (Days) \times (Daily Rate) = Total Amount$

Bus Capacity	No. of Routes	Days	Daily Rate	Total Amount
16	4	180	\$381.35	\$274,572.00
W/C 5W 6P	1	180	\$381.35	\$68,643.00
82	13	180	\$478.80	\$1,120,392.00

**SUBTOTAL A.**

**\$ 1,463,607.00**

**B. Summer Schedule**

Home-to-School, School-to-Home, Special Education Transportation (Limited Service 5 Hours).  $(No. of Routes) \times (Days) \times (Daily Rate) = Total Amount$

Bus Capacity	No. of Routes	Days	Daily Rate	Total Amount
16	2	19	\$381.35	\$14,491.30
W/C 5W 6P	1	19	\$381.35	\$7,245.65
82	2	19	\$478.80	\$18,194.40

**SUBTOTAL B.****\$ \$39,931.35****C. Traditional and Summer Schedule**

Home-to-School, School-to-Home, Special Education Transportation (Hourly Rates).

Bus Capacity	Hourly Rate Over 5 Hours Under 8 ½ Hours	Hourly Rate Over 8 ½ Hours
<b>Traditional Schedule</b>		
16	\$31.00	\$46.50
W/C 5W 6P	\$31.00	\$46.50
82	\$31.00	\$46.50
<b>Summer Schedule</b>		
16	\$31.00	\$46.50
W/C 5W 6P	\$31.00	\$46.50
82	\$31.00	\$46.50

**D. Daily Rates, Field Trips, Extra Curricular, and Special Trip Transportation:**

Home-to-School, School-to-Home, Special Education Transportation (Unlimited Service 8-1/2 Hours). Special Trip Transportation is defined in Item 3.3.1 of the Agreement, using buses that are assigned to regular morning and afternoon school day runs or buses assigned as spares, billed with one (1) hour minimum.

Bus Capacity	Hourly Rate <del>Over 4- Hours Under 8 1/2 Hours</del>	Hourly Rate Over 8 1/2 Hours
<b>Daily Rates, Field Trips and Extra Curricular</b>		
16	\$43.00	\$64.50
W/C 5W 6P	\$43.00	\$64.50
82	\$43.00	\$64.50
<b>Special Trip Transportation</b>		
16	\$43.00	\$64.50
W/C 5W 6P	\$43.00	\$64.50
82	\$43.00	\$64.50

**E. Additional Costs**

Cost for Attendant: \$ 29.00 /Hour  
 Cost for Driver: \$ N/A /Hour  
 Lay Over Per Diem: \$ 150.00 /Day

**TOTAL CASH PURCHASE PRICE IN WORDS & NUMBERS FOR ITEMS A. AND B. ABOVE:**

one million, five hundred three thousand, five hundred thirty eight dollars and thirty five cents **DOLLARS**  
 (\$ 1,503,538.35 )

4. **TIME FOR COMPLETION:** The Owner may give a notice to proceed within sixty (60) days of the award of the bid by the Owner. Once the Contractor has received the notice to proceed, the Contractor shall complete the work in the time specified in the Agreement. By submitting this bid, Contractor has thoroughly studied this Project and agrees that the Contract Time for this Project is adequate for the timely and proper completion of the Project. Further, Contractor has included in the analysis of the time required for this Service.

In the event that the Owner desires to postpone giving the notice to proceed beyond this sixty (60) day period, it is expressly understood that with reasonable notice to the Contractor, giving the notice to proceed may be postponed by the Owner. It is further expressly understood by the Contractor, that the Contractor shall not be entitled to any claim of additional compensation as a result of the postponement of giving the notice to proceed.

It is understood that the Owner reserves the right to reject any or all bids and/or waive any irregularities or informalities in this bid or in the bid process. The Contractor understands that it may not withdraw this bid for a period of sixty (60) days after the date set for the opening of bids.

5. Attached is bid security in the amount of not less than ten percent (10%) of the bid:

Bid bond (10% of the Bid), certified check, or cashier's check (circle one)

6. The required List of Designated Subcontractors is attached hereto.
7. The required Non-Collusion Declaration is attached hereto.
8. It is understood and agreed that if written notice of the acceptance of this bid is mailed, emailed, or delivered to the undersigned after the opening of the bid, and within the time this bid is required to remain open, or at any time thereafter before this bid is withdrawn, the undersigned will execute and deliver to the Owner a Contract in the form attached hereto in accordance with the bid as accepted, and that he or she will also furnish and deliver to the Owner the Performance Bond and Payment Bond, all within five (5) calendar days after award of Contract, and that the work under the Contract shall be commenced by the undersigned bidder, if awarded the Contract, by the start date provided in the Owner's Notice to Proceed, and shall be completed by the Contractor in the time specified in the Contract Documents.
9. The names of all persons interested in the foregoing proposal as principals are as follows:

Please refer to tab *Company Overview* for our officer resolutions.

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(IMPORTANT NOTICE: If bidder or other interested person is a corporation, state the legal name of such corporation, as well as the names of the president, secretary, treasurer, and manager thereof; if a co-partnership, state the true names of the firm, as well as the names of all individual co-partners comprising the firm; if bidder or other interested person is an individual, state the first and last names in full.)

10. PROTEST PROCEDURES. If there is a bid protest, the grounds shall be submitted as set forth in the Instructions to Bidders.
11. The undersigned bidder shall be licensed/certified as required by law to perform services included within the scope of services outlined in the Bid Documents.
12. Time is of the essence regarding this Contract, therefore, in the event the bidder to whom the Contract is awarded fails or refuses to post the required bonds and return executed copies of the Agreement form within five (5) calendar days from the date of receiving the Notice of Award, the Owner may declare the bidder's bid deposit or bond forfeited as damages.
13. The bidder declares that he/she has carefully examined the location(s) of the proposed Project, that he/she has examined the Contract Documents (Bid Documents), including the General Conditions, Supplemental Conditions, Special Conditions, Addenda, Specifications, and all other documents contained in the Public Works Bid Packet, and read the accompanying instructions to bidders, and hereby proposes and agrees, if this proposal is accepted, to furnish all materials and do all work required to complete the said work in accordance with the Contract Documents, in the time and manner therein prescribed for the unit cost and lump sum amounts set forth in this Bid Form.

I agree to receive service of notices at the e-mail address listed below.

I the below-indicated bidder, declare under penalty of perjury that the information provided and representations made in this bid are true and correct.

Durham School Services, L.P.

Proper Name of Company

Andrew Tarman

Name of Bidder Representative

2601 Navistar Drive

Street Address

Lisle, IL 60532

City, State, and Zip

( 630 ) 821-5400

Phone Number

( 630 ) 821-5385

Fax Number

atarman@durhamschoolservices.com

E-Mail

By: 

Date: 03/16/2018

Signature of Bidder Representative

By: Durham Holding II, L.L.C., its General Partner

**NOTE:** If bidder is a corporation, the legal name of the corporation shall be set forth above together with the signature of authorized officers or agents and the document shall bear the corporate seal; if bidder is a partnership, the true name of the firm shall be set forth above, together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership; and if bidder is an individual, his signature shall be placed above.

All signatures must be made in permanent blue ink.

**Laguna Beach Unified School District**

**22. ACTION**

**April 17, 2018**

**Approval: Approval to Award Contract to American Logistics Company, LLC. for Individualized Transportation Services on a Unit Cost Basis for the 2018/19 Fiscal Year in an Amount Not-To-Exceed \$350,000.00**

**Proposal**

Staff proposes the Board of Education authorize the Assistant Superintendent of Business Services to enter into a contract for individualized transportation services with American Logistics Company, LLC. on a unit cost basis for the 2018/19 fiscal year, July 1, 2018 through June 30, 2019, in an amount not-to-exceed \$350,000.00.

**Background**

Individualized transportation services include transportation services for special needs students requiring transport within and outside the district boundaries that cannot be performed by the general bussing transportation provider. Services include wheelchair accessible vehicles, non-emergency medical transportation, transport with the use of a car seat or safety vest, and individualized routes for special needs students to destinations outside of district boundaries.

Bids were opened and publicly read aloud at 2:00 p.m. on March 20, 2018

The following list contains the numbered bid category, along with a brief description of the scope of services contained in the category, and the hypothetical bid amount for a list of services on a unit cost basis. The hypothetical bid amount is utilized to determine the lowest bidder and includes a basket of services routinely used by the District within a fiscal year. Staff has verified references and bid documentation.

Bid Category	Number of Bids	Range of Bids
No. 2 – Individualized Transportation Services	3	\$258,225.00 - \$283,045.00

The apparent low bid submitted by HopSkipDrive, LLC has been determined by staff to be non-responsive since the bid form was not completed in entirety. Essential pricing for services routinely utilized by the District was omitted from the hypothetical section, rendering the bid incomplete and unable to be used as a comparison to determine if it is the lowest bid. Staff has reviewed the bid with the bidder who confirmed the pricing for the services was omitted because they are not offered by the bidder.

The following service provider has been determined to be the lowest responsible and responsive bidder and is within the amount budgeted for the bid category, Staff has verified references and bid documentation.

Bid Category	Contractor	Bid Amount
No. 2 – Individualized Transportation Services	American Logistics Company, LLC.	\$279,775.00

The unit cost bid for services satisfies the competitive requirements related to bid limits for services provided to local public agencies. Award of the bid does not require the District to solely contract with the vendor listed in the Board report and future services may be bid independently at the District's discretion. All work that is under the bid limit may be awarded to alternative vendors.

The award of the bid is for a period of one-year and may be renewed annually for a maximum of four consecutive years.

**Budget Impact**

The services in an amount not-to-exceed \$350,000.00 will be paid from the General Fund (Fund 01).

**Recommended Action**

Staff proposes the Board of Education approve award of the contract for individualized transportation services to American Logistics Company, LLC. on a unit cost basis for the 2018/19 fiscal year, July 1, 2018 through June 30, 2019, in an amount not-to-exceed \$350,000.00.

**BID FORM**

FOR

TRANSPORTATION SERVICES BID NO. 2018\_2

**BID PACKAGE NO. 2 – INDIVIDUALIZED TRANSPORTATION SERVICES**

FOR

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

CONTRACTOR

NAME: American Logistics Company, LLC.

ADDRESS: 901 Calle Amanecer, Suite 260

San Clemente, CA 92673

TELEPHONE: ( 866 ) 999.3371 x777

FAX: ( 844 ) 845.0299

EMAIL alc@alcschools.com



TO: Laguna Beach Unified School District, acting by and through its Governing Board, herein called "Owner".

1. Pursuant to and in compliance with your Notice Calling for Bids and other documents relating thereto, the undersigned bidder, having familiarized himself with the terms of the Contract, the local conditions affecting the performance of the Contract, the cost of the work at the place where the work is to be done, with the Public Works Bid Packet, and other Contract Documents, hereby proposes and agrees to perform within the time stipulated, the Contract, including all of its component parts, and everything required to be performed, including its acceptance by the Owner, and to provide and furnish any and all labor, materials, tools, expendable equipment, and utility and transportation services necessary to perform the Contract and complete all of the Work in a workmanlike manner required in connection with the construction of:

## BID PACKAGE NO. 2 – INDIVIDUALIZED TRANSPORTATION SERVICES

### TRANSPORTATION SERVICES BID NO. 2018\_2

in the Owner described above, all in strict conformance with the drawings and other Contract Documents on file at the Owner Offices of said Owner for amounts set forth herein.

2. BIDDER ACKNOWLEDGES THE FOLLOWING ADDENDUM:

Number No. 1	Number No. 2	Number	Number	Number	Number	Number	Number

Acknowledge the inclusion of all addenda issued prior to bid in the blanks provided above. Your failure to do so may render your bid non-responsive.

3. BID PRICE:

Originator Fee is a fixed cost trip mobilization fee. Charges for all types of transportation shall be based on portal-to-portal trips unless otherwise noted. Below in Section B. is a hypothetical and is the basis of award for the lowest qualified and responsive bidder, provided is the quantity and type of service needs for the traditional and summer school sessions for a given school year. These are reference numbers only sufficiently comprehensive to permit an appraisal of the District's needs for 2018/2019. Although the District is providing this information in good faith, the District makes no warranty or representation about its accuracy, and the District does not intend any contractor to rely solely on the accuracy of the information in submitting his or her bid.

Only the included items may be considered in the calculation of transportation costs passed on to the District: driver's salaries, fuel, maintenance of vehicles, general overhead, insurance and administration, and profit. By bidding, Contractor understands and agrees that driver's time spent inspecting, cleaning and/or fueling buses is not to be added to trip time. Paid trip time does not begin until the vehicle leaves the portal and ends at the destination portal.

*\*One-way trip fee includes the first 12 miles and up to 5 students inclusive. \$2.50 per mile after 12 miles.*

*\*\*One-way trip fee includes the first 12 miles, 1 wheelchair student and up to 3 additional ambulatory students. \$2.50 per mile after 12 miles. Vehicle capacity is determined by student requirements and vehicle availability. Wheelchair fee to be added and included in Category pricing below.*

A. Unit Prices

Type of Transportation	Originator Fee	Labor	Mileage
Up to 3 Passengers	\$ 60.00* Fixed	\$ 0.00 Per Hour	\$ 2.50 after 12. Per Mile
Up to 7 Passengers	\$ 60.00* Fixed	\$ 0.00 Per Hour	\$ 2.50 after 12. Per Mile
Up to 3 Passengers Wheelchair Capable Van	\$ 60.00** Fixed	\$ 0.00 Per Hour	\$ 2.50 after 12. Per Mile
Up to 7 Passengers Wheelchair Capable Van	\$ 60.00** Fixed	\$ 0.00 Per Hour	\$ 2.50 after 12. Per Mile

Category	Pricing
Car Seat	\$ <u>5.00</u> per student Fixed
Wheelchair	\$ <u>25.00</u> per student Fixed
Safety Vest	\$ <u>5.00</u> per student Fixed
Aide (hourly)	\$ <u>11.00*</u> (per hour, 2 hour minimum) Hourly
Waiting Time (Per Hour after 15 minutes)	\$ <u>30.00</u> (per hour, billed in 15 min. increments) Hourly

***\*ALC does not charge to transport District provided Aide/Monitor.***

***Please see "ALC Pricing Overview" Section for further details on pricing.***

## B. Hypothetical

Hypothetical Runs (Trip) shall include mobilization fee, mileage, and other unit costs as bid and in accordance with unit costs provided above in Section A. to complete the below bid form pricing sheet. The bid award is based on the TOTAL of all Passenger Totals as quantified for each passenger. Bidder is to insert Run Amount, and then multiply the Run Amount by the given No. of Runs Per Year, and insert the amount into the Passenger Total space. The sum of the entire Passenger Total column is to be inserted into the TOTAL space at the bottom of the table. (Run Amount) x (No. of Runs Per Year) = Passenger Total

No. of Riders	Passenger	Postal Address	Start/Return Time	Street Miles Per Run	Run Amount	No. of Runs Per Year	Passenger Total
4	Student 1	1 Woodswallow Lane, ALISO VIEJO, CA 25151 Pradera Drive, MISSION VIEJO, CA	8:30 AM 2:30 PM	7	\$ 60.00	300	\$ 18,000.00
1	Student 2	300 San Tropez Ct, LAGUNA BEACH, CA 174 San Tropez Ct, LAGUNA BEACH, CA	8:00 AM 3:30 PM	7	\$ 60.00	300	\$ 18,000.00
2	Student 3	3100 Tyrol Drive, LAGUNA BEACH, CA 24071 Carrillo Dr, MISSION VIEJO, CA	7:30 AM 3:00 PM	19	\$ 77.50	60	\$ 4,650.00
2	Student 4	1500 Via Capri, LAGUNA BEACH, CA 1 Osborn St, IRVINE, CA	9:00 AM 3:00 PM	14	\$ 65.00	180	\$ 11,700.00
4	Student 5	60 Hummingbird Lane, ALISO VIEJO, CA 25121 Pradera Dr, MISSION VIEJO, CA	8:30 AM 2:30 PM	7	\$ 60.00	300	\$ 18,000.00
4	Student 6	400 Poplar St, LAGUNA BEACH, CA 25121 Pradera Dr, MISSION VIEJO, CA	8:30 AM 2:30 PM	16	\$ 70.00	300	\$ 21,000.00
4	Student 7	3000 Mountain View Drive, LAGUNA BEACH, CA 25121 Pradera Dr, MISSION VIEJO, CA	8:30 AM 2:30 PM	18	\$ 75.00	300	\$ 22,500.00
1	Student 8	3200 Bern Ct, LAGUNA BEACH, CA 19262 Jamboree Rd, IRVINE, CA	7:30 AM 3:00 PM	18	\$ 75.00	150	\$ 11,200.00
1	Student 9	100 Cinnamon Teal, ALISO VIEJO, CA 19262 Jamboree Rd, IRVINE, CA	7:30 AM 3:00 PM	13	\$ 62.50	140	\$ 8,750.00
1	Student 10	1500 Skyline Dr, LAGUNA BEACH, CA 25121 Pradera Dr, MISSION VIEJO, CA	7:30 AM 3:00 PM	18	\$ 75.00	260	\$ 19,500.00
1	Student 11	200 Beverly Street, LAGUNA BEACH, CA 25401 Paseo De Valencia, LAGUNA HILLS, CA	7:30 AM 3:00 PM	9	\$ 60.00	240	\$ 14,400.00
1	Student 12	100 Cozumel, LAGUNA BEACH, CA 24150 Lindley St, MISSION VIEJO, CA	7:30 AM 3:00 PM	6	\$ 60.00	110	\$ 6,600.00
1	Student 13 w/WC	2600 Laguna Canyon Rd, LAGUNA BEACH, CA 24521 Moulton Parkway, LAGUNA WOODS, CA	7:30 AM 3:00 PM	6	\$ 85.00	320	\$ 27,200.00
1	Student 14	500 Brooks Street, LAGUNA BEACH, CA 9790 Finch Avenue, FOUNTAIN VALLEY, CA	7:30 AM 3:00 PM	24	\$ 90.00	370	\$ 33,300.00
1	Student 15	2900 Alta Laguna Boulevard, LAGUNA BEACH, CA 24071 Carrillo Dr, MISSION VIEJO, CA	7:30 AM 3:00 PM	19	\$ 77.50	290	\$ 22,475.00
2	Student 16	100 Cozumel, LAGUNA BEACH, CA 1 Osborn St, IRVINE, CA	9:00 AM 3:00 PM	9	\$ 60.00	180	\$ 10,800.00
1	Student 17	100 Cozumel, LAGUNA BEACH, CA 25632 Peter A Hartman Way, MISSION VIEJO, CA	7:30 AM 3:00 PM	6	\$ 60.00	10	\$ 600.00
1	Student 18	100 San Tropez Ct, LAGUNA BEACH, CA 24150 Lindley St, MISSION VIEJO, CA	7:30 AM 3:00 PM	6	\$ 60.00	100	\$ 6,000.00
Car Seat					\$ 5.00	860	\$ 4,300.00
Safety Vest					\$ 5.00	160	\$ 800.00
No Show / Late Cancel					\$ N/A	210	\$ N/A

TOTAL \$ 279,775.00

**TOTAL CASH PURCHASE PRICE IN WORDS & NUMBERS FOR ITEMS B. ABOVE:**

Two Hundred and Seventy Nine Thousand, Seven Hundred and Seventy Five DOLLARS

(\$ 279,775.00 )

4. **TIME FOR COMPLETION:** The Owner may give a notice to proceed within sixty (60) days of the award of the bid by the Owner. Once the Contractor has received the notice to proceed, the Contractor shall complete the work in the time specified in the Agreement. By submitting this bid, Contractor has thoroughly studied this Project and agrees that the Contract Time for this Project is adequate for the timely and proper completion of the Project. Further, Contractor has included in the analysis of the time required for this Service.

In the event that the Owner desires to postpone giving the notice to proceed beyond this sixty (60) day period, it is expressly understood that with reasonable notice to the Contractor, giving the notice to proceed may be postponed by the Owner. It is further expressly understood by the Contractor, that the Contractor shall not be entitled to any claim of additional compensation as a result of the postponement of giving the notice to proceed.

It is understood that the Owner reserves the right to reject any or all bids and/or waive any irregularities or informalities in this bid or in the bid process. The Contractor understands that it may not withdraw this bid for a period of sixty (60) days after the date set for the opening of bids.

5. Attached is bid security in the amount of not less than **ten percent (10%)** of the bid:

Bid bond (10% of the Bid), certified check, or cashier's check (circle one)

6. The required List of Designated Subcontractors is attached hereto.

7. The required Non-Collusion Declaration is attached hereto.

8. It is understood and agreed that if written notice of the acceptance of this bid is mailed, emailed, or delivered to the undersigned after the opening of the bid, and within the time this bid is required to remain open, or at any time thereafter before this bid is withdrawn, the undersigned will execute and deliver to the Owner a Contract in the form attached hereto in accordance with the bid as accepted, and that he or she will also furnish and deliver to the Owner the Performance Bond and Payment Bond, all within five (5) calendar days after award of Contract, and that the work under the Contract shall be commenced by the undersigned bidder, if awarded the Contract, by the start date provided in the Owner's Notice to Proceed, and shall be completed by the Contractor in the time specified in the Contract Documents.

9. The names of all persons interested in the foregoing proposal as principals are as follows:

American Logistics Company, LLC. (ALC)

(IMPORTANT NOTICE: If bidder or other interested person is a corporation, state the legal name of such corporation, as well as the names of the president, secretary, treasurer, and manager thereof; if a co-partnership, state the true names of the firm, as well as the names of all individual co-partners comprising the firm; if bidder or other interested person is an individual, state the first and last names in full.)

10. **PROTEST PROCEDURES.** If there is a bid protest, the grounds shall be submitted as set forth in the Instructions to Bidders.

11. The undersigned bidder shall be licensed/certified as required by law to perform services included within the scope of services outlined in the Bid Documents.

12. Time is of the essence regarding this Contract, therefore, in the event the bidder to whom the Contract is awarded fails or refuses to post the required bonds and return executed copies of the Agreement form within five (5) calendar days from the date of receiving the Notice of Award, the Owner may declare the bidder's bid deposit or bond forfeited as damages.

13. The bidder declares that he/she has carefully examined the location(s) of the proposed Project, that he/she has examined the Contract Documents (Bid Documents), including the General Conditions, Supplemental Conditions, Special Conditions, Addenda, Specifications, and all other documents contained in the Public Works Bid Packet, and read the accompanying instructions to bidders, and hereby proposes and agrees, if this proposal is accepted, to furnish all materials and do all work required to complete the said work in accordance with the Contract Documents, in the time and manner therein prescribed for the unit cost and lump sum amounts set forth in this Bid Form.

I agree to receive service of notices at the e-mail address listed below.

I the below-indicated bidder, declare under penalty of perjury that the information provided and representations made in this bid are true and correct.

American Logistics Company, LLC.

Proper Name of Company

Curtis Douglas, Chief Financial Officer

Name of Bidder Representative

901 Calle Amanecer, Suite 260

Street Address

San Clemente, CA 92673

City, State, and Zip

( 866 ) 999,3371 x777

Phone Number

( 844 ) 245,0299

Fax Number

alc@alcschools.com

E-Mail

By:

  
Signature of Bidder Representative

Date: 3/14/2018

**NOTE:** If bidder is a corporation, the legal name of the corporation shall be set forth above together with the signature of authorized officers or agents and the document shall bear the corporate seal; if bidder is a partnership, the true name of the firm shall be set forth above, together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership; and if bidder is an individual, his signature shall be placed above.

All signatures must be made in permanent blue ink.