



LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Education

September 13, 2016

AGENDA

ADMINISTRATION

Jason Vilorio, Ed.D., Superintendent of Schools
Alysia Odipo, Ed.D., Assistant Superintendent, Instructional Services
Dean West, Assistant Superintendent, Business Services
Leisa Winston, Assistant Superintendent, Human Resources and
Public Communications

BOARD OF EDUCATION

William Landsiedel, President
Jan Vickers, Clerk
Ketta Brown, Member
Carol Normandin, Member
Dee Perry, Member

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

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

September 13, 2016

Open Session 6:00 P.M.

AGENDA

RECORDING OF SCHOOL BOARD MEETINGS

Open Session School Board Meetings will be audio and video recorded.

- 1. CALL TO ORDER**
- 2. ROLL CALL TO ESTABLISH QUORUM**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ADOPTION OF AGENDA**

5. 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.

6. SPECIAL RECOGNITIONS

LBHS Boys Baseball Team – 2016 CIF Champions, Division 4 – Chris Herzfeld

7. REPORTS

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

8. PUBLIC HEARING

Ensure Availability of Textbooks and Instructional Materials for 2016-2017 and Certification of Provision of Standards-Aligned Instructional Materials Per Education Code Sections 60119 and 60422 (b). Notice of Public Hearing was posted on August 30, 2016. (Resolution #16-13 will be brought for approval under Action Item 12)

9. CONSENT CALENDAR

All matters listed under the Consent Calendar, items a – k, 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, denial, and or ratification of all Consent Calendar items. Any item may be removed from the Consent Calendar at the request of a Board member and acted on separately.

- a. Approval of Minutes
 - i. August 23, 2016 (Regular Meeting)
 - ii. August 29, 2016 (Special Meeting)
- b. Approval/Ratification of Personnel Report
- c. Approval of Conference/Workshop Attendance
- d. Approval of Interdistrict Attendance Agreements – Resident Students from Other District(s)
- e. Denial of Interdistrict Attendance Agreements – Students from Other Districts
- f. Approval of Agreements for Contracted Services – Special Education
- g. Approval of Agreements for Contracted Services – Technology
- h. Approval/Ratification of Warrants #387691 through #387831 in the amount of \$1,832,797.66 Dates: 08/15/2016 through 09/01/2016
- i. Approval of Capistrano Unified School District Personnel Reimbursement Agreement
- j. Approval for Continuation of the Memorandum of Understanding (MOU) with Orange County Department of Education (OCDE) for the Teacher Induction Program for the 2016-2017 School Year in the estimated amount of \$12,500
- k. Approval of Quarterly Report – Board Policy 3002 – Investments
- l. Approval to Extend Award of Contract for Furniture and Accessories to Culver-Newlin Inc., and Concepts School and Office Furnishings based on Hawthorne School District Piggyback Purchasing Bid #13-14-1 Through June 30, 2017

INFORMATION ITEMS

10. SUMMER SCHOOL UPDATE

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

Staff will present an update regarding the results of the 2015/16 Summer School Program.

11. OPENING OF THE SCHOOL YEAR

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

Cabinet members will present on the preparation and opening of the 2016-2017 school year.

ACTION ITEMS

12. APPROVAL OF RESOLUTION #16-13: ENSURE AVAILABILITY OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS FOR 2016-2017 AND CERTIFICATION OF PROVISION OF STANDARDS-ALIGNED INSTRUCTIONAL MATERIALS

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

Each year, the Board of Education must approve a resolution per Education Code Sections 60119 and 60422 (b) to Ensure Availability of Textbooks and Instructional Materials for 2016-2017 and Certification of Provision of Standards-Aligned Instructional Materials.

13. APPROVAL OF RESOLUTION #16-14: COOPERATIVE GRANT BETWEEN THE LAGUNA BEACH UNIFIED SCHOOL DISTRICT AND THE DEPARTMENT OF REHABILITATION TO PROVIDE VOCATIONAL REHABILITATION SERVICES THROUGH A TRANSITION PARTNERSHIP PROJECT (TPP)

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

– Irene White, Director, Special Education

Staff proposes that the Board of Education approve Resolution 16-14: Cooperative Grant Between the Laguna Beach Unified School District and the Department of Rehabilitation to Provide Vocational Rehabilitation Services through a Transition Partnership Project (TPP).

14. APPROVAL OF HANOVER PARTNERSHIP PROPOSAL

– Jason Vilorio, Ed.D., Superintendent

Staff proposes the Board of Education approve the contract with Hanover Research to utilize sequential research services and unlimited access to the Online Education Research Library.

15. APPROVAL OF REVISIONS TO CSEA SALARY SCHEDULE

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

Staff proposes the Board of Education approve revised 2016-2017 CSEA salary schedules.

16. APPROVAL OF INDEPENDENT CONTRACT WITH BURNHAM BENEFITS INSURANCE SERVICES TO PROVIDE CONSULTING AND BROKERAGE SUPPORT FOR DISTRICT EMPLOYEES' HEALTH BENEFITS FOR OCTOBER 1, 2016 THROUGH SEPTEMBER 30, 2017 WITH A NOT-TO-EXCEED AMOUNT OF \$60,000

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

Staff proposes the Board of Education approve a contract with Burnham Benefits Insurance Services to provide consulting and brokerage support for District employees' health benefits for October 1, 2016 through September 30, 2017 with a not-to-exceed amount of \$60,000.

17. APPROVAL OF REVISED JOB DESCRIPTION: CHIEF TECHNOLOGY OFFICER

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

Staff proposes the Board of Education approve revisions to the job description of Chief Technology Officer.

18. AUTHORIZE THE ASSISTANT SUPERINTENDENT OF BUSINESS SERVICES TO FILE A NOTICE OF COMPLETION (NOC) FOR ROOFING REPLACEMENT AT VARIOUS SITES AT LAGUNA BEACH UNIFIED SCHOOL DISTRICT BY BEST CONTRACTING SERVICES, INC., FOR RECORDING BY THE COUNTY CLERK-RECORDER

– Dean West, Assistant Superintendent, Business Services

– Jeff Dixon, Director, Facilities

Staff proposes the Board of Education approve filing a Notice of Completion (NOC) for roofing replacement at various sites at Laguna Beach Unified School District by Best Contracting Services, Inc., for Recording by the County Clerk-Recorder by the Assistant Superintendent of Business Services.

19. ADJOURNMENT

– William Landsiedel, President, Board of Education

The next Regular Meeting of the Board of Education is **Tuesday, September 27, 2016, 6:00 PM**

550 Blumont St., Laguna Beach, CA

For information regarding Laguna Beach Unified School District, please visit our website: 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

8. Notice of Public Hearing – Posted August 30, 2016

PUBLIC HEARING

**Ensure Availability of Textbooks and
Instructional Materials for 2016-2017 and
Certification of Provision of
Standards-Aligned Instructional Materials
Per Education Code Sections 60119 and 60422 (b)**

Tuesday, September 13, 2016

Board Meeting Begins at 6:00 p.m.

**Laguna Beach Unified School District
Board Room
550 Blumont Street
Laguna Beach, CA 92651**

Laguna Beach Unified School District

9.a.i CONSENT/ACTION

September 13, 2016

Approval: Minutes – Regular Meeting

**Board of Education
Minutes of Regular Meeting
August 23, 2016**

Call to Order

Open Session of the Regular Meeting of the Board of Education was called to order by Board President Landsiedel at 6:00 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: William Landsiedel
Jan Vickers
Dee Perry
Carol Normandin
Ketta Brown

Employee Group Representatives: Mindy Hawkins, President, LABUFA
Margaret Warder, President, CSEA

Staff: Jason Vilorio, Ed.D., Superintendent
Dean West, Assistant Superintendent of Business Services
Alysia Odipo, Ed.D., Assistant Superintendent, Instruction
Leisa Winston, Assistant Superintendent, Human Resources and Public Communications
Victoria Webber, Executive Assistant to the Board/Superintendent
Mike Morrison, Chief Technology Officer
Jeff Dixon, Director, Facilities
Shannon Soto, Director, Fiscal
Irene White, Director, Special Education
Chris Herzfeld, Principal, Laguna Beach High School
Jenny Salberg, Principal, Thurston Middle School
Chris Duddy, Principal, El Morro Elementary
Mike Conlon, Principal, Top of the World Elementary
Anahi Velasco, Public Relations and Communications Liaison

Pledge of Allegiance

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

President Landsiedel and Principal Chris Herzfeld congratulated Olympic gold medal winners and Laguna Beach High School alumni Aria Fischer and her sister, current LBHS student, Makenzie Fisher. The Women's Water Polo Team won gold at this year's Olympics in Rio!

Adoption of Agenda

Member Brown moved to adopt the agenda. Clerk Vickers seconded.

Discussion: None.

President Landsiedel called for the vote.

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

Public Comment (Items not on the Agenda)

Bruce Hopping commented on the performing arts award at Laguna Beach High School.

Amy Kramer and Juliett Chesley spoke in opposition to City of Laguna Beach Measure KK. They asked that the LBUSD Board adopt a resolution of opposition.

Tammy Skenderian commented on the striping of the new high school field and asked for clarification of the process used to determine striping. Dr. Viloria will have staff respond.

Reports

LaBUFA Representative – Mindy Hawkins, LaBUFA President

- Commented LaBUFA is excited about new leadership and welcomed Dr. Odipo
- LaBUFA supports the new Rocket Ready professional development program
- Teachers are ready and excited for the new school year

CSEA Representative – Margaret Warder, CSEA President

- Welcomed Dr. Odipo
- Commented on summer school
- Attended State CSEA conference
- First session of new classified professional development program was held on customer service

PTA – Tammy Skenderian

- Welcomed Dr. Odipo
- PTA supports Proposition 56 and Proposition 63
- Coffee Break “Meet the Leaders” set for Sept. 21, 8:30 a.m. at Hotel Laguna
- Thanked Mike Morrison and the technology team for the online registration process

Board Members

Board members reported as follows:

Clerk Vickers

- Attended College and Career Advantage (CCA) meeting
- Attended memorial service for Carl Schwartz

Member Perry

- Commented on article in the NY Times: Conquering the Fear of Failure

Member Brown

- Welcomed Dr. Odipo
- Thanked President Landsiedel for attending CCA meeting on her behalf
- Thanked Superintendent Vilorio for weekly updates
- Toured new library at TMS
- Attended Google Summit at LBHS

Member Normandin

- Shared positive comments about online registration
- Welcomed Dr. Odipo
- Commented on access to classes for students
- Commented on Carol Dweck’s *The Growth Mindset*

President Landsiedel

- Attended CCA meeting and commented on the integration of ROP, CTE, and high school classes.

Superintendent Vilorio

- Welcomed Dr. Odipo and shared some information on her teaching history
- Commented school sites are preparing to open
- Thanked Dean West and Jeff Dixon for all the work over the summer at all sites

Cabinet

Dean West, Assistant Superintendent, Business Services

- Commented on summer projects

Leisa Winston, Assistant Superintendent, Human Resources.

- Welcomed Dr. Odipo
- HR hosted new employee and substitute orientations
- Launch Pad training modules have started

Alysia Odipo, Assistant Superintendent, Instructional Services

- Commented on the extraordinary instruction team she is working with
- Thanked the Board for the opportunity to work in Laguna Beach Unified School District

Consent Calendar

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

- Approval of Minutes
 - July 26, 2016 (Regular Meeting)
 - August 2, 2016 (Special Meeting)
- Approval/Ratification of Personnel Report
- Approval of Conference/Workshop Attendance
- Approval of Interdistrict Attendance Agreements – Resident Students to Other District(s)
- Denial of Interdistrict Attendance Agreements – Students from Other Districts
- Approval of Agreements for Contracted Services – Special Education
- Approval of Agreements for Contracted Services – Technology
- Approval/Ratification of Warrants #387478 through #387690 in the amount of \$2,575,129.72 Dates: 07/18/2016 through 08/12/2016
- Ratification of Certificated Payroll 1A in the Amount of \$319,803.64
Ratification of Classified Payroll 1B in the Amount of \$376,439.44
Ratification of Certificated Payroll 1C in the Amount of \$226,022.85
- Approval of Community Facilities District 98-1 (Crystal Cove) Administrative Expense Fund Disbursements Totaling \$3,672.23
- Approval of Certification that Laguna Beach Unified School District has Levied Home-to-School Transportation Fees in Accordance with Law for the 2016-2017 Fiscal Year
- Approval to assign Dr. Alysia Odipo as the Designee for the Adult Education Block Grant (AEBG) AB104
- Approval of Declaration of Need for Fully Qualified Educators
- Approval of Assignment of Certificated Personnel to Coach a Competitive Sport or Activity and Provide Physical Education Credit by Governing Board Authorization Under Education Code Section 44258.7(b)
- Approval of Designation of Athletic Director, Lance Neal as Additional Representative to the League of the California Interscholastic Federation (CIF) for the 2016-17 School Year
- Approval of Change Order to USA Shade & Fabric Structures, Inc., in the amount of \$3,490.00 for the Installation of Shade Structures at El Morro Elementary School
- Agreement with Fagen Friedman & Fulfroost for General Legal Counsel with a Not-to-Exceed Amount of \$30,000 for the 2016-2017 School Year

Public Comment: None

Discussion: Clerk Vickers asked for clarification on item q. Superintendent Viloria stated approval gives staff the ability to access other attorneys. Clerk Vickers asked for clarification on item h regarding the numerous payments to the State Board of Equalization. Mr. West responded the District is required to pay sales tax on items that we are not charged tax on initially.

President Landsiedel called for the vote.

Motion carried 5-0. Members Landsiedel, Vickers, Perry, Normandin, and Brown voted yes to approve Consent Calendar items a-q.

Information Items

Board Member Protocol and Governance Workshop

Superintendent Viloria introduced the item stating at the August 13 Board Meeting, Member Normandin requested this topic be agendaized for Board discussion. Superintendent Viloria requested direction from the Board on how to proceed.

Board members discussed options for consultants and the purpose of the workshop. Consensus was reached and direction was given to staff to find the best suited attorney to conduct the workshop and provide the Board with potential dates.

Action Items

Approval 2015-2016 Unaudited Actuals Report

Member Normandin moved approval of the 2015-2016 Unaudited Actuals Report. Member Brown seconded.

Public Comment: None

Discussion: Dean West gave a presentation and reviewed the data for the Board and responded to questions regarding site carryover funds.

Motion carried 5-0. Members Landsiedel, Vickers, Perry, Normandin, and Brown voted yes to approve the 2015-2016 Unaudited Actuals Report.

Approval of Resolution #16-12: Increase 2015-106 GANN Limit by \$2,194,323.00 and Adoption of the 2015-2016 and 2016-2017 District Appropriations, Subject to Gann Limits

Clerk Vickers moved approval of Resolution #16-12: Increase 2015-2016 Gann Limit by \$2,194,323.00 and adoption of the 2015-2016 and 2016-2017 District appropriations, subject to GANN limits. Member Normandin seconded.

Public Comment: None

Discussion: Dean West commented on State appropriations.

Motion carried 5-0. Members Landsiedel, Vickers, Perry, Normandin, and Brown voted yes to approve Resolution #16-12: Increase 2015-2016 Gann Limit by \$2,194,323.00 and adoption of the 2015-2016 and 2016-2017 District appropriations, subject to GANN limits.

Approval to Authorize the Assistant Superintendent of Business Services to File a Notice of Completion (NOC) for the Redwood Columns Restoration Project at Laguna Beach High School by World Wide Construction, for Recording by the County Clerk-Recorder

Member Brown moved approval to authorize filing a Notice of Completion (NOC) for the Redwood Columns Restoration Project at Laguna Beach High School by World Wide Construction, for Recording by the County Clerk-Recorder by the Assistant Superintendent of Business Services. Member Normandin seconded.

Public Comment: None

Discussion: Dean West commented the work was completed at Laguna Beach High School and within the Facilities Master Plan.

Motion carried 5-0. Members Landsiedel, Vickers, Perry, Normandin, and Brown voted yes to approve filing a Notice of Completion (NOC) for the Redwood Columns Restoration Project at Laguna Beach High School by World Wide Construction, for Recording by the County Clerk-Recorder by the Assistant Superintendent of Business Services.

Award Extra Services Contract for Mechanical Consulting Services for Thurston Middle School Gas Line Replacement to Podock Design Solutions, Inc., in an Amount Not-to-Exceed \$2,100

Member Brown moved approval to award a contract for extra services for mechanical consulting services for the Thurston Middle School gas line replacement to Pocock Design Solutions, Inc., in an amount not-to-exceed \$2,100. Member Normandin seconded.

Public Comment: None

Discussion: Dean West and Jeff Dixon commented on the project, noting the old metal pipes were being replaced.

Motion carried 5-0. Members Landsiedel, Vickers, Perry, Normandin, and Brown voted yes to award a contract for extra services for mechanical consulting services for the Thurston Middle School gas line replacement to Pocock Design Solutions, Inc., in an amount not-to-exceed \$2,100.

Adjournment

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

Public Comment: None

The next regular meeting of the Board of Education is Tuesday, September 13, 2016.

President Landsiedel called for the vote.

Motion carried 5-0. Members Landsiedel, Vickers, Perry, Normandin, and Brown voted yes to adjourn. The meeting adjourned at 7:13 p.m.

Jan Vickers
Clerk of the Board
August 23, 2016

Laguna Beach Unified School District

9.a.ii CONSENT/ACTION

September 13, 2016

Approval:

Minutes – Special Meeting

**Board of Education
Minutes of Special Meeting
August 29, 2016**

Call to Order

The meeting was called to order at 8:03 a.m.

Roll Call to Establish Quorum

Roll call to establish Quorum:

Members Present: William Landsiedel
Jan Vickers
Ketta Brown
Carol Normandin
Dee Perry – Arrived at 8:04 a.m.

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

Pledge of Allegiance

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

Adoption of Agenda

Clerk Vickers moved to adopt the agenda. Member Brown seconded.

Discussion: None

President Landsiedel called for the vote.

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

Public Comment (Items Not on the Agenda)

None.

Webber/Viloria

Public Comment on Closed Session Agenda Item

None.

Adjourn to Closed Session

Member Brown moved to adjourn to Closed Session. Clerk Vickers seconded.

Discussion: None.

President Landsiedel called for the vote.

Motion carried by a vote of 5-0. Members Landsiedel, Vickers, Normandin, and Brown, voted yes to adjourn to closed session. Member Perry had not yet arrived.

The meeting adjourned to Closed Session at 8:03 am for the first quarterly Superintendent evaluation session.

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION – GOAL SETTING

Government code 54957

Title: Superintendent of Schools

Victoria Webber was not in attendance for closed session.

Adjournment of Closed Session

Clerk Vickers moved adjournment of Closed Session. Member Brown seconded.

No discussion occurred. President Landsiedel called for the vote.

Motion carried 5-0. Members Landsiedel, Vickers, Perry, Normandin, and Brown, voted yes to adjourn. Closed Session was adjourned at 10:00 a.m.

Report Out of Closed Session

There was no report out of Closed Session.

Clerk Vickers moved to adjourn the meeting. Member Normandin seconded.

Discussion: None

President Landsiedel called for the vote.

Motion carried 5-0, Members Landsiedel, Vickers, Perry, Normandin, and Brown, voted yes to adjourn. Closed Session was adjourned at 10:00 a.m.

Jan Vickers
Clerk of the Board
September 13, 2016

Laguna Beach Unified School District

9.b. CONSENT/ACTION

September 13, 2016

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.

September 13, 2016

I. RESIGNATIONS

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Laura Renault PC04SE0114	Instructional Assistant/Special Education Top of the World Elementary	August 16, 2016
Dana Rice PC04SE0123	Instructional Assistant/Special Education Laguna Beach High School	August 16, 2016

II. EMPLOYMENT:

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Christina Carrillo PC07SA0504	Instructional Assistant/Bilingual Spanish El Morro Elementary 0107011500-2110 Range: 22 Step: F 2.5 hours per day/5 days per week/10 month academic calendar Replaces: Theresa Chavez	General Funds Probationary Employee \$24.04 per hour
Christina Carrillo PC07SA1006	Playground Supervisor El Morro Elementary 0107011500-2110 Range: 20 Step: F .5 hours per day/5 days per week/10 month academic calendar Replaces: Theresa Chavez	September 6, 2016 General Funds Probationary Employee \$22.91 per hour
Chris Costley PC04SE0401	Workability I/TPP Laguna Beach High School 0104033200-2950/0104644575-2115 Range: 25 Step: C 5.75 hours per day/5 days per week/10 month academic calendar Replaces: Sharanda Wheeler	September 6, 2016 Special Ed Funds Probationary Employee \$22.24 per hour
Carlos Iglesias PC06SA0909	Campus Supervisor Thurston Middle School 0106011008-2910 Range: 24 Step: B 5.75 hours per day/5 days per week/10 month academic calendar Replaces: Amy McNeely	September 6, 2016 General Fund Probationary Employee \$20.58 per hour
Margaret Warder PC08SA0101	Intervention Paraeducator Top of the World Elementary 0108011005-2110 Range: 30 Step: E + longevity .25 hours per day/5 days per week/10 month calendar	September 1, 2016 General Funds Permanent Employee \$4181.19 per month

III. EMPLOYMENT: Student Worker

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Kyle Hedden	Student Worker - Work Experience/TPP Program	July 1, 2016 to
	Laguna Beach High School	Special Ed Funds July 30, 2016
	0104644575-2960	\$10.00 per hour
	NTE: 10 hours	

IV. EMPLOYMENT: 20% Extra Period Assignments 2016/17 School Year

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Darci Anderson	20% Extra Period Assignment - Social Studies	September 6, 2016 to
	Thurston Middle School	General Fund June 22, 2017
	0106011008-1180	Extra Duty Assignment
	Step 5: \$17,214.67 annual pay	
Bjorn Avila	20% Extra Period Assignment - Science	September 6, 2016 to
	Thurston Middle School	General Fund June 22, 2017
	0106011008-1180	Extra Duty Assignment
	Step 5: \$17,706.85 annual pay	
Amy Cochren	20% Extra Period Assignment - ELA	September 6, 2016 to
	Thurston Middle School	General Fund June 22, 2017
	0106011008-1180	Extra Duty Assignment
	Step 11: \$19,396.98 annual pay	
Jeff Dippel	20% Extra Period Assignment - Spanish	September 6, 2016 to
	Thurston Middle School	General Fund June 22, 2017
	0106011008-1180	Extra Duty Assignment
	Step 6: \$17,820.07 annual pay	
Ina Inouye	20% Extra Period Assignment - Science	September 6, 2016 to
	Thurston Middle School	General Fund June 22, 2017
	0106011008-1180	Extra Duty Assignment
	Step 13: \$22,991.84 annual pay	
Michelle Martinez	20% Extra Period Assignment - Social Studies	September 6, 2016 to
	Thurston Middle School	General Fund June 22, 2017
	0106011008-1180	Extra Duty Assignment
	Step 20: \$23,051.28 annual pay	
Paul Matheson	20% Extra Period Assignment - Social Studies	September 6, 2016 to
	Thurston Middle School	General Fund June 22, 2017
	0106011008-1180	Extra Duty Assignment
	Step 20: \$24,106.05 annual pay	

IV. EMPLOYMENT: 20% Extra Period Assignments 2016/17 School Year (cont'd)

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Megan Matthias	20% Extra Period Assignment - Social Studies Thurston Middle School 0106011008-1180 Step 6: \$17,799.25 annual pay	September 6, 2016 to June 22, 2017 General Fund Extra Duty Assignment
Katie Meyers	20% Extra Period Assignment - Math Thurston Middle School 0106011008-1180 Step 5: \$17,949.04 annual pay	September 6, 2016 to June 22, 2017 General Fund Extra Duty Assignment
Carl Nelson	10% Extra Period Assignment - Electives Wheel Thurston Middle School 0106091008-1180 Step 11: \$11,081.24 annual pay	September 6, 2016 to December 31, 2016 General Fund Extra Duty Assignment
Leah Prettyman	20% Extra Period Assignment - ELA Thurston Middle School 0106011008-1180 Step 16: \$22,097.44 annual pay	September 6, 2016 to June 22, 2017 General Fund Extra Duty Assignment
Stacy Quirarte	20% Extra Period Assignment - Math Thurston Middle School 0106011008-1180 Step 19: \$23,788.87 annual pay	September 6, 2016 to June 22, 2017 General Fund Extra Duty Assignment
Sarah Schaeffer	20% Extra Period Assignment - ELA Thurston Middle School 0106011008-1180 Step 09: \$20,269.22 annual pay	September 6, 2016 to June 22, 2017 General Fund Extra Duty Assignment
Laura Silver	20% Extra Period Assignment - ELA Thurston Middle School 0106011008-1180 Step 19: \$23,979.75 annual pay	September 6, 2016 to June 22, 2017 General Fund Extra Duty Assignment

V. EMPLOYMENT: Stipends 2016/17 School Year

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Darci Anderson	*PAL Advisor Thurston Middle School 0106311008-1170 * Changed from ASB Advisor	August 1, 2016 to June 22, 2017 General Fund NTE: \$1822.00

V. EMPLOYMENT: Stipends 2016/17 School Year (cont'd)

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Bjorn Avila	Science Camp Chaperone Thurston Middle School 0106311008-1170 General Fund NTE: \$450.00	September 20, 2016 to September 23, 2016
Jeff Dippel	*PAL Advisor Thurston Middle School 0106311008-1170 * Changed from ASB Advisor General Fund NTE: \$1822.00	August 1, 2016 to June 22, 2017
Penny Dressler	Science Camp Chaperone Thurston Middle School 0106311008-1170 General Fund NTE: \$450.00	September 20, 2016 to September 23, 2016
Mindy Hawkins	Department Chair - Special Education Laguna Beach High School 0105011012-1170 Replaces: Michelle Foster General Fund NTE: \$2060.00	September 6, 2016 to June 23, 2017
Linda Hill-Lindsay	Science Camp Chaperone Thurston Middle School 0106311008-1170 General Fund NTE: \$450.00	September 20, 2016 to September 23, 2016
Maria Hoffman	Science Camp Chaperone Thurston Middle School 0106311008-1170 General Fund NTE: \$450.00	September 20, 2016 to September 23, 2016
Pam Majd	Science Camp Chaperone Thurston Middle School 0106311008-1170 General Fund NTE: \$450.00	September 20, 2016 to September 23, 2016
Megan Matthias	Science Camp Chaperone Thurston Middle School 0106311008-1170 General Fund NTE: \$450.00	September 20, 2016 to September 23, 2016
Katie Meyers	ASB Advisor Thurston Middle School 0106311008-1170 Shared with Sarah Schaeffer General Fund NTE: \$911.00	September 1, 2016 to June 22, 2017
Carl Nelson	Science Camp Chaperone Thurston Middle School 0106311008-1170 General Fund NTE: \$450.00	September 20, 2016 to September 23, 2016

V. EMPLOYMENT: Stipends 2016/17 School Year (cont'd)

<u>Name:</u>	<u>Position/Site:</u>		<u>Effective Date:</u>
Heather Rosenthal	Science Camp Chaperone Thurston Middle School 0106311008-1170	General Fund NTE: \$450.00	September 20, 2016 to September 23, 2016
Sarah Schaeffer	ASB Advisor Thurston Middle School 0106311008-1170 Shared with Katie Meyers	General Fund NTE: \$911.00	September 1, 2016 to June 22, 2017
Richard Selin	Science Camp Chaperone Thurston Middle School 0106311008-1170	General Fund NTE: \$450.00	September 20, 2016 to September 23, 2016

VI. EMPLOYMENT: Extra Duty/Short Term Assignments

<u>Name:</u>	<u>Position/Site:</u>		<u>Effective Date:</u>
Kim Adams	4CLE Classroom Design El Morro Elementary 0113018640-1170 NTE: 22 hours	General Fund \$39.58 per hour	August 10, 2016 to August 24, 2016
Ali Baruch	Instructional Assistant/Special Education Laguna Beach High School 0104612310-2115 Range: 23 Step: C NTE: 5.75 hours Reason: Assist with classroom preparation	Special Ed Funds Short Term/Intermittent Work Hours \$21.12per hour	September 2, 2016
Eva Boni	Instructional Assistant/Special Education Laguna Beach High School 0104602120-2115 Range: 23 Step: E + longevity NTE: 6 hours Reason: Assist with classroom preparation	Special Ed Funds Short Term/Intermittent Work Hours \$24.336 per hour	September 2, 2016
Anastasia Booher	Homework Club - Instructional Assistant Thurston Middle School 0106311008-2150 Range: 23 Step: E NTE: 70 hours	General Fund Short Term/Intermittent Work Hours \$23.40 per hour	September 6, 2016 to June 22, 2017

VI. EMPLOYMENT: Extra Duty/Short Term Assignments (cont'd)

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Dori Bunting	Instructional Assistant/Special Education Laguna Beach High School 0104602120-2115 Range: 23 Step: E + longevity NTE: 5.75 hours Reason: Assist with classroom preparation	September 2, 2016 Special Ed Funds Short Term/Intermittent Work Hours \$24.336 per hour
Aaron Contreras	Instructional Assistant/Special Education Thurston Middle School 0104612310-2115 Range: 23 Step: D NTE: 3 hours Reason: Meet new student per IEP	September 2, 2016 Special Ed Funds Short Term/Intermittent Work Hours \$22.23 per hour
Alexis Csiszer	Instructional Assistant/Special Education El Morro Elementary 0104602120-2115 Range: 23 Step: B NTE: 4 hours Reason: Assist with classroom preparation	September 1, 2016 to September 2, 2016 Special Ed Funds Short Term/Intermittent Work Hours \$20.07 per hour
Kathleen Fehlau	Instructional Assistant/Special Education Laguna Beach High School 0104602120-2115 Range: 23 Step: E NTE: 5.75 hours Reason: Assist with classroom preparation	September 2, 2016 Special Ed Funds Short Term/Intermittent Work Hours \$23.40 per hour
Jim Floren	Campus Supervisor Thurston Middle School 0106011008-2253 Range: 23 Step: A NTE: 40 hours Reason: Extra supervision for special events	September 6, 2016 to June 23, 2017 General Fund Short Term/Intermittent Work Hours \$19.55 per hour
Dustin Gowan	Teacher on Special Assignment Central Offices 0104642430-1130 NTE: 12 hours Reason: Assist with preparation for special education student	May 5, 2016 to June 21, 2016 Special Ed Funds \$38.424 per hour

VI. EMPLOYMENT: Extra Duty/Short Term Assignments (cont'd)

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Kris Hammerquist	Administrative Assistant to the Principal Top of the World Elementary 0107091005-2420 Range: 35 Step: E + longevity NTE: 8 hours Reason: Training El Morro's new Administrative Assistant to the Principal	August 11, 2016 General Fund Short Term/Intermittent Work Hours \$33.63 per hour
Mindy Hawkins	Department Chair - Special Education Laguna Beach High School 0105091012-1370 NTE: 2 hours Reason: Attend Department Chair meetings prior to return to work date Replaces: Michelle Foster	August 29, 2016 General Fund \$39.58 per hour
Jan Hedden	Clerical Assistance Thurston Middle School 0104613150-2115 NTE: 15 hours Reason: Preparation of Section 504 materials	August 23, 2016 to September 1, 2016 Special Ed Funds Short Term/Intermittent Work Hours \$26.25 per hour
Jan Hedden	Waverider Day Thurston Middle School 0104613150-2115 NTE: 5.5 hours	August 29, 2016 Special Ed Funds Short Term/Intermittent Work Hours \$26.25 per hour
Jan Hedden	Instructional Assistant/Special Education Thurston Middle School 0104613150-2115 Range: 23 Step: E + longevity NTE: 6 hours Reason: Assist with classroom preparation	September 2, 2016 Special Ed Funds Short Term/Intermittent Work Hours \$24.921 per hour
LouAnn Hendrickson	Instructional Assistant/Special Education Laguna Beach High School 0104602120-2115 Range: 23 Step: A NTE: 5.75 hours Reason: Assist with classroom preparation	September 2, 2016 Special Ed Funds Short Term/Intermittent Work Hours \$19.07 per hour
Carlos Iglesias	Waverider Make-Up Day Thurston Middle School 0106011008-2990 NTE: 4 hours	September 2, 2016 General Fund Short Term/Intermittent Work Hours \$26.25 per hour

VI. EMPLOYMENT: Extra Duty/Short Term Assignments (cont'd)

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Carlos Iglesias	Campus Supervisor Thurston Middle School 0106011008-2253 Range: 23 Step: B NTE: 40 hours Reason: Extra supervision for special events	General Fund September 6, 2016 to June 23, 2017 Short Term/Intermittent Work Hours \$20.58 per hour
Carlos Iglesias	Homework Club Supervision Thurston Middle School 0106311008-2252 NTE: 140 hours	General Fund September 6, 2016 to June 22, 2017 Short Term/Intermittent Work Hours \$26.25 per hour
Carlos Iglesias	Science Camp Chaperone Thurston Middle School 0106311008-2252 Range: 23 Step: B NTE: 8 hours daily	General Fund September 20, 2016 to September 23, 2016 Short Term/Intermittent Work Hours \$20.58 per hour
Kathleen Knott	Substitute School Nurse Districtwide 0102172850-1260 NTE: 8 hours daily Reason: Support duties for school nurse as needed	Special Ed Funds September 20, 2016 to December 23, 2016 \$69.38 per hour
Cyndi Kimball	Transition Services Coordinator Laguna Beach High School 0104644575-2115 NTE: 4 hours Reason: Support for Workability Program	Special Ed Funds August 18, 2016 to August 31, 2016 Short Term/Intermittent Work Hours \$26.25 per hour
Wendy Landaverde	Instructional Assistant/Special Education El Morro Elementary 0104612310-2115 Range: 23 Step: A NTE: 4 hours Reason: Assist with classroom preparation	Special Ed Funds September 1, 2016 Short Term/Intermittent Work Hours \$19.07 per hour
Cynthia LeMottee	Instructional Assistant/Special Education Laguna Beach High School 0104602120-2115 Range: 23 Step: E NTE: 5.75 hours Reason: Assist with classroom preparation	Special Ed Funds September 2, 2016 Short Term/Intermittent Work Hours \$23.40 per hour

VI. EMPLOYMENT: Extra Duty/Short Term Assignments (cont'd)

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Melissa Martinez	4CLE Classroom Design El Morro Elementary 0113018640-1170 NTE: 17 hours	General Fund \$39.58 per hour August 10, 2016 to August 24, 2016
Melissa Martinez	Teacher El Morro Elementary 0104642430-1130 NTE: 5 hours Reason: Assist with preparation for special education student	Special Ed Funds \$38.424 per hour May 5, 2016 to June 21, 2016
Eric Moore	Campus Supervisor Thurston Middle School 0106011008-2253 Range: 23 Step: E NTE: 40 hours Reason: Extra supervision for special events	General Fund Short Term/Intermittent Work Hours \$23.99 per hour September 6, 2016 to June 23, 2017
Sophia Papadatos	Campus Supervisor Thurston Middle School 0106011008-2253 Range: 23 Step: E NTE: 40 hours Reason: Extra supervision for special events	General Fund Short Term/Intermittent Work Hours \$23.99 per hour September 6, 2016 to June 23, 2017
Peggy Richardson	Campus Supervisor Thurston Middle School 0106011008-2253 Range: 23 Step: E NTE: 40 hours Reason: Extra supervision for special events	General Fund Short Term/Intermittent Work Hours \$23.99 per hour September 6, 2016 to June 23, 2017
Nikki Romano	Instructional Assistant/Special Education Top of the World Elementary 0104622510-2115 Range: 23 Step: E + longevity NTE: 5.75 hours Reason: Assist with classroom preparation	Special Ed Funds Short Term/Intermittent Work Hours \$24.336 per hour September 1, 2016 to September 2, 2016

VI. EMPLOYMENT: Extra Duty/Short Term Assignments (cont'd)

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
See Attendees	Campus Supervisor Training Districtwide 0110397140-2950 General Fund NTE: 24 hours each \$26.25 per hour Attendees: Connie Byrnes, Jim Floren, Eric Moore, Mark Harris, Sophia Papadatos, Peggy Richardson, Rus Soobzokov, Tim Soobzokov, Jennifer Valousky, Megan Weinert	August 9, 2016 to August 11, 2016
See Attendees	New Employee Orientation Central Office 0110397140-2950 General Fund \$39.58 per hour NTE: 5 hours each Attendees: Jacob Bach, April Coffman, Jacquie Cohn, Ermei Fan, Pam Howland, Sally Jo, Kathleen Margaretich, Amanda Myregard	August 24, 2016
See Attendees	New Employee Orientation Central Office 0110397140-2950 General Fund \$26.25 per hour NTE: 3.5 hours each Attendees: Chris Costley, Elizabeth Murray	August 24, 2016
See Employee List	Waverider Day Thurston Middle School 0106011008-2990 General Fund Short Term/Intermittent Work Hours NTE: *6.5 hours per employee \$26.25 per hour Employees: Anastasia Booher, Aaron Contreras, James Floren, Jan Hedden, Carlos Iglesias, Eric Moore, Sophia Papadatos, Peggy Richardson, Eleanor Tiner, John Uhlman, Sylvia Waimrin *Increase of 2.5 hours per employee	August 29, 2016
Eleanor Tiner	Clerical Assistance Thurston Middle School 0106011008-2950 General Fund Short Term/Intermittent Work Hours NTE: 30 hours \$26.25 per hour	September 1, 2016 to 30-Jun-17
Greg Togawa	4CLE Classroom Design El Morro Elementary 0113018640-1170 General Fund \$39.58 per hour NTE: 23 hours	August 10, 2016 to August 24, 2016

VI. EMPLOYMENT: Extra Duty/Short Term Assignments (cont'd)

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
John Uhlman	Homework Club - Instructional Assistant Thurston Middle School 0106311008-2150 Range: 23 Step: E + longevity NTE: 70 hours	September 6, 2016 to June 22, 2017 General Fund Short Term/Intermittent Work Hours \$24.336 per hour
Jay Williams	4CLE Classroom Design El Morro Elementary 0113018640-1170 NTE: 26 hours	August 10, 2016 to August 24, 2016 General Fund \$39.58 per hour
Lorraine Winokur	Transition of student per IEP Thurston Middle School 0104602110-1110 NTE: 3 hours	August 26, 2016 Special Ed Funds \$39.58 per hour

VII. EMPLOYMENT: Short Term Assignments - PTA

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

VIII. EMPLOYMENT: Short Term Assignments - Performing Arts

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

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

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

X. EMPLOYMENT: Short Term Assignments - ASB

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

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

Work Site: Laguna Beach High School

General Fund Account: 0105311075-1185/2140

Fall Sports Calendar 2016/17:

Pre-Season: July 5 - July 29, 2016
In-Season: August 1 - November 4, 2016
CIF Playoff: November 7 - December 3, 2016

Winter Sports Calendar 2016/17:

Pre-Season: September 5 - November 4, 2016
In-Season: November 7 - February 10, 2017
CIF Playoff: February 13 to March 4, 2017

Spring Sports Calendar 2016/17:

Pre-Season: November 7 - February 10, 2017
In-Season: February 13 - May 12, 2017
CIF Playoff: May 15 to June 3, 2017

Resignations

<u>Name:</u>	<u>Position:</u>	<u>Effective Date:</u>
Michael Bair	Head Coach, Baseball	June 23, 2016

Employment - Fall Season:

Cross Country - Boys

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
Scott Wittkop	Head Coach, Preseason	\$4,369.55

Cross Country - Girls

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
Steve Lalim	Head Coach, Preseason	\$4,369.55

Football

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
John Shanahan	Head Coach, Preseason	\$4,410.00

Golf - Girls

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
Jon Hendrickson	Head Coach, Preseason	\$3,978.93

Surf - Boy & Girls

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
Scott Finn	Head Coach, Preseason	\$4,369.55

XI. EMPLOYMENT/RELEASES: Short Term Assignments - Coaches/General Fund (cont'd)

Tennis - Girls

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
Don Davis	Head Coach, Preseason	\$3,393.00

Beach Volleyball - Boys

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
Darren Utterback	Head Coach, Preseason	\$3,846.00

Volleyball - Girls

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
Carson Tanner	Head Coach, Preseason	\$3,846.00

Waterpolo - Boys

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
Trevor Lyle	Head Coach, Preseason	\$3,846.00

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

Work Site: Laguna Beach High School

Booster Account: 0105315310-1185/2140

Fall Sports Calendar 2016/17:

Pre-Season:	July 5 - July 29, 2016
In-Season:	August 1 - November 4, 2016
CIF Playoff:	November 7 - December 3, 2016

Winter Sports Calendar 2016/17:

Pre-Season:	September 5 - November 4, 2016
In-Season:	November 7 - February 10, 2017
CIF Playoff:	February 13 to March 4, 2017

Spring Sports Calendar 2016/17:

Pre-Season:	November 7 - February 10, 2017
In-Season:	February 13 - May 12, 2017
CIF Playoff:	May 15 to June 3, 2017

None

XIII. SUBSTITUTES: Employment and Resignations

Employment:

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Samer Alrayes	Substitute Teacher	September 6, 2016
Josh Ardis	Substitute Teacher	September 6, 2016
Tiffany Corder	Substitute Teacher	September 6, 2016
Timothy Craycraft	Substitute Teacher	September 6, 2016
Josephine Davis	Substitute Teacher	September 6, 2016
Cherie Dejarnette	Substitute Teacher	September 6, 2016
Sandy Dluzak	Substitute Teacher	September 6, 2016
Michelle Dunkley	Substitute Teacher	September 6, 2016
Jill Forie	Substitute Teacher	September 6, 2016
Kimberly Fuchs	Substitute Teacher	September 6, 2016
Ashley Harper	Substitute Teacher	September 6, 2016
Robert Henry	Substitute Teacher	September 6, 2016
Christine Hischar	Substitute Teacher	September 6, 2016
Paul Hischar	Substitute Teacher	September 6, 2016
Gayle Knowles	Substitute Teacher	September 6, 2016
Christopher LeVander	Substitute Teacher	September 6, 2016
Cheryl Maggipinto	Substitute Teacher	September 6, 2016
Darien McGibbon	Substitute Teacher	September 6, 2016
Greg Munoz	Substitute Teacher	September 6, 2016
Kellie Oxee	Substitute Teacher	September 6, 2016
Jeffrey Perez	Substitute Teacher	September 6, 2016
Nate Pratt	Substitute Teacher	September 6, 2016
Julia Ray	Substitute Teacher	September 6, 2016
Jay Renkowitz	Substitute Teacher	September 6, 2016
Stacy Shepard	Substitute Teacher	September 6, 2016
Jeff Sears	Substitute Teacher	September 6, 2016
Cherilyn Thrush	Substitute Teacher	September 6, 2016
Dalia Viveros	Substitute Teacher	September 6, 2016
Laura Winchester	Substitute Teacher	September 6, 2016
Frieda Wyant	Substitute Teacher	September 6, 2016

IXV. Release/Resignations - Substitute Teachers & Classified Substitutes:

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective:</u> <u>Effective Date:</u>
Diane Bridges	Classified Substitute	August 29, 2016
Tracie Cagen	Substitute Counselor	August 29, 2016
Elizabeth Cheney	Substitute Teacher	August 29, 2016
Ashleigh Hampton	Substitute Teacher	August 31, 2016
Meg Marcum	Substitute Teacher	August 29, 2016
Tyler Nichols	Walk on Coach	August 18, 2016
Jennifer Rose	Substitute Teacher	August 29, 2016
Alyssa Valencia	Substitute Teacher	August 31, 2016

Laguna Beach Unified School District

9.c. CONSENT/ACTION

September 13, 2016

Approval: Conference/Workshop Attendance

Sandra Bandettini - "Developmental Screening Training" September 13, 23, and October 21, 2016 – Santa Ana, CA. The training offers instruction and information on developmental and behavioral screenings with evidence based tools.

Fiscal Impact:

\$	135.00	Registration
\$	59.29	Transportation
\$	194.29	TOTAL

Account #0104292600 - 5220 Medi-Cal - Travel & Conference

Amanda Myregard and Pam Howland - "OCASP - The Woodcock Johnson IV" September 16, 2016 – Costa Mesa, CA. The workshop is designed for special education teachers to administer the WJ test for special education evaluations.

Fiscal Impact:

\$	60.00	Registration
\$	45.36	Transportation
\$	250.00	Substitutes
\$	355.36	TOTAL

Account #0104613150 - 5220 Special Education Travel & Conference

Account #0104613150 - 1190 Special Education Substitutes

Leisa Winston and Dean West "AALRR Education Law Tech Conference" September 20, 2016 – Cerritos, CA. AALRR partners with education institutions as they seek to effectively manage the changing technology landscape.

Fiscal Impact:

\$	100.00	Transportation
\$	100.00	TOTAL

Account #0102397140 - Human Resources Travel & Conference

Account #0102397406- 5220 Business Services Travel & Conference

Jeff Dixon - "C.A.S.H. Legislative Advisory Committee Meeting" September 28, 2016 – Sacramento, CA. As a member of the C.A.S.H. Legislative Advisory Committee, participants will provide the Board of Directors with an annual draft legislative platform and recommendations on actions and/or positions taken by C.A.S.H., on existing or pending legislation

Fiscal Impact: None

Dean West - "CALSSD Meeting" September 30, 2016 – Sacramento, CA. Participants will receive and discuss updates on key legislation and an overview of State budget and fiscal impacts on suburban school districts.

Fiscal Impact:

\$	60.00	Registration
\$	280.00	Transportation
\$	20.00	Meals
\$	360.00	TOTAL

Account #0102397406- 5220 Business Services Travel & Conference

Carol Normandin, Dee Perry, and Victoria Webber - "CSBA Masters in Governance" September 30 and October 1, 2016 – Anaheim, CA. Participants will develop insight into the roles and responsibilities of the governance team.

Fiscal Impact:

\$	1,245.00	Registration
\$	125.00	Meals
\$	40.00	Parking
\$	1,410.00	TOTAL

Account #0101377100 - 5220 Board/Superintendent Travel & Conference

Victoria Webber, Shannon Soto, and Jeff Dixon - "American Red Cross 32nd Annual Disaster Preparedness Academy" October 5 and 11, 2016 – Anaheim, CA. Participants will gain knowledge and tools to help prepare for the unexpected and learn to respond accordingly and recover quickly from various disaster scenarios.

Fiscal Impact:

\$	630.00	Registration
\$	90.00	Parking
\$	720.00	TOTAL

Account #0101377100 - 5220 Superintendent – Travel & Conference

Account #0102397406 – 5220 Business Services – Travel & Conference

Debbie Finnerty - "2016 CA STEM Symposium" October 9-11, 2016 – Anaheim, CA. Participants will experience three days of inspirational speeches, opportunities to collaborate with peers, and resources to take to the classroom

Fiscal Impact:

\$	310.00	Registration
\$	87.48	Transportation
\$	125.00	Substitute
\$	647.48	TOTAL

Account #0102013080 - 5220 Title II Teacher Quality – Travel & Conference

Account #0102013080 - 1190 Title II Teacher Quality – Substitutes

Michelle Martinez - "2016 CA STEM Symposium" October 9-11, 2016 – Anaheim, CA. Participants will experience three days of inspirational speeches, opportunities to collaborate with peers, and resources to take to the classroom

Fiscal Impact:

\$ 150.00	Registration
\$ 54.00	Transportation
\$ 150.00	Meals
\$ 250.00	Substitutes
\$ 60.00	Parking
\$ 664.00	TOTAL

Account #0102013080 - 5220 Title II Teacher Quality – Travel & Conference
Account #0102013080 - 1190 Title II Teacher Quality – Substitutes

Chris Herzfeld, Jeanne Brown, Nichole Rosa, Angela Pilon, and Ann Bergen - "Doing What Matters for Students" October 14, 2016 – Huntington Beach, CA. Participants will attend targeted breakout sessions covering critical topics focused on career and college awareness including the use of assessment tools, curriculum and other counseling strategies.

Fiscal Impact:

\$ 375.00	Registration
\$ 81.00	Transportation
\$ 456.00	TOTAL

Account #0105011012 - 5220 Counseling – Travel & Conference

Jolene Dugan - "Doing What Matters for Students" October 14, 2016 – Huntington Beach, CA. Participants will attend targeted breakout sessions covering critical topics focused on career and college awareness including the use of assessment tools, curriculum and other counseling strategies.

Fiscal Impact:

\$ 75.00	Registration
\$ 75.00	TOTAL

Account #0108111005 - 5220 Counseling – Travel & Conference

Jason Vilorio and Dean West - "Schools for Sound Finance (SF²) Regional Meeting" October 28, 2016 – Cardiff-By-The-Sea, CA. Participants will receive important information for Basic Aid Districts on topics including State budget implementation, legislative issues, economic updates, and more.

Fiscal Impact:

\$ 40.00	Meals
\$ 40.00	TOTAL

Account #0101377100 - 5220 Superintendent – Travel & Conference
Account #0102397406 - 5220 Business Services – Travel & Conference

Cyndi Kimball - "Region 1 Fall Training" October 28, 2016 – Valencia, CA. Mandatory training as per the terms of the Workability Grant. Training includes updates to policies and procedures, best practices, grant requirements, and continuing education and development.

Fiscal Impact:

\$	75.00	Registration
\$	96.98	Transportation
\$	139.00	Lodging
\$	50.00	Meals
\$	360.98	TOTAL

Account #0104644575 - 5220 Workability – Travel & Conference

Jason Vilorio - "2017 Superintendents' Symposium" February 7 – 10, 2017 – Indian Wells, CA. Superintendent's from across the state will participate in 2 ½ days of professional development.

Fiscal Impact:

\$	545.00	Registration
\$	750.00	Lodging
\$	150.00	Meals
\$	50.00	Parking
\$	1,495.00	TOTAL

Account #0101377100 - 5220 Superintendent – Travel & Conference

Total Expenses: \$ 6,878.11

Laguna Beach Unified School District

9.d. CONSENT/ACTION

September 13, 2016

Approval: Interdistrict Attendance Agreement - Student From Other District

Proposal

Staff proposes that the Board of Education approve the following Interdistrict Attendance Agreement request for one student 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 **2016/2017 school year**.

Budget Impact

The budget impact 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 2015/16 and 2016/17.

Summary of Interdistrict Transfer Agreement for Staff Members - 2016-17				
Requested School	IDT's for 2015/16	2015/16 Estimated Cost (\$8500 per student)	IDT's for 2016/17	2016/17 Estimated Cost (\$8500 per student)
LBHS	10	\$ 85,000.00	5	\$ 42,500.00
TMS	9	\$ 76,500.00	10	\$ 85,000.00
TOW/ELM	25	\$ 221,000.00	34	\$ 289,000.00
Total	44	\$ 382,500.00	48	\$ 416,500.00

Recommended Action

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

Name	Grade	District From	Reason
Sydney O.	1	Fullerton USD	2

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

Laguna Beach Unified School District

9.e. **CONSENT/ACTION**

September 13, 2016

Denial: Interdistrict Attendance Agreements - Students From Other District

Proposal

Staff proposes the Board of Education deny the following Interdistrict Attendance Agreement requests for students to attend Laguna Beach Unified School District.

Background

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

Implications

This proposed action would deny the request of a non-resident student to attend Laguna Beach Unified Schools. The requests are for the 2016/2017 school year.

Budget Impact

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

Recommended Action

Staff recommends the Board of Education deny the following requests for Interdistrict Attendance Agreements.

<u>Name</u>	<u>Grade</u>	<u>District</u>	<u>Reason</u>
Kaleb C.	5	Capo USD	3
Kaia C.	9	Capo USD	3

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

Laguna Beach Unified School District

9.f. ACTION

September 13, 2016

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

Contracts-September 13, 2016

<u>Contractor</u>	<u>Description of Services</u>	<u>Term</u>	<u>Funding</u>	<u>Cost</u>
Parent Reimbursement/ Legal	Reimbursement per settlement agreement dtd 8/15/16 for education placement for a special education student	07/01/16- 06/30/17	Parent Reimbursement/ Legal 0104632900-5878	\$35,000
Independent Contract Coyne & Associates Education Corporation	Behavior trainings for Inter- vention trainings for aides & teachers at El Morro and Top of the World Elementary schools	07/01/16- 06/30/17	Outside Agency 0104602140-5890	\$ 9,800

Laguna Beach Unified School District

9.g. CONSENT/ACTION

September 13, 2016

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 attached list of contracts.

Laguna Beach Unified School District

Contracts/License Renewals – September 13, 2016

Contractor	Description of Services	Term	Funding	Cost
Houghton Mifflin	Read 180 Hosting Renewal For TMS and LBHS	09/01/16 – 8/31/17	01130171755805	\$ 1,650.00
Linkedin (Lynda.com)	All Staff/Students Training License	07/01/16 – 06/30/17	01130171755805	\$8,500.00
Sched	Scheduling application (for scheduling professional development)	08/01/16 – 08/01/17	01134571755805	\$ 499.00
Resilient Communications	Cisco Smartnet License for phones	8/01/16 – 8/01/17	01130171755805	\$ 711.90
Waterford	Early Learning Software (Reading, Math & Science) Elementary Special Education	7/01/16 – 6/30/17	01130171755805	\$7,704.61

Laguna Beach Unified School District

9.h. CONSENT/ACTION

September 13, 2016

Approval: Warrants #387691 Through #387831 In The Amount of \$1,832,797.66
Dates: 08/15/2016 through 09/01/2016

Proposal

Staff proposes the Board of Education approve/ratify Warrants #387691 through #387831 in the amount of \$1,832,797.66.

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 2016/2017 District Operating Budgets.

Recommended Action

Staff recommends the Board of Education approve/ratify the warrants in the amount of \$1,832,797.66.

LAGUNA BEACH USD 08/15/16 Commercial Check Register Page 1
 MON, AUG 15, 2016, 9:35 AM --req: ADMIN-----leg: 76 -----loc: ISSSTAFF-----job: 10660941 #J302--prog: CK514 <1.02>--report id: CKOCLIST
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00387691	08/15/16	BEST Contracting Servi	ROOFING	4002498440	5209	ROOFING	59,550.00
			ROOFING	4008498440	5209	ROOFING	156,667.83
			ROOFING	4006498440	5209	ROOFING	25,931.00
						CHECK TOTAL:	242,148.83
						TOTAL FOR STOCK 76	242,148.83
						Laguna Beach's check stock ID	
						GRAND TOTAL	242,148.83

LAGUNA BEACH USD
TUE, AUG 16, 2016, 8:09 AM --req: ADMIN-----leg: 76 -----loc: ISSTAFF-----Job: 10660941 #302--prog: CK514 <1.02>--report id: CKOCLIST
SELECT Check ID's and Numbers: 760 ; Check Dates: 081616

08/16/16 Commercial Check Register

Page 1

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00387692	08/16/16		JULY 2016	0104632900	5887	SPEECH THERAPY CHECK TOTAL:	375.00 375.00
00387693	08/16/16	AMERICAN LOGISTICS COM	JULY 2016	0104256700	5855	CHARTER BUS-HOME TO SCHO CHECK TOTAL:	19,235.00 19,235.00
00387694	08/16/16		JULY 2016	0104072000	5878	PARENT REIMBURSEMENT (LE CHECK TOTAL:	280.00 280.00
00387695	08/16/16	CALIFORNIANS DEDICATED	10/9-10/11-STEM SYMPOSIUM 10/9-10/11-STEM SYMPOSIUM	0102013080 0102013080	5220 5220	TRAVEL & CONFERENCE TRAVEL & CONFERENCE CHECK TOTAL:	1,550.00 3,720.00 5,270.00
00387696	08/16/16	CATHEDRAL HOME FOR CHI	OTHER THERAPY JULY 2016 JULY 2016 JULY 2016 JULY 2016 JULY 2016	0104632210 0104632210 0104632210 0104632210 0104632210	5889 5889 5898 5875 5875	OTHER THERAPY OTHER THERAPY AB3632 ROOM & BOARD TUITION TUITION CHECK TOTAL:	610.45 5,731.28 7,967.00 3,392.80 3,392.80 7,967.00 29,061.33
00387697	08/16/16	CDW GOVERNMENT LLC	COMPUTER PRINTERS \$250-\$5,000	0104292600	4462	COMPUTER PRINTERS \$250-\$ CHECK TOTAL:	392.95 392.95
00387698	08/16/16	Educational Testing Se	TESTS/SCORING	0102214450	4330	TESTS/SCORING CHECK TOTAL:	755.54 755.54
00387699	08/16/16	Ergo Desktop LLC	EQUIPMENT - NEW	0105091012	4410	EQUIPMENT - NEW CHECK TOTAL:	527.00 527.00
00387700	08/16/16	Hear Now	JULY 2016	0104632900	5889	OTHER THERAPY CHECK TOTAL:	250.00 250.00
00387701	08/16/16		JULY 2016	0104632900	5878	PARENT REIMBURSEMENT (LE CHECK TOTAL:	2,622.00 2,622.00
00387702	08/16/16	OCDE	OUTSIDE PRINTING	0109397150	5870	OUTSIDE PRINTING CHECK TOTAL:	259.20 259.20
00387703	08/16/16	Orange County Therapy	JULY 2016 JULY 2016	0104632900 0104632900	5885 5886	OCCUPATIONAL THERAPY PHYSICAL THERAPY CHECK TOTAL:	6,290.00 680.00 6,970.00
00387704	08/16/16	PT FOR KIDS	JULY 2016	0104632900	5886	PHYSICAL THERAPY	315.00

SELECT Check ID's and Numbers: 768 ; Check Dates: 081616

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00387705	08/16/16	Seaside Solutions	JULY 2016	0104132980	5889	OTHER THERAPY CHECK TOTAL:	315.00
00387706	08/16/16		JULY 2018 JULY 2016 - ACAD ENRICH	0104632900 0104632900	5878 5878	PARENT REIMBURSEMENT (LE PARENT REIMBURSEMENT (LE CHECK TOTAL:	2,292.00 780.00 3,072.00
00387707	08/16/16	StorageContainer.com	AUGUST 2016	0106091008	5860	MISC OUTSIDE VENDOR CHECK TOTAL:	82.50 82.50
00387708	08/16/16	The Launchpad Therapy	JULY 2016 JULY 2016	0104632900 0104632900	5885 5885	OCCUPATIONAL THERAPY OCCUPATIONAL THERAPY CHECK TOTAL:	460.00 115.00 575.00
00387709	08/16/16	Verizon Wireless LA	JUNE 2016	0113457175	5930	MOBILE COMMUNICATIONS CHECK TOTAL:	2,102.38 2,102.38
00387710	08/16/16	Western OC Self Funded	WORKERS COMPENSATION INSURANCE 01	3600	WORKERS COMPENSATION INS CHECK TOTAL:	26,264.00 26,264.00	
00387711	08/16/16		PARENT REIMBURSEMENT (LEGAL)	0104632900	5878	PARENT REIMBURSEMENT (LE CHECK TOTAL:	1,802.50 1,802.50
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							100,661.40
GRAND TOTAL							100,661.40

LAGUNA BEACH USD 08/17/16 8:44 AM --req: ADMIN-----leg: 76 -----loc: ISSTAFF-----job: 10660941 #J302--prog: CK514 <1.02>--report id: CKOCLIST Page 1
WED, AUG 17, 2016, SELECT Check ID's and Numbers: 760 ; Check Dates: 08/17/16

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00387712	08/17/16	ACSA	DUES & MEMBERSHIPS	0110397140	5310	DUES & MEMBERSHIPS	796.40
						CHECK TOTAL:	796.40
00387713	08/17/16	Amsterdam Printing & L	MISC OUTSIDE VENDOR	0110397140	5860	MISC OUTSIDE VENDOR	941.40
						CHECK TOTAL:	941.40
00387714	08/17/16	Brek Communications In	ELECTRICAL REPAIRS	0102477408	5661	ELECTRICAL REPAIRS	171.95
						CHECK TOTAL:	171.95
00387715	08/17/16	CAPISTRANO CRANE SERVI	CONTRACT SERVICES	0105477408	5610	CONTRACT SERVICES	450.00
						CHECK TOTAL:	450.00
00387716	08/17/16	Home Depot	PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	186.47
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	802.67
						CHECK TOTAL:	989.14
00387717	08/17/16	KIMBALL, CYNDI	MILEAGE REIMBURSEMENT	0104033200	5210	MILEAGE REIMBURSEMENT	27.11
			MILEAGE REIMBURSEMENT	0104644575	5210	MILEAGE REIMBURSEMENT	125.20
						CHECK TOTAL:	152.31
00387718	08/17/16	LEE, RAYMOND	MILEAGE REIMBURSEMENT	0102397406	5210	MILEAGE REIMBURSEMENT	58.43
						CHECK TOTAL:	58.43
00387719	08/17/16	Maintex	MAINTENANCE SUPPLIES	0102477408	4362	MAINTENANCE SUPPLIES	68.80
						CHECK TOTAL:	68.80
00387720	08/17/16	OCDE	OUTSIDE PRINTING	0102397406	5870	OUTSIDE PRINTING	775.00
						CHECK TOTAL:	775.00
00387721	08/17/16	Office Depot	GENERAL SUPPLIES-NON INSTRUCT	0101377100	4340	GENERAL SUPPLIES-NON INSTRUCT	323.99
						CHECK TOTAL:	323.99
00387722	08/17/16	Office Depot	GENERAL SUPPLIES-NON INSTRUCT	0101377100	4340	GENERAL SUPPLIES-NON INSTRUCT	-323.99
			GENERAL SUPPLIES-NON INSTRUCT	0102397406	4340	GENERAL SUPPLIES-NON INSTRUCT	29.07
			GENERAL SUPPLIES-NON INSTRUCT	0102397406	4340	GENERAL SUPPLIES-NON INSTRUCT	323.99
			GENERAL SUPPLIES-NON INSTRUCT	0101377100	4340	GENERAL SUPPLIES-NON INSTRUCT	453.85
						CHECK TOTAL:	482.92
00387723	08/17/16	Reynolds Carpet Cleane	CONTRACT SERVICES	0108477408	5610	CONTRACT SERVICES	3,643.36
						CHECK TOTAL:	3,643.36
00387724	08/17/16	San Joaquin County Off	RECRUITING	0110397140	5240	RECRUITING	450.00
						CHECK TOTAL:	450.00

LAGUNA BEACH USD 08/17/16 Commercial Check Register Page 2
WED, AUG 17, 2016, 8:44 AM --req: ADMIN-----leg: 76 -----loc: ISSTAFF---job: 10660941 #J302--prog: CK514 <1.02>--report id: CKCCLIST
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Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00387725	08/17/16	SimplexGrinnell	ALARM MONITORING	0106477409	5560	ALARM MONITORING	482.25
			ALARM MONITORING	0107477409	5560	ALARM MONITORING	327.25
			ALARM MONITORING	0105477409	5560	ALARM MONITORING	178.09
			ALARM MONITORING	0105477409	5560	ALARM MONITORING	1,485.92
			ALARM MONITORING	0102477409	5560	ALARM MONITORING	190.00
			ALARM MONITORING	0102477409	5560	ALARM MONITORING	186.00
			ALARM MONITORING	0108477409	5560	ALARM MONITORING	272.25
			ALARM MONITORING	0105477409	5560	ALARM MONITORING	178.09
			ALARM MONITORING	0108477409	5560	ALARM MONITORING	272.25
			ALARM MONITORING	0107477409	5560	ALARM MONITORING	327.25
			ALARM MONITORING	0105477409	5560	ALARM MONITORING	1,485.92
			ALARM MONITORING	0106477409	5560	ALARM MONITORING	482.25
			ALARM MONITORING	0102477409	5560	ALARM MONITORING	186.00
						CHECK TOTAL:	6,053.52
00387726	08/17/16	USA SHADE	CONTRACT SERVICES	0106477408	5610	CONTRACT SERVICES	4,526.00
						CHECK TOTAL:	4,526.00
00387727	08/17/16	Vlloria, Jason	TRAVEL & CONFERENCE	0101377105	5220	TRAVEL & CONFERENCE	609.14
						CHECK TOTAL:	609.14
00387728	08/17/16	MOBILE MODULAR MANAGEM	RENTAL EXPENSE	2506498410	5620	RENTAL EXPENSE	586.00
						CHECK TOTAL:	586.00
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							21,078.36
GRAND TOTAL							21,078.36

LAGUNA BEACH USD 08/18/16 8:23 AM --req: ADMIN----leg: 76 -----loc: ISSSTAFF---job: 10660941 #J302--prog: CK514 <1.02>--report id: CKCOLIST Page 1
 THU, AUG 18, 2016, SELECT Check ID's and Numbers: 760 ; Check Dates: 081816

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00387729	08/18/16	Apple Computer Inc.	EQUIPMENT-COMPUTER	0113457175	4460	EQUIPMENT-COMPUTER CHECK TOTAL:	883.08 883.08
00387730	08/18/16	CDW GOVERNMENT LLC	EQUIPMENT-COMPUTER EQUIPMENT-COMPUTER	0113017175 0105114695	4460 4460	EQUIPMENT-COMPUTER EQUIPMENT-COMPUTER CHECK TOTAL:	390.61 10,000.00 10,390.61
00387731	08/18/16	Cox Communications	AUGUST 2016 AUGUST 2016 AUGUST 2016 AUGUST 2016	0113457175	5940	INTERNET CONNECTIVITY INTERNET CONNECTIVITY INTERNET CONNECTIVITY INTERNET CONNECTIVITY CHECK TOTAL:	978.97 195.32 308.82 8,455.56 9,938.67
00387732	08/18/16	Culver Newlin Inc.	EQUIPMENT - NEW EQUIPMENT - NEW EQUIPMENT - NEW	0113018640 0113018640 0113018640	6410 6410 6410	EQUIPMENT - NEW EQUIPMENT - NEW EQUIPMENT - NEW CHECK TOTAL:	6,920.64 6,920.64 6,920.64 20,761.92
00387733	08/18/16	Dabby Nash	MATERIALS & SUPPLIES-INSTRUCT	0104613150	4310	MATERIALS & SUPPLIES-INS CHECK TOTAL:	40.01 40.01
00387734	08/18/16	Hayes Software Systems	ANNUAL SOFTWARE LICENSE FEE	0113457175	5805	ANNUAL SOFTWARE LICENSE CHECK TOTAL:	8,995.00 8,995.00
00387735	08/18/16	Home Depot	MAINTENANCE SUPPLIES PLUMBING REPAIRS PLUMBING REPAIRS MAINTENANCE SUPPLIES PLUMBING REPAIRS	0108477408 0102477408 0102477408 0107477408 0102477408	4362 5662 5662 4362 5662	MAINTENANCE SUPPLIES PLUMBING REPAIRS PLUMBING REPAIRS MAINTENANCE SUPPLIES PLUMBING REPAIRS CHECK TOTAL:	149.58 1,947.33 694.52 265.52 322.92 3,380.87
00387736	08/18/16	Learning A-Z	ANNUAL SOFTWARE LICENSE FEE ANNUAL SOFTWARE LICENSE FEE	0113017175 0113017175	5805 5805	ANNUAL SOFTWARE LICENSE ANNUAL SOFTWARE LICENSE CHECK TOTAL:	2,545.10 2,574.09 5,119.19
00387737	08/18/16	RUSH, MICHAEL	GENERAL SUPPLIES-NON INSTRUCT	0113457175	4340	GENERAL SUPPLIES-NON INS CHECK TOTAL:	460.46 460.46
00387738	08/18/16	SADDLEBACK CONSTRUCTIO	CONTRACT SERVICES	0105477408	5610	CONTRACT SERVICES CHECK TOTAL:	27,500.00 27,500.00
00387739	08/18/16	XVR Software LLC	EQUIPMENT - NEW	0102395980	4410	EQUIPMENT - NEW CHECK TOTAL:	56,550.08 56,550.08

LAGUNA BEACH USD 08/18/16 Commercial Check Register Page 2
 THU, AUG 18, 2016, 8:23 AM --req: ADMIN-----leg: 76 ----loc: ISSSTAFF---job: 10660941 #J302--prog: CK514 <1.02>--report id: CKOCLIST
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Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00387740	08/18/16	CDW GOVERNMENT LLC	EQUIPMENT-COMPUTER	1119014680	4460	EQUIPMENT-COMPUTER	1,270.00
						CHECK TOTAL:	1,270.00
00387741	08/18/16	RUHNAU RUHNAU CLARKE	ARCHITECTURAL DESIGN FEES	2505498410	6220	ARCHITECTURAL DESIGN FEE	16,875.00
			ARCHITECTURAL DESIGN FEES	2505498410	6220	ARCHITECTURAL DESIGN FEE	130.00
						CHECK TOTAL:	19,005.00
00387742	08/18/16	PDPlay	SITE IMPROVEMENT	4205498510	6110	SITE IMPROVEMENT	731,743.78
						CHECK TOTAL:	731,743.78
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							896,038.67
GRAND TOTAL							896,038.67

LAGUNA BEACH USD 08/19/16 Commercial Check Register Page 1
 FRI, AUG 19, 2016, 7:59 AM --req: ADMIN-----leg: 76 -----loc: ISSSTAFF----job: 10660941 #J302--prog: CK514 <1.02>--report id: CKOCLIST
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Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00387743	08/19/16	BrightView Landscape S	LANDSCAPE/IRRIGATION	0102477409	5680	LANDSCAPE/IRRIGATION	5,430.00
			LANDSCAPE/IRRIGATION	0108477409	5680	LANDSCAPE/IRRIGATION	544.20
			LANDSCAPE/IRRIGATION	0106477409	5680	LANDSCAPE/IRRIGATION	16,086.38
			LANDSCAPE/IRRIGATION	0108477409	5680	LANDSCAPE/IRRIGATION	16,129.30
			LANDSCAPE/IRRIGATION	0106477409	5680	LANDSCAPE/IRRIGATION	214.02
			LANDSCAPE/IRRIGATION	0108477409	5680	LANDSCAPE/IRRIGATION	396.02
						CHECK TOTAL:	38,799.92
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							38,799.92
GRAND TOTAL							38,799.92

LAGUNA BEACH USD 08/23/16 7:54 AM --seq: ADMIN-----leg: 76 -----loc: ISSTAFF---job: 10660941 #J302--prog: CK514 <1.02>--report id: CKOCLIST Page 1
TUE, AUG 23, 2016, SELECT Check ID's and Numbers: 768 ; Check Dates: 082316

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00387744	08/23/16	ACSA	TRAVEL & CONFERENCE	0110397140	5220	TRAVEL & CONFERENCE	425.00
						CHECK TOTAL:	425.00
00387745	08/23/16	ACSA Foundation Educa	CONSULTANTS-OTHER	0110397140	5831	CONSULTANTS-OTHER	7,068.00
						CHECK TOTAL:	7,068.00
00387746	08/23/16	Admiral Flag Poles Inc	GENERAL SUPPLIES-NON INSTRUCT	0105477408	4340	GENERAL SUPPLIES-NON INS	162.00
						CHECK TOTAL:	162.00
00387747	08/23/16	ANCHOR ELECTRIC	ELECTRICAL REPAIRS	0106477408	5661	ELECTRICAL REPAIRS	6,765.00
			ELECTRICAL REPAIRS	0108477408	5661	ELECTRICAL REPAIRS	1,853.00
			ELECTRICAL REPAIRS	0107477408	5661	ELECTRICAL REPAIRS	1,378.00
						CHECK TOTAL:	9,996.00
00387748	08/23/16	AT&T	TELEPHONE SERVICE	0102477409	5920	TELEPHONE SERVICE	41.44
			TELEPHONE SERVICE	0105477409	5920	TELEPHONE SERVICE	6.32
			TELEPHONE SERVICE	0106477409	5920	TELEPHONE SERVICE	9.34
						CHECK TOTAL:	57.10
00387749	08/23/16	Bearcom	CONTRACT SERVICES	0102477408	5610	CONTRACT SERVICES	485.14
			ELECTRICAL REPAIRS	0102477408	5661	ELECTRICAL REPAIRS	197.31
						CHECK TOTAL:	682.45
00387750	08/23/16	CASBO	DUES & MEMBERSHIPS	0102397406	5310	DUES & MEMBERSHIPS	595.00
						CHECK TOTAL:	595.00
00387751	08/23/16	Laguna Beach Water Dis	WATER - UTILITIES	0108477409	5530	WATER - UTILITIES	5,718.52
						CHECK TOTAL:	5,718.52
00387752	08/23/16	Office Depot	GENERAL SUPPLIES-NON INSTRUCT	0101377100	4340	GENERAL SUPPLIES-NON INS	104.07
			GENERAL SUPPLIES-NON INSTRUCT	0101377100	4340	GENERAL SUPPLIES-NON INS	32.38
			GENERAL SUPPLIES-NON INSTRUCT	0101377100	4340	GENERAL SUPPLIES-NON INS	3.23
			GENERAL SUPPLIES-NON INSTRUCT	0102397406	4340	GENERAL SUPPLIES-NON INS	11.11
						CHECK TOTAL:	150.79
00387753	08/23/16	PITNEY BOWLES GLOBAL FI	RENTAL EXPENSE	0102397400	5620	RENTAL EXPENSE	231.91
						CHECK TOTAL:	231.91
00387754	08/23/16	Reynolds Carpet Cleanse	CONTRACT SERVICES	0105477408	5610	CONTRACT SERVICES	3,116.80
						CHECK TOTAL:	3,116.80
00387755	08/23/16	Safety 1st Pest Contro	PEST CONTROL	0106477409	5550	PEST CONTROL	75.00
			PEST CONTROL	0105477409	5550	PEST CONTROL	50.00
			PEST CONTROL	0105477409	5550	PEST CONTROL	50.00

LAGUNA BEACH USD 08/23/16 Commercial Check Register Page 2
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00387756	08/23/16	SC Fuels	PEST CONTROL	0102477409	5550	PEST CONTROL	120.00
			PEST CONTROL	0108477409	5550	PEST CONTROL	120.00
			PEST CONTROL	0105477409	5550	PEST CONTROL	120.00
			PEST CONTROL	0106477409	5550	PEST CONTROL	120.00
			PEST CONTROL	0107477409	5550	PEST CONTROL	120.00
			CHECK TOTAL:				775.00
00387757	08/23/16	School Services of CA	FUEL FOR VEHICLES	0105477408	4375	FUEL FOR VEHICLES	13.29
			FUEL FOR VEHICLES	0102477408	4375	FUEL FOR VEHICLES	81.82
			FUEL FOR VEHICLES	0102477408	4375	FUEL FOR VEHICLES	61.23
			FUEL FOR VEHICLES	0102477408	4375	FUEL FOR VEHICLES	5.00
			FUEL FOR VEHICLES	0102477408	4375	FUEL FOR VEHICLES	161.34
			CHECK TOTAL:				2,940.00
00387758	08/23/16	Smardan Supply Co	CONSULTANTS-OTHER	0102397406	5831	CONSULTANTS-OTHER	2,940.00
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	1,908.02
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	1,908.02
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	1,908.02
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	1,908.02
			CHECK TOTAL:				1,908.02
00387759	08/23/16	Southern Calif Gas Co.	UTILITIES - HEAT	0102477409	5510	UTILITIES - HEAT	14.84
			UTILITIES - HEAT	0105477409	5510	UTILITIES - HEAT	97.08
			UTILITIES - HEAT	0105477409	5510	UTILITIES - HEAT	44.05
			UTILITIES - HEAT	0105477409	5510	UTILITIES - HEAT	16.85
			UTILITIES - HEAT	0102477409	5510	UTILITIES - HEAT	32.24
			CHECK TOTAL:				28.13
00387760	08/23/16	Southern California Ed	LIGHT & POWER	0107477409	5520	LIGHT & POWER	5,251.09
			LIGHT & POWER	0105477409	5520	LIGHT & POWER	227.85
			LIGHT & POWER	0107477409	5520	LIGHT & POWER	25.25
			LIGHT & POWER	0102477409	5520	LIGHT & POWER	2,376.72
			LIGHT & POWER	0102477409	5520	LIGHT & POWER	894.68
			CHECK TOTAL:				27.14
00387761	08/23/16	State of CA/Department	LIGHT & POWER	0102477409	5520	LIGHT & POWER	94.33
			LIGHT & POWER	0105477409	5520	LIGHT & POWER	4,081.91
			LIGHT & POWER	0106477409	5520	LIGHT & POWER	6,559.07
			LIGHT & POWER	0105477409	5520	LIGHT & POWER	5,909.90
			LIGHT & POWER	0105477409	5520	LIGHT & POWER	25,447.94
			CHECK TOTAL:				373.00
00387762	08/23/16	UNIVERSAL FLOORING	FINGER PRINTING	0110397140	5845	FINGER PRINTING	373.00
			FINGER PRINTING	0110397140	5845	FINGER PRINTING	373.00
			FINGER PRINTING	0110397140	5845	FINGER PRINTING	373.00
			FINGER PRINTING	0110397140	5845	FINGER PRINTING	373.00
			FINGER PRINTING	0110397140	5845	FINGER PRINTING	373.00
			CHECK TOTAL:				3,584.00
00387763	08/23/16	CONTRACT SERVICES	CONTRACT SERVICES	0102477408	5610	CONTRACT SERVICES	3,584.00
			CONTRACT SERVICES	0102477408	5610	CONTRACT SERVICES	3,584.00
			CONTRACT SERVICES	0102477408	5610	CONTRACT SERVICES	3,584.00
			CONTRACT SERVICES	0102477408	5610	CONTRACT SERVICES	3,584.00
			CONTRACT SERVICES	0102477408	5610	CONTRACT SERVICES	3,584.00
			CHECK TOTAL:				3,584.00

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00387763	08/23/16	Util-Locate, LLC	CONTRACT SERVICES	0105477408	5610	CONTRACT SERVICES	450.00
						CHECK TOTAL:	450.00
00387764	08/23/16	Waste Management of OC	TRASH - UTILITIES	0108477409	5540	TRASH - UTILITIES	532.82
			TRASH - UTILITIES	0107477409	5540	TRASH - UTILITIES	558.69
			TRASH - UTILITIES	0105477409	5540	TRASH - UTILITIES	1,145.70
			TRASH - UTILITIES	0106477409	5540	TRASH - UTILITIES	586.55
			TRASH - UTILITIES	0102477409	5540	TRASH - UTILITIES	275.33
						CHECK TOTAL:	3,099.09
00387765	08/23/16	Baker, Calla	FOOD	1302277426	4700	FOOD	28.60
						CHECK TOTAL:	28.60
00387766	08/23/16	Blakemore, Linda	FOOD	1302277426	4700	FOOD	23.25
						CHECK TOTAL:	23.25
00387767	08/23/16	Kanner, Ron	FOOD	1302277426	4700	FOOD	161.95
						CHECK TOTAL:	161.95
00387768	08/23/16	Memmott, Tara	FOOD	1302277426	4700	FOOD	710.10
						CHECK TOTAL:	710.10
00387769	08/23/16	Niermeijer, Christine	FOOD	1302277426	4700	FOOD	26.10
						CHECK TOTAL:	26.10
00387770	08/23/16	Pitz, Julie	FOOD	1302277426	4700	FOOD	11.95
						CHECK TOTAL:	11.95
00387771	08/23/16	Whitney, Yolanda	FOOD	1302277426	4700	FOOD	40.95
						CHECK TOTAL:	40.95
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							68,178.05
GRAND TOTAL							68,178.05

LAGUNA BEACH USD 08/24/16 7:53 AM --req: ADMIN-----leg: 76 -----loc: ISSTAFF----job: 10660941 #J302--prog: CK514 <1.02>--report id: CKOCLIST Page 1
WED, AUG 24, 2016, SELECT Check ID's and Numbers: 760 ; Check Dates: 082416

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00387772	08/24/16	Durham School Services	SUBAGREEMENTS FOR SERVICES	0102256700	5100	SUBAGREEMENTS FOR SERVIC CHECK TOTAL:	14,101.04 14,101.04
00387773	08/24/16	Ganahl Lumber	PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	31.90
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	16.36
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	48.74
						CHECK TOTAL:	97.00
00387774	08/24/16	OCDE	OUTSIDE PRINTING	0110397140	5870	OUTSIDE PRINTING	388.80
						CHECK TOTAL:	388.80
00387775	08/24/16	Barker, Kathleen	FOOD	1302277426	4700	FOOD	12.85
						CHECK TOTAL:	12.85
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							14,599.69
GRAND TOTAL							14,599.69

LAGUNA BEACH USD 08/30/16 7:59 AM --req: ADMIN-----leg: 76 ----loc: ISSSTAFF----job: 10660941 #J302--prog: CK514 <1.02>--report id: CKOCLIST Page 1
TUE, AUG 30, 2016, SELECT Check ID's and Numbers: 760 ; Check Dates: 083016

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00387776	08/30/16	Aardvark Clay & Suppli	MATERIALS & SUPPLIES-INSTRUCT	0105015060	4310	MATERIALS & SUPPLIES-INS CHECK TOTAL:	475.20 475.20
00387777	08/30/16	ACSA	DUES & MEMBERSHIPS	0102397406	5310	DUES & MEMBERSHIPS CHECK TOTAL:	1,315.00 1,315.00
00387778	08/30/16	Blue Ice Air and Heati	HVAC	0105477408	5660	HVAC	1,050.00
		HVAC		0102477408	5660	HVAC	655.00
						CHECK TOTAL:	1,705.00
00387779	08/30/16	Crilly, Tim	TRAVEL & CONFERENCE	0105311075	5220	TRAVEL & CONFERENCE CHECK TOTAL:	912.51 912.51
00387780	08/30/16	Culver Newlin Inc.	EQUIPMENT - NEW	0113068640	6410	EQUIPMENT - NEW	19,439.45
			EQUIPMENT - NEW	0113068640	6410	EQUIPMENT - NEW	76,382.37
			EQUIPMENT - NEW	0113068640	6410	EQUIPMENT - NEW	3,041.39
						CHECK TOTAL:	98,863.21
00387781	08/30/16	Designed Protection In	HEALTH & WELFARE, CLASSIFIED	0102397400	3402	HEALTH & WELFARE, CLASSIF	1,155.00
			HEALTH & WELFARE, CERTIFICATED	0102017400	3401	HEALTH & WELFARE, CERTIF	2,345.00
						CHECK TOTAL:	3,500.00
00387782	08/30/16	Dick Blick	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS CHECK TOTAL:	489.24 489.24
00387783	08/30/16	Digital Networks Group	EQUIPMENT - NEW	0102015940	6410	EQUIPMENT - NEW CHECK TOTAL:	27,970.71 27,970.71
00387784	08/30/16	Dynamic Measurement Gr	SUBSCRIPTIONS	0108011005	4368	SUBSCRIPTIONS CHECK TOTAL:	49.00 49.00
00387785	08/30/16	Follett School Solutio	TEXTBOOKS	0102014100	4100	TEXTBOOKS	-63.00
			TEXTBOOKS	0102014100	4100	TEXTBOOKS	-596.68
			TEXTBOOKS	0102014100	4100	TEXTBOOKS	-12.11
			TEXTBOOKS	0102014100	4100	TEXTBOOKS	820.38
			TEXTBOOKS	0102014100	4100	TEXTBOOKS	14,602.91
			TEXTBOOKS	0102014100	4100	TEXTBOOKS	1,343.63
			TEXTBOOKS	0102014100	4100	TEXTBOOKS	72.90
			TEXTBOOKS	0102014100	4100	TEXTBOOKS	855.94
						CHECK TOTAL:	17,023.97
00387786	08/30/16	Frontier California In	TELEPHONE SERVICE	0105477409	5920	TELEPHONE SERVICE	720.29
			TELEPHONE SERVICE	0102477409	5920	TELEPHONE SERVICE	1,553.55
			TELEPHONE SERVICE	0106477409	5920	TELEPHONE SERVICE	650.05

LAGUNA BEACH USD 08/30/16 Commercial Check Register Page 2
TUE, AUG 30, 2016, 7:59 AM --req: ADMIN-----leg: 76 ----loc: ISSUING---Job: 10660941 #J302--prog: CK514 <1.02>--report id: CKOCLIST
SELECT Check ID's and Numbers: 768 ; Check Dates: 083016

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00387787	08/30/16	HIDDLESON LISTENING LA	JULY 2016	0104632900	5889	OTHER THERAPY CHECK TOTAL:	1,800.00 1,800.00
00387788	08/30/16	Kaiser Foundation Heal	HEALTH & WELFARE, CERTIFICATED	0102017400	3401	HEALTH & WELFARE, CERTIF	96,192.64
			HEALTH & WELFARE, CLASSIFIED	0102397400	3402	HEALTH & WELFARE, CLASSIF	47,378.47
			HEALTH & WELFARE, CLASSIFIED	0102397400	3402	HEALTH & WELFARE, CLASSIF	171.69
			HEALTH & WELFARE, CERTIFICATED	0102017400	3401	HEALTH & WELFARE, CERTIF	348.59
						CHECK TOTAL:	144,091.39
00387789	08/30/16	Lakeshore Learning Mat	MATERIALS & SUPPLIES-INSTRUCT	0107011005	4310	MATERIALS & SUPPLIES-INS	84.30
			MATERIALS & SUPPLIES-INSTRUCT	0107011005	4310	MATERIALS & SUPPLIES-INS	415.69
						CHECK TOTAL:	499.99
00387790	08/30/16	Maintex	OTHER CUSTODIAL SUPPLIES	0108477409	4361	OTHER CUSTODIAL SUPPLIES	2,136.98
			OTHER CUSTODIAL SUPPLIES	0107477409	4361	OTHER CUSTODIAL SUPPLIES	364.57
			OTHER CUSTODIAL SUPPLIES	0107477409	4361	OTHER CUSTODIAL SUPPLIES	122.87
						CHECK TOTAL:	2,624.42
00387791	08/30/16	MAXIM HEALTHCARE SERVI	JULY 2016	0104172860	5831	CONSULTANTS-OTHER CHECK TOTAL:	3,621.23 3,621.23
00387792	08/30/16	MORRISON, MICHAEL	SOFTWARE - NON INSTRUCTIONAL	0113457175	4350	SOFTWARE - NON INSTRUCTI	49.99
						CHECK TOTAL:	49.99
00387793	08/30/16	National Construction	RENTAL EXPENSE	0105477408	5620	RENTAL EXPENSE CHECK TOTAL:	170.60 170.60
00387794	08/30/16	OCDE	OUTSIDE PRINTING	0110397140	5870	OUTSIDE PRINTING CHECK TOTAL:	1,383.21 1,383.21
00387795	08/30/16	Pitney Bowes	RENTAL EXPENSE	0106091008	5620	RENTAL EXPENSE CHECK TOTAL:	27.00 27.00
00387796	08/30/16	Reynolds Carpet Cleane	CONTRACT SERVICES	0107477408	5610	CONTRACT SERVICES CHECK TOTAL:	4,100.64 4,100.64
00387797	08/30/16	RIPPEDSHEETS.COM	GENERAL SUPPLIES-NON INSTRUCT	0105091012	4340	GENERAL SUPPLIES-NON INS CHECK TOTAL:	105.15 105.15

LAGUNA BEACH USD 08/30/16 Commercial Check Register Page 3
TUE, AUG 30, 2016, 7:59 AM --req: ADMIN-----leg: 76 -----loc: ISSUFT---job: 10660941 #J302--prog: CK514 <1.02>--report id: CKOCLIST
SELECT Check ID's and Numbers: 766 ; Check Dates: 083016

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00387798	08/30/16	The Leader's Institute	MISC OUTSIDE VENDOR	0101377100	5860	MISC OUTSIDE VENDOR	2,915.00
						CHECK TOTAL:	2,915.00
00387799	08/30/16	The LifeTrends Group T	GENERAL SUPPLIES-NON INSTRUCT	0102477408	4340	GENERAL SUPPLIES-NON INS	927.20
						CHECK TOTAL:	927.20
00387800	08/30/16	TYCO INTEGRATED SECURI	ALARM MONITORING	0102477409	5560	ALARM MONITORING	250.00
			ALARM MONITORING	0102477409	5560	ALARM MONITORING	312.50
						CHECK TOTAL:	562.50
00387801	08/30/16	WESTERN YOUTH SERVICES	JULY 2016	0104132980	5889	OTHER THERAPY	840.00
						CHECK TOTAL:	840.00
00387802	08/30/16	CDW GOVERNMENT LLC	EQUIPMENT-COMPUTER	1119014680	4460	EQUIPMENT-COMPUTER	79.20
						CHECK TOTAL:	79.20
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							318,320.79
GRAND TOTAL							318,320.79

SELECT Check ID's and Numbers: 769 ; Check Dates: 083116

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00387803	08/31/16	R.E. SCHULTZ CONSTRUCT	CONTRACT SERVICES	0106477408	5610	CONTRACT SERVICES	35,392.00
						CHECK TOTAL:	35,392.00
00387804	08/31/16	Smardan Supply Co	PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	720.90
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	13,448.70
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	3,082.34
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	557.82
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	309.08
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	29.09
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	218.70
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	531.53
						CHECK TOTAL:	18,898.16
00387805	08/31/16	Southern Calif Gas Co.	UTILITIES - HEAT	0107477409	5510	UTILITIES - HEAT	38.28
						CHECK TOTAL:	38.28
00387806	08/31/16	Southern California Ed	LIGHT & POWER	0108477409	5520	LIGHT & POWER	3,876.02
						CHECK TOTAL:	3,876.02
00387807	08/31/16	Waste Management of OC	TRASH - UTILITIES	0102477409	5540	TRASH - UTILITIES	495.41
						CHECK TOTAL:	495.41
00387808	08/31/16	DC ARCHITECTS	ARCHITECTURAL DESIGN FEES	4207498068	6220	ARCHITECTURAL DESIGN FEE	4,125.00
			ARCHITECTURAL DESIGN FEES	4207498068	6220	ARCHITECTURAL DESIGN FEE	1,984.38
						CHECK TOTAL:	6,109.38
00387809	08/31/16	Leighton Consulting In	SITE IMPROVEMENT	4207498068	6110	SITE IMPROVEMENT	2,360.00
						CHECK TOTAL:	2,360.00
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							67,169.25
GRAND TOTAL							67,169.25

SELECT Check ID's and Numbers: 760 ; Check Dates: 090116

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00387810	09/01/16	Apple Computer Inc.	EQUIPMENT-COMPUTER	0113457175	4460	EQUIPMENT-COMPUTER	158.76
			EQUIPMENT-COMPUTER	0113457175	4460	EQUIPMENT-COMPUTER	790.32
						CHECK TOTAL:	949.08
00387811	09/01/16	CDW GOVERNMENT LLC	EQUIPMENT-COMPUTER	0113457175	4460	EQUIPMENT-COMPUTER	2,010.23
			COMPUTER SUPPLIES	0113457175	4320	COMPUTER SUPPLIES	693.32
			EQUIPMENT - NEW	0113457175	4410	EQUIPMENT - NEW	3,172.01
			EQUIPMENT-COMPUTER	0113457175	4460	EQUIPMENT-COMPUTER	95.04
			EQUIPMENT - NEW	0113457175	4410	EQUIPMENT - NEW	515.60
			COMPUTER SUPPLIES	0113457175	4320	COMPUTER SUPPLIES	245.10
						CHECK TOTAL:	6,731.30
00387812	09/01/16	CETPA	TRAVEL & CONFERENCE	0113457175	5220	TRAVEL & CONFERENCE	1,350.00
						CHECK TOTAL:	1,350.00
00387813	09/01/16	Coyne & Associates Inc	JULY 2016	0104602140	5894	IBI SUPERVISION	200.00
			JULY 2016	0104602140	5894	IBI SUPERVISION	7,039.44
						CHECK TOTAL:	7,239.44
00387814	09/01/16		JULY 2016	0104632210	5875	TUITION	1,792.98
			JULY 2016	0104632210	5889	OTHER THERAPY	3,399.06
						CHECK TOTAL:	5,192.04
00387815	09/01/16	Ganahl Lumber	MAINTENANCE SUPPLIES	0108477408	4362	MAINTENANCE SUPPLIES	312.28
			MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES	62.37
						CHECK TOTAL:	374.65
00387816	09/01/16	Grainger	MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES	479.39
						CHECK TOTAL:	479.39
00387817	09/01/16	Harcourt School Publis	TEXTBOOKS	0102014100	4100	TEXTBOOKS	1,595.70
						CHECK TOTAL:	1,595.70
00387818	09/01/16	Houghton Mifflin Harco	TESTS/SCORING	0104613150	4330	TESTS/SCORING	177.37
						CHECK TOTAL:	177.37
00387819	09/01/16	JONES, GRACE	OUTSIDE PRINTING	0108091005	5870	OUTSIDE PRINTING	150.55
						CHECK TOTAL:	150.55
00387820	09/01/16	Karen Kanner	MISC OUTSIDE VENDOR	0105011012	5860	MISC OUTSIDE VENDOR	29.75
						CHECK TOTAL:	29.75
00387821	09/01/16	Medco Supply Co.	MATERIALS & SUPPLIES-INSTRUCT	0105011075	4310	MATERIALS & SUPPLIES-INS	16.14
						CHECK TOTAL:	16.14

LAGUNA BEACH USD 09/01/16 Commercial Check Register 10660941 #J302--prog: CK514 <1.02>--report id: CKOCHIST

THU, SEP 01, 2016, 8:25 AM --req: ADMIN-----leg: 76 -----loc: ISSTAFF-----job: 10660941 #J302--prog: CK514 <1.02>--report id: CKOCHIST

SELECT Check ID's and Numbers: 768 ; Check Dates: 090116

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00387822	09/01/16	Melaragno, Albert J.	CONSULTANTS-OTHER	0104292600	5831	CONSULTANTS-OTHER CHECK TOTAL:	87.50 87.50
00387823	09/01/16	Pearson	TEXTBOOKS TEXTBOOKS	0102014100 0102014100	4100 4100	TEXTBOOKS TEXTBOOKS CHECK TOTAL:	3,270.70 781.66 4,052.36
00387824	09/01/16	Pitney Bowes	SEPTEMBER 2016	0106091008	5620	RENTAL EXPENSE CHECK TOTAL:	27.00 27.00
00387825	09/01/16	Rutan & Tucker	JULY 2016	0104072000	5835	LEGAL EXPENSE CHECK TOTAL:	14,248.00 14,248.00
00387826	09/01/16	Saddleback Valley Unif	OTHER LOCAL AGENCY FEES	0104072000	5852	OTHER LOCAL AGENCY FEES CHECK TOTAL:	918.98 918.98
00387827	09/01/16	Scholastic Inc.	MATERIALS & SUPPLIES-INSTRUCT	0102014100	4310	MATERIALS & SUPPLIES-INS CHECK TOTAL:	2,035.00 2,035.00
00387828	09/01/16	Staples Advantage	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS CHECK TOTAL:	44.84 290.90 335.74
00387829	09/01/16	TINER, ELEANOR	GENERAL SUPPLIES-NON INSTRUCT	0106091008	4340	GENERAL SUPPLIES-NON INS CHECK TOTAL:	182.49 32.37 214.86
00387830	09/01/16	TWEEN PUBLISHING	MATERIALS & SUPPLIES-INSTRUCT	0102014105	4310	MATERIALS & SUPPLIES-INS CHECK TOTAL:	3,227.85 3,227.85
00387831	09/01/16	VANTAGE LEARNING USA L	ANNUAL SOFTWARE LICENSE FEE	0113017175	5805	ANNUAL SOFTWARE LICENSE CHECK TOTAL:	16,370.00 16,370.00

TOTAL FOR STOCK 76 Laguna Beach's check stock ID

65,802.70

GRAND TOTAL

Laguna Beach Unified School District

9.i. CONSENT/ACTION

September 13, 2016

Approval: Capistrano Unified School District Personnel Reimbursement Agreement

Proposal

Staff proposes the Board of Education approve the Personnel Reimbursement Agreement between the Capistrano Unified School District and the Laguna Beach Unified School District.

Background

For several years, the District has utilized the services of the CUSD Orientation and Mobility Specialist to provide services to visually impaired students residing in LBUSD through an annual Bill Back MOU. During the 2016-2017 school year, the services recommended per the student's Settlement Agreement will total 5 days.

Budget Impact

Estimated excess cost per pupil for the 2016-2017 school year is \$3,524.

Recommended Action

Staff recommends the Board of Education approve the attached Memorandum of Understanding agreeing to the terms detailed in the Memorandum for the provision of Orientation and Mobility services to students in the Laguna Beach Unified School District who may require such services.

CAPISTRANO UNIFIED SCHOOL DISTRICT
PERSONNEL REIMBURSEMENT AGREEMENT

This AGREEMENT is entered into on this 15th day of September 2016, by and between the Capistrano Unified School District, 33122 Valle Rd, San Juan Capistrano, California 92675, hereinafter referred to as CUSD and the Laguna Beach Unified School District hereinafter referred to as LBUSD. CUSD and LBUSD shall be collectively referred to as the Parties.

WITNESSETH:

WHEREAS, LBUSD is in need of the professional services of an employee of CUSD to provide Orientation and Mobility services; and

WHEREAS, CUSD is agreeable to assigning Joseph Brookman, hereinafter referred to as EMPLOYEE, to provide his professional services to LBUSD in the above assignment.

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

1. CUSD agrees during the term of this AGREEMENT to assign EMPLOYEE to serve as an Orientation and Mobility Specialist for the LBUSD visually impaired students. EMPLOYEE will provide services under this AGREEMENT for a total of 5 days.
2. The term of this AGREEMENT shall commence September 6, 2016, and end on June 30, 2017, subject to termination as set forth in this AGREEMENT.
3. LBUSD agrees to pay CUSD in consideration of services performed by CUSD's EMPLOYEE as specified in Section 1 of this AGREEMENT at the total actual employee costs at the total per diem amount of \$676.98, plus indirect costs at 3.80percent.
 - A. LBUSD agrees to reimburse CUSD for all actual mileage driven on behalf of LBUSD students on a monthly basis
 - B. LBUSD agrees to pay CUSD within 30 days after the last day upon which services are rendered by each EMPLOYEE upon submission of an itemized invoice. Payment shall be mail to: CUSD, Attn: Accounting Manager, 33122 Valle Rd, San Juan Capistrano, California 92675, or at such other place as CUSD may designate in writing. This AGREEMENT shall be amended to provide complete reimbursement to CUSD for any increases in salary or benefits provided to each EMPLOYEE for fiscal year 2016-2017.
4. CUSD shall require EMPLOYEE to report to both CUSD and LBUSD when the EMPLOYEE will not be able to provide services to LBUSD as scheduled. LBUSD will pay for EMPLOYEE absences for services on LBUSD scheduled days.
5. LBUSD will notify CUSD Associate Superintendent of Special Education Services with the number of hours needed by LBUSD for Extended School Year 2017, no later than May 15, 2017. These hours will be billed to LBUSD at EMPLOYEE's hourly rate, with mileage reimbursement.

6. LBUSD will order and pay for any specialized equipment or materials related to orientation and mobility as required in an Individualized Education Program for LBUSD students.
7. CUSD hereby agrees to hold harmless, indemnify, and defend LBUSD, its Board of Trustees, officers, agents, and employees for liability and claims of liability for bodily injury, personal injury, sickness, disease, or death of any person or persons, or damage to property, real, personal, tangible or intangible, arising out of the negligent acts or omissions of employees, agents or officers of CUSD during the period of this Agreement. LBUSD agrees to hold harmless, indemnify, and defend CUSD, the CUSD Board of Trustees, and its officers, agents, and employees from liability and claims of liability for bodily injury, personal injury, sickness, disease, or death of any person or persons, or damage to property, real, personal, tangible or intangible, arising out of the negligent acts or omissions of employees, agents or officers of LBUSD during the period of this Agreement.
8. CUSD and LBUSD agrees that they will not engage in unlawful discrimination of persons because of race, color, religious creed, national origin, ancestry, physical handicap, medical condition, marital status, or sex of such persons.
9. This AGREEMENT may be terminated by either party with the giving of 30 days prior written notice to the other party.
10. All notices or demands to be given under this AGREEMENT by either party to the other shall be in writing and given either by: i) Personal service, or ii) U.S. Mail, mailed either by registered or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when received if personally served or, if mailed, on the third day after deposit in the U.S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section. At the date of this AGREEMENT the addresses of the parties are as follows:

LBUSD: Laguna Beach Unified School District
550 Blumont Street
Laguna Beach CA 92651
Attn: Irene White

CUSD: Capistrano Unified School District
33122 Valle Rd
San Juan Capistrano CA 92675
Attn: Daniel Burch

11. CUSD and LBUSD agree that this AGREEMENT shall be construed and enforced in accordance with the laws of the State of California, with venue in Orange County, California.

12. If any term, covenant, condition or provision of this AGREEMENT is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired or invalidated in any way.
13. This AGREEMENT and any exhibits attached hereto constitute the entire agreement between CUSD and LBUSD regarding the personnel services and any agreement made shall be ineffective to modify this AGREEMENT in whole or in part unless such agreement is embodied in an amendment to this AGREEMENT which has been signed by both Parties. This AGREEMENT supersedes all prior negotiations, understandings, representations and agreements.

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

CAPISTRANO UNIFIED SCHOOL
DISTRICT

BY: _____
Authorized Signature

PRINT NAME: Clark D. Hampton
Deputy Superintendent,
TITLE: Business and Support Services

DATE: September 15, 2016

LAGUNA BEACH UNIFIED SCHOOL
DISTRICT

BY: _____
Authorized Signature

PRINT NAME: Dean West
TITLE: Assistant Superintendent, Business

DATE: _____

Laguna Beach Unified School District

9.j. CONSENT/ACTION

September 13, 2016

Approval: Continuation of the Memorandum of Understanding (MOU) with Orange County Department of Education (OCDE) for the Teacher Induction Program for the 2016-2017 School Year in the estimated amount of \$12,500

Proposal

Staff proposes the Board of Education approve the MOU with OCDE to be part of a Consortium to implement the Orange County Teacher Induction Program (formerly BTSA) with the following school districts: Centralia, Cypress, Fountain Valley, GOALS Academy, Laguna Beach, Los Alamitos, Magnolia, Newport-Mesa, Orange County Educational Arts Academy, Orange County School of the Arts, Magnolia Charter School, OCDE's Alternative Education Programs, and participating private schools enrolled through private school partnerships throughout Orange County.

Background

Senate Bill 2042 resulted in significant reforms in California's teacher preparation and credentialing system designed to support beginning teachers in their acquisition of the knowledge, skills, and core values necessary to become highly qualified professionals who effectively impact student achievement. The Teacher Induction Program is a two-year program which supports participating schools' teachers in clearing their preliminary multiple and/or single subject credentials.

Budget Impact

The estimated cost of the Teacher Induction Program for the 2016-2017 school year is \$25,000. The estimated budget impact to LBUSD for this program is \$12,500. The difference of \$12,500 is reimbursed to LBUSD by OCDE.

Recommended Action

Staff recommends the Board of Education approve the continuation of the MOU with OCDE to be part of a Consortium to implement the Orange County Teacher Induction Program at LBUSD.

Orange County Superintendent of Schools
Institute for Leadership Development

Orange County Department of Education, Education Specialist (ES) Induction Program

MEMORANDUM OF UNDERSTANDING

2016-2017

This Memorandum of Understanding (MOU) is entered into this 1st day of July, 2016, by and between the Orange County Superintendent of Schools, hereinafter referred to as SUPERINTENDENT, and Laguna Beach Unified School District, hereinafter referred to as "participating school", and Azusa Pacific University, Chapman University and California State University, Fullerton hereinafter referred to as "Participating Institution of High Education (IHE)", to form a Consortium, supporting qualifying teachers through the OCDE ES Induction Program.

A. PURPOSE

The purpose of this MOU is to establish a formal working relationship between the parties to this MOU and to set forth the operating conditions that will govern the OCDE ES Induction Program Consortium.

B. GOALS

The goal of the OCDE ES Induction Program Consortium is to provide quality professional development and support to candidates requiring Induction to clear their Education Specialist credentials as well the individuals assigned to provide reflective coaching and mentoring to those candidates.

C. PARAMETERS

1. The term of this MOU shall commence on July 1, 2016 and end on June 30, 2017.
2. Contract monitoring responsibilities for this MOU shall rest with the SUPERINTENDENT.

D. RESPONSIBILITIES – General

1. The OCDE Induction Advisory is comprised of a senior level administrator from each General Education participating school/ district, at least one representative from the private school collaborative, at least one representative from the Education Specialist Induction Program, a representative from each of the participating Institutions of Higher Education (IHE), and the SUPERINTENDENT's designee; the Manager of the Institute for Leadership Development. Responsibilities of the Advisory Council are as follows:
 - a. Meet a minimum of three (3) times during the term of this MOU to review the design and implementation of the Induction Programs;
 - b. Provide operational leadership guidance for the Induction Programs; and

- c. Review all required reports and documents, as required by the Commission on Teacher Credentialing, with the Manager of the Institute for Leadership Development & I.L.D. program staff.
2. SUPERINTENDENT agrees to the following:
- a. Serve as Lead Educational Agency (LEA) of the Consortium.
 - b. Serve as the fiscal agent.
 - c. Serve as a contact among state agencies, participating school districts, participating charter schools, private schools and participating IHE's.
 - d. Serve as a clearinghouse for information, data collection and reporting requirements.
 - e. Employ a full-time Manager, full-time Program Specialist, an Administrative Assistant and a Program Data Technician to provide direction and support for the OCDE Teacher Induction Program.
 - f. Provide administration, management and coordination of project activities as described in the California Induction Common and Program Standards as well as guidelines of SB 2042.
 - g. Provide workspace for all OCDE ES Induction Program staff and secretarial support.
 - h. Provide all program materials to each participating school's Mentors, and to all candidates enrolled in the OCDE Teacher Induction Program.
 - i. Provide professional development and mentoring support to all candidates enrolled in the OCDE Teacher Induction Program.
 - j. Provide reimbursement for up to three (3) substitute days per candidate not to exceed the sum of One Hundred Twenty-five dollars (\$125) per substitute day. *Please note: documentation confirming the use of those sub days must be submitted to OCDE no later than March 31st, 2017. See Exhibit A.*
 - k. Provide appropriate training(s) for one (1) Lead Mentor from each school/district, for Mentors assigned to candidates, and for those individuals identified by the OCDE Induction Advisory Council as future Induction Program leaders.
 - Mentors will receive a professional development stipend, in addition to their Mentor stipend, upon completion of required mentor trainings. Up to four (4) after-school trainings will be planned throughout the 2016-17 program year. The professional development stipend will be calculated at a rate of \$15 per training hour completed.
 - *Please note: no substitute coverage is needed for this training and, therefore, no additional compensation will be forwarded to the school/district. See Exhibit B.*
 - l. Upon completion of the responsibilities defined in the 2016-2017 Mentor Agreement, each Mentor will be paid a stipend in the amount of One thousand two hundred dollars

(\$1,200) per candidate served. Should a candidate or Mentor leave the Consortium prior to the end of the school year, the stipend due to the Mentor shall be prorated at a rate of \$120 per month of mentor support provided. *Please note: Mentors will not receive additional compensation for mileage.* See Exhibit C.

- m. Provide training for participating school/district Site Administrators in support of the California Standards for the Teaching Profession (CSTP), the Institute for Leadership Development's eight (8) identified Candidate Competencies, Induction Program Standards and/or other current educational issues.
 - n. Provide mentor support for those candidates hired after the close of enrollment and who must postpone their participation in an Induction program until the following academic year.
 - o. Establish an Assessor Cadre to review and assess candidate competence as measured by specific program assessments. All Returning Mentors are required to serve as a mentor assessor in a minimum of one (1) and maximum of three (3) Cadre sessions during the program year. The OCDE ES Induction Program will reimburse the participating school/district for substitute coverage at rate of \$125 per substitute day used by the Assessor.
 - o. Establish a cadre of Just-in-time mentors who will provide virtual support, in content areas, on an as needed basis. The OCDE Teacher Induction Program will compensate these mentors at a rate of \$60 per documented hour of support.
 - p. Convene and facilitate the OCDE Induction Advisory Council meetings.
 - q. Organize and facilitate OCDE ES Induction Program evaluations. Establish and maintain accurate records for the OCDE ES Induction Program. Submit required reports and documents to appropriate agencies as requested.
3. SCHOOL DISTRICTS AND INDEPENDENT SCHOOLS COVERING TUITION COSTS FOR THEIR CANDIDATES agree to do the following:
- a. Remit payment of \$3,600 per Participating Teacher with their school or district by May 1, 2017.
 - b. Remit payment of \$120 per month for mentor support provided to candidates hired after the close of enrollment, but are required by the Commission on Teacher Credentialing to receive these services. See Exhibit D.
 - c. Identify a senior level administrator with decision making authority to serve as the school/district's "point of contact" for the OCDE ES Induction program. This individual will sit on the OCDE Induction Advisory Council and adhere to the decisions made by the Council regardless of whether he/she is present during Council sessions. *Please note: In the case where this individual cannot attend the Council meeting, a designee will be sent to represent this school/district or independent school.*

- d. Support the identification of the Lead Mentor by the Manager of the Institute for Leadership Development. The Lead Mentor will attend appropriate meetings, monitor the implementation of the defined Induction program design and complete all required paperwork in a timely manner.
 - e. Assist the Manager of the Institute for Leadership Development in the recruitment and enrollment of perspective candidates according to commission-defined criteria for eligibility. Those individuals responsible for the initial eligibility screening are to be current in their understanding of CTC regulations and procedures.
 - f. Ensure that all newly-enrolled candidates participate in an advisement session and attend an initial orientation meeting that follows the OCDE ES Induction Program orientation protocol.
 - g. Ensure that all candidates participate in appropriate training(s).
 - h. Assist the Manager of the Institute for Leadership Development in the recruitment and selection of Mentors according to the established OCDE Induction Program criteria and process.
 - i. Ensure that all Mentors understand the requirements of the OCDE Induction Program as defined for candidates and Mentors.
 - j. Ensure that all Mentors attend all professional development required as defined for each mentor track i.e.; New Mentor or Returning Mentor
 - k. Upon receipt of the detailed disbursement document, each school/district will create an invoice for the total disbursement amount and send it to OCDE no later than May 1st, 2017. OCDE will approve the disbursement and release the funds no later than June 30th, 2017. OCDE reserves the right to make additional adjustments to final disbursement amount based on confirmation of substitute coverage used and fulfilment of defined professional development responsibilities. Upon receipt of funds, the independent school or member district will issue Mentor stipends for the amounts defined in the final disbursement letter that accompanies the funds. This will be done by the school/district within fourteen days of receiving said funding.
 - l. Provide training space when requested by SUPERINTENDENT as part of their collaborative contribution.
 - m. Participate in the evaluation of SB 2042 standards of the Induction Program.
 - n. Ensure that all Site Administrators who supervise an OCDE ES Induction Candidate participate in the following: Triad Meetings, Annual Site Administrator Update Session, Exit Presentations, End-of-Year Colloquium and all program evaluations.
4. PARTICIPATING INSTITUTIONS OF HIGHER EDUCATION (IHE) agree to the following:

- a. Appoint a liaison who will fulfill the roles and responsibilities of a university program co-sponsor as specified in the Induction Program Preconditions & Standards.
- b. Require the liaison to serve as a member of the OCDE Induction Advisory Council and attend all OCDE Induction Advisory Council meetings.
- c. Provide current research regarding effective teacher induction practices, teacher retention, and Induction Program standards as might be requested by the OCDE Induction Advisory Council.
- d. Participate in the development, assessment, and evaluation of the Induction Program.
- e. Provide information to Consortium participants regarding university program opportunities as appropriate.
- f. Facilitate appropriate support services as identified by the OCDE Induction Advisory Council and program staff.

E. RESPONSIBILITIES – Fiscal

1. SUPERINTENDENT, in its capacity of LEA, agrees to the following:

- a. Assume overall fiscal responsibility for the administration of all funds received, to include submission of year-end expenditure reports, and any other documentation sought by the California Department of Education (CDE) and/or the Commission on Teacher Credentialing (CTC).
- b. Develop and maintain a budget that allocates funds sufficient to meet the costs of implementing program requirements as described above.
- c. Monitor all budget expenditures and funds accordingly to established policies and procedures outlined by the funding agency.
- d. In the event that a candidate chooses to withdraw from the OCDE ES Induction Program, that school/district will be financially responsible for reimbursing the program for any costs incurred during that teacher's enrollment. This may include, but not be limited to the cost of materials, trainings and Mentor compensation.
- e. The obligation of SUPERINTENDENT under this MOU is contingent upon the availability of funds furnished through tuition monies collected. In the event that such funding is terminated or reduced, this MOU may be terminated and SUPERINTENDENT'S fiscal obligations hereunder shall be limited to a pro-rated amount of funding actually received by the SUPERINTENDENT. SUPERINTENDENT shall provide the participating school district written notification of such termination. Notice shall be deemed given when received by the participating school district no later than three (3) days after the day of mailing. The address to which notices or demands may be given to either party may be changed by written notice given in accordance with the notice provisions of this section. As of the date of this MOU, the addresses of the parties are as follows:

PARTICIPATING SCHOOL: Laguna Beach Unified School District
550 Blumont Street
Laguna Beach, California 92651
Attn: _____

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

F. SHARED ACCOUNTABILITY

1. In order to ensure that all candidates have the opportunity to participate in program activities, SUPERINTENDENT and the Participating School and/or districts agree to the following:
 - a. Develop strong communication links among all parties to this MOU, so that all information distributed is accurate and timely.
 - b. Distribute documentation regarding the roles and responsibilities of participating teachers, mentors, and school site administrators annually.
 - c. Partner to provide training for ALL Site Administrators that focuses on the Induction Program Standards, California Standards for the Teaching Profession, the eight (8) Institute for Leadership Development Candidate Competencies, Induction Program Standards and/or other current educational issues.
 - d. Collaborate in stakeholder meetings with Participating Teachers and Mentors to make program recommendations and revisions.
 - e. Jointly develop and maintain records and documentation of activities/trainings conducted by the OCDE ES Induction Program.

G. TERMS AND CONDITIONS.

1. Any and all products developed for the OCDE ES Induction Program are the exclusive property of the Orange County Superintendent of Schools and the right to disseminate, market, or otherwise use the products shall only be with the express prior written permission of the SUPERINTENDENT.
2. Either party may terminate this MOU, with or without cause, upon thirty (30) days written notice served upon the other party. Notice shall be deemed given when received by the other party, no later than three (3) days after the day of mailing, whichever is sooner.

Orange County Superintendent of Schools

By: *Patricia McCaughey*
Authorized Signature

Printed Name Patricia McCaughey

Title: Administrator

Date: August 29, 2016

Laguna Beach Unified School District

By: _____
Authorized Signature

Printed Name: _____

Title: _____

Date: _____



Orange County Department of Education
 Institute for Leadership Development
 Teacher Induction Programs



Substitute Teacher Coverage Confirmation

Name: _____ District/School: _____

I am a (select one):

☐ Participating Teacher

☐ Mentor

Date Sub needed: _____ for (select one):

☐ a full day

☐ a half day

☐ # of hours: _____

I secured a sub so that I could complete:

☐ Observe my PT (My PT's name is _____)

☐ Participate in a Focus Teacher Observation

☐ Other (please specify: _____)

Signature of Individual Submitting this documentation: _____

Date of submission: _____

Signature of School Personnel*: _____

Print Name of School Personnel: _____

*This is to confirm that a substitute teacher was secured
 and should be signed by the appropriate party.

Candidates and Mentors are to submit completed document ELECTRONICALLY to
 Nicole Stephenson @ nstephenson@ocde.us immediately following the use of the sub.



Orange County Department of Education
Institute for Leadership Development
Education Specialist Induction Program



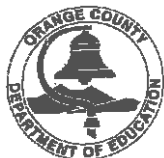
Compensation is provided to each Mentor in the form of a Mentor Stipend. Services rendered to the Induction Program in exchange for this stipend include:

- Conducting weekly, one-on-one collaboration sessions with each assigned ES Induction candidate (*no mileage reimbursement provided*);
- Conducting a Triad meeting at the beginning of each semester with Induction candidate and Site Administrator;
- Supporting the development and successful completion of the ES Induction candidate's Individual Learning Plan by ensuring that he/she receives the appropriate Mentor support and has access to resources needed to demonstrate competence as defined by the California Standards for the Teaching Profession and the Institute for Leadership Development's Eight Candidate Competencies;
- Observing each assigned ES Induction candidate at least once during each semester. In the case of Year 2 candidates, these observations will be captured on video;
- Attending OCDE-led Network meetings, "Hub" Collaborative sessions, End-of-Semester Reviews, Exit Presentations/Colloquium; and
- Satisfying the expectations regarding the completion and timely submission of all documents as outlined in the ES Induction program design.

Additional Professional Development Compensation: *based upon an hourly rate of \$15*

Mentor Activity	# of Hours	Compensation
Mentor Training (9/16-6/17)		
ES New Mentors	10 hours	\$150.00
ES Returning Mentors	10 hours	\$150.00
Additional Professional Development		
ENCOMPASS Compassion Play (ES New Mentors ONLY)	2 hours	\$ 30.00
Generation Savvy (ES Returning Mentors ONLY)	3 hours	\$ 45.00
Having Hard Conversations (ES Returning Mentors who have not previously attended this training)	3 hours	\$ 45.00
Amount added to Base Stipend (\$1,200 per PT served)		ES New Mentors: \$180 ES Returning Mentors \$195

**Please note: Amounts will be adjusted for those Mentors not completing the required professional development*



**Orange County Department of Education
Institute for Leadership Development
Education Specialist Induction Program**



2016-17 Mentor Agreement: Education Specialist

I agree to serve as an Induction Mentor for the Orange County Education Specialist (ES) Induction program. I understand that I am making a two-year commitment to this program. As an ES Induction Mentor, I will develop and sustain a relationship with each Induction candidate I am assigned to, built upon collaboration and reflection. Upon successful completion of these agreements, I will receive my Mentor stipend.

Work with ES Induction candidate (Please initial your agreement on each line.)

- _____ meet **one-on-one** with each assigned Induction candidate for a minimum of one (1) hour per week
- _____ assist in the formulation of each assigned Induction candidate's Individualized Learning Plan, ensuring a focus on Special Education initiatives;
- _____ assist in the collection of evidence documenting the application of each assigned Induction candidate's professional growth in his/her classroom, including accommodations that were made to meet the needs of students as defined in their IEP's;
- _____ facilitate each semester Triad meeting with the Site Administrator and Induction candidate
- _____ assist in the identification of each assigned Induction candidate's driving question, the identification of three appropriate Case Study Students and the development of his/her Inquiry Project proposal;
- _____ oversee each assigned Induction candidate's efforts in generating an **electronic portfolio** that demonstrates his/her competence as defined by the California Standards of the Teaching Profession, and the Institute for Leadership Development's Eight Candidate Competencies; and
- _____ participate in each end-of-semester reviews and the Induction candidate's Exit Presentation/Colloquium.

Documentation (Please initial your agreement on each line.)

- _____ identify a Mentor goal that will serve as a focus for my work in supporting ES Induction candidates (Returning Mentors only);
- _____ complete the online Mid-year Program Survey (Winter, 2017);
- _____ complete all program assessments posted on www.Inductionsupport.com ;
- _____ maintain the monthly Mentor Log used to document reflective conversations and support provided to the Induction candidate;
- _____ view all tutorials on www.Inductionsupport.com and ensure that the Induction candidate does the same; and
- _____ complete all Induction tools that have been defined in the Induction program design.

Professional Development (Please initial your agreement on each line.)

- _____ attend and actively participate in all ES Mentor training sessions;
- _____ attend and actively participate in all scheduled ES Network meetings;
- _____ attend and actively participate in all scheduled ES "Hub" collaborative sessions;
- _____ serve as an Assessor on at least one (1) Assessor Cadre during the program year (Returning Mentors only);
- _____ attend and actively participate in one 2-hour ENCOMPASS session (New Mentors only); and
- _____ participate in ongoing online Forum discussions through www.Inductionsupport.com .

Mentor Name (Please print)

Date



Orange County Department of Education
Institute for Leadership Development
 Education Specialist Induction Program



2016-17 Support Mentor Agreement: Ed Specialist

I agree to serve as a Support Mentor for the Orange County Education Specialist Induction program. I understand that I am making a two-year commitment to this program. As a Support Mentor, I will develop and sustain a relationship with future ES Induction candidates who, due to their late hire, cannot enroll in the OCDE ES Induction Program until the next academic year. Upon successful completion of these agreements, I will receive my Mentor stipend at a rate of \$120.00 for each month of support provided per candidate I am assigned to.

Work with future ES Induction candidate (Please initial your agreement on each line.)

- _____ assist the candidate in establishing and maintaining an effective classroom management system;
- _____ meet **one-on-one** with each assigned candidate for a minimum of one (1) hour per week
- _____ assist the candidate in planning instruction;
- _____ assist the candidate in identifying appropriate assessments and using those instruments to assess student learning;
- _____ assist the candidate in analyzing data to confirm student learning and subsequent learning needs;
- _____ assist the candidate in defining and providing a system of instructional interventions for at-risk students;
- _____ assist the candidate in developing collaborative relationships with his/her teaching colleagues;
- _____ assist the candidate in developing relationships with the parents and families of the students they serve; and
- _____ assist the candidate in identifying and participating in appropriate professional development to support the evolution of his/her instructional practice.

Documentation (Please initial your agreement on each line.)

- _____ maintain the monthly Mentor Log used to document reflective conversations and support provided to the assigned candidate(s);

Professional Development (Please initial your agreement on each line.)

- _____ attend and actively participate in all scheduled "Hub" collaborative sessions; and
- _____ attend and actively participate in one 2-hour ENCOMPASS session (New Mentors only).

 Mentor Name (Please print)

 Date

 Signature

 School/District

Orange County Superintendent of Schools
Institute for Leadership Development

Orange County Department of Education Teacher Induction Program

MEMORANDUM OF UNDERSTANDING

2016-2017

This Memorandum of Understanding (MOU) is entered into this 1st day of July, 2016, by and between the Orange County Superintendent of Schools, hereinafter referred to as SUPERINTENDENT, and Laguna Beach Unified School District, hereinafter referred to as "participating school district/school", and Azusa Pacific University, Brandman University and California State University, Fullerton hereinafter referred to as "Participating Institution of High Education (IHE)", to form a Consortium, supporting qualifying teachers through the OCDE Teacher Induction Program.

A. PURPOSE

The purpose of this MOU is to establish a formal working relationship between the parties to this MOU and to set forth the operating conditions that will govern the OCDE Teacher Induction Program Consortium. Consortium members shall include but not be limited to the following participating school districts: Centralia School District, Cypress School District, Fountain Valley School District, GOALS Academy, Laguna Beach Unified School District, Los Alamitos Unified School District, Magnolia School District, Newport-Mesa Unified School District, Orange County Educational Arts Academy, Orange County School of the Arts, the Orange County Department of Education's Alternative, Community & Correctional Education Schools and Services (ACCESS) Program, and participating private schools enrolled through private school partnerships throughout Orange County.

B. GOALS

The goal of the OCDE Teacher Induction Program Consortium is to provide quality professional development and support to candidates required by the Commission on Teacher Credentialing to clear their preliminary multiple and/or single subject credentials through a CTC – approved Induction program. This support is provided by trained mentors who engage candidates in reflective practice and just in time support.

C. PARAMETERS

1. The term of this MOU shall commence on July 1, 2016 and end on June 30, 2017.
2. Contract monitoring responsibilities for this MOU shall rest with the SUPERINTENDENT.

D. RESPONSIBILITIES – General

1. The OCDE Induction Advisory Council is comprised of a senior level administrator from each General Education participating school/ district, at least one representative from the private school collaborative, at least one representative from the Education Specialist Induction Program, a representative from each of the participating Institutions of Higher Education (IHE), and the SUPERINTENDENT's designee; the Manager of the Institute for Leadership Development. Responsibilities of the Advisory Council are as follows:
 - a. Meet a minimum of three (3) times during the term of this MOU to review the design and implementation of the Induction Programs;
 - b. Provide operational leadership guidance for the Induction Programs; and
 - c. Review all required reports and documents, as required by the Commission on Teacher Credentialing, with the Manager of the Institute for Leadership Development & I.L.D. program staff.
2. SUPERINTENDENT agrees to the following:
 - a. Serve as Lead Educational Agency (LEA) of the Consortium.
 - b. Serve as the fiscal agent.
 - c. Serve as a contact among state agencies, participating school districts, participating charter schools, private schools and participating IHE's.
 - d. Serve as a clearinghouse for information, data collection and reporting requirements.
 - e. Employ a full-time Manager, full-time Program Specialist, an Administrative Assistant and a Program Data Technician to provide direction and support for the OCDE Teacher Induction Program.
 - f. Provide administration, management and coordination of project activities as described in the California Induction Common and Program Standards as well as guidelines of SB 2042.
 - g. Provide workspace for all OCDE Teacher Induction Program staff and secretarial support.
 - h. Provide all program materials to each participating school's Mentors, and to all candidates enrolled in the OCDE Teacher Induction Program.
 - i. Provide professional development and mentoring support to all candidates enrolled in the OCDE Teacher Induction Program.
 - j. Provide reimbursement for up to three (3) substitute days per candidate not to exceed the sum of One Hundred Twenty-five dollars (\$125) per substitute day. *Please note: documentation confirming the use of those sub days must be submitted to OCDE no later than March 31st, 2017. See Exhibit A.*

- k. Provide appropriate training(s) for one (1) Lead Mentor from each school/district, for Mentors assigned to candidates, and for those individuals identified by the OCDE Induction Advisory Council as future Induction Program leaders.
- Mentors will receive a professional development stipend, in addition to their Mentor stipend, upon completion of required mentor trainings. Up to four (4) after-school trainings will be planned throughout the 2016-17 program year. The professional development stipend will be calculated at a rate of \$15 per training hour completed.
 - *Please note: no substitute coverage is needed for this training and, therefore, no additional compensation will be forwarded to the school/district. See Exhibit B.*
- l. Upon completion of the responsibilities defined in the 2016-2017 Mentor Agreement, each Mentor will be paid a stipend in the amount of One thousand two hundred dollars (\$1,200) per candidate served. Should a candidate or Mentor leave the Consortium prior to the end of the school year, the stipend due to the Mentor shall be prorated at a rate of \$120 per month of mentor support provided. *Please note: Mentors will not receive additional compensation for mileage. See Exhibit C.*
- m. Provide each participating school district/collaborative a Lead Mentor stipend based on the number of candidates for which the Lead Mentor has oversight responsibilities as represented in the scale below:

1 – 5	Candidates	\$1, 500.00
6 – 10	Candidates	\$2, 000.00
11 – 15	Candidates	\$2, 500.00
16 – 20	Candidates	\$3, 000.00
21 – 25	Candidates	\$3, 500.00
26 – 30	Candidates	\$4, 000.00
31 – 35	Candidates	\$4, 500.00
36 – 40	Candidates	\$5, 000.00
41 – 45	Candidates	\$5, 500.00
46 – 50	Candidates	\$6, 000.00

**For every additional 5 Candidates enrolled, the Lead Mentor stipend will be increased by \$500.00.*

- n. Provide each participating school/district an Assistant Lead Mentor stipend when the candidate enrollment exceeds twenty-five. The stipend is based on the number of candidates for which the Lead Mentor has oversight responsibilities as represented in the scale below:

26 – 30	Candidates	\$1, 000.00
31 – 35	Candidates	\$1, 200.00
36 – 40	Candidates	\$1, 400.00
41 – 45	Candidates	\$1, 600.00
46 - 50	Candidates	\$1, 800.00

**For every additional 5 Candidates enrolled, the Assistant Lead Mentor stipend will be increased by \$200.00.*

In the event that the district enrollment exceeds twenty-five (25) candidates, the school/district may opt to establish Co-Leads, in lieu of one Lead Mentor and Assistant Lead Mentor. In this case, the school/district will receive the combined amount (Lead Mentor stipend + Assistant Lead Mentor stipend) to divide equally among the two Co-Leads.

Finally, in the event that an Assistant Lead Mentor is needed, for short-term support, due to extenuating circumstances and candidate enrollment is less than twenty-five (25), the OCDE Induction Advisory Council may approve a \$500 stipend that will be paid to an identified individual to secure that support.

- o. Provide mentor support for those candidates hired after the close of enrollment and who must postpone their participation in an Induction program until the following academic year.
 - p. Provide training for participating school/district Site Administrators in support of the California Standards for the Teaching Profession (CSTP), the Institute for Leadership Development's eight (8) identified Candidate Competencies, Induction Program Standards and/or other current educational issues.
 - q. Establish an Assessor Cadre to review and assess candidate competence as measured by specific program assessments. All Returning Mentors are required to serve as a mentor assessor in a minimum of one (1) and maximum of three (3) Cadre sessions during the program year. The OCDE Teacher Induction Program will reimburse the participating school/district for substitute coverage at rate of \$125 per substitute day used by the Assessor.
 - r. Establish a cadre of Just-in-time mentors who will provide virtual support, in content areas, on an as needed basis. The OCDE Teacher Induction Program will compensate these mentors at a rate of \$60 per documented hour of support.
 - s. Convene and facilitate the OCDE Induction Advisory Council meetings.
 - t. Organize and facilitate OCDE Teacher Induction Program evaluations. Establish and maintain accurate records for the OCDE Teacher Induction Program. Submit required reports and documents to appropriate agencies as requested.
3. SCHOOL DISTRICTS AND INDEPENDENT SCHOOLS COVERING TUITION COSTS FOR THEIR CANDIDATES agree to do the following:
- a. Remit payment of \$3,600 per Participating Teacher with their school or district by May 1, 2017.
 - b. Remit payment of \$120 per month for mentor support provided to candidates hired after the close of enrollment, but are required by the Commission on Teacher Credentialing to receive these services. See Exhibit D.
 - c. Identify a senior level administrator with decision making authority to serve as the school/district's "point of contact" for the OCDE Teacher Induction program. This

individual will sit on the OCDE Induction Advisory Council and adhere to the decisions made by the Council regardless of whether he/she is present during Council sessions. *Please note: In the case where this individual cannot attend the Council meeting, a designee will be sent to represent this school/district or independent school.*

- d. Support the identification of the Lead Mentor by the Manager of the Institute for Leadership Development. The Lead Mentor will attend appropriate meetings, monitor the implementation of the defined Induction program design and complete all required paperwork in a timely manner.
- e. Assist the Manager of the Institute for Leadership Development in the recruitment and enrollment of perspective candidates according to commission-defined criteria for eligibility. Those individuals responsible for the initial eligibility screening are to be current in their understanding of CTC regulations and procedures.
- f. Ensure that all newly-enrolled candidates participate in an advisement session and attend an initial orientation meeting that follows the OCDE Teacher Induction Program orientation protocol.
- g. Ensure that all candidates participate in appropriate training(s).
- h. Assist the Manager of the Institute for Leadership Development in the recruitment and selection of Mentors according to the established OCDE Induction Program criteria and process.
- i. Ensure that all Mentors understand the requirements of the OCDE Induction Program as defined for candidates and Mentors.
- j. Ensure that all Mentors attend all professional development required as defined for each mentor track i.e.; New Mentor or Returning Mentor.
- k. Upon receipt of the detailed disbursement document, each school/district will create an invoice for the total disbursement amount and send it to OCDE no later than May 1st, 2017. OCDE will approve the disbursement and release the funds no later than June 30th, 2017. OCDE reserves the right to make additional adjustments to final disbursement amount based on confirmation of substitute coverage used and fulfilment of defined professional development responsibilities. Upon receipt of funds, the independent school or member district will issue Mentor stipends for the amounts defined in the final disbursement letter that accompanies the funds. This will be done by the school/district within fourteen days of receiving said funding.
- l. Provide training space when requested by SUPERINTENDENT as part of their collaborative contribution.
- m. Participate in the evaluation of SB 2042 standards of the Induction Program.
- n. Ensure that all Site Administrators who supervise an OCDE Teacher Induction Candidate participate in the following: Triad Meetings, Annual Site Administrator Update Session, Exit Presentations, End-of-Year Colloquium and all program evaluations.

4. PARTICIPATING INSTITUTIONS OF HIGHER EDUCATION (IHE) agree to the following:
 - a. Appoint a liaison who will fulfill the roles and responsibilities of a university program co-sponsor as specified in the Induction Program Preconditions & Standards.
 - b. Require the liaison to serve as a member of the OCDE Induction Advisory Council and attend all OCDE Induction Advisory Council meetings.
 - c. Provide current research regarding effective teacher induction practices, teacher retention, and Induction Program standards as might be requested by the OCDE Induction Advisory Council.
 - d. Participate in the development, assessment, and evaluation of the Induction Program.
 - e. Provide information to Consortium participants regarding university program opportunities as appropriate.
 - f. Facilitate appropriate support services as identified by the OCDE Induction Advisory Council and program staff.

E. RESPONSIBILITIES – Fiscal

1. SUPERINTENDENT, in its capacity of LEA, agrees to the following:
 - a. Assume overall fiscal responsibility for the administration of all funds received, to include submission of year-end expenditure reports, and any other documentation sought by the California Department of Education (CDE) and/or the Commission on Teacher Credentialing (CTC).
 - b. Develop and maintain a budget that allocates funds sufficient to meet the costs of implementing program requirements as described above.
 - c. Monitor all budget expenditures and funds accordingly to established policies and procedures outlined by the funding agency.
 - d. In the event that a candidate chooses to withdraw from the OCDE Teacher Induction Program, that school/district will be financially responsible for reimbursing the program for any costs incurred during that teacher's enrollment. This may include, but not be limited to the cost of materials, trainings and Mentor compensation.
 - e. The obligation of SUPERINTENDENT under this MOU is contingent upon the availability of funds furnished through tuition monies collected. In the event that such funding is terminated or reduced, this MOU may be terminated and SUPERINTENDENT'S fiscal obligations hereunder shall be limited to a pro-rated amount of funding actually received by the SUPERINTENDENT. SUPERINTENDENT shall provide the participating school district written notification of such termination. Notice shall be deemed given when received by the participating

school district no later than three (3) days after the day of mailing. The address to which notices or demands may be given to either party may be changed by written notice given in accordance with the notice provisions of this section. As of the date of this MOU, the addresses of the parties are as follows:

PARTICIPATING SCHOOL/DISTRICT: Laguna Beach Unified School District
550 Blumont Street
Laguna Beach, California 92651
Attn: _____

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

F. SHARED ACCOUNTABILITY

1. In order to ensure that all candidates have the opportunity to participate in program activities, SUPERINTENDENT and the Participating School and/or districts agree to the following:
 - a. Develop strong communication links among all parties to this MOU, so that all information distributed is accurate and timely.
 - b. Distribute documentation regarding the roles and responsibilities of candidates, Mentors, and School Site Administrators annually.
 - c. Partner to provide training for ALL Site Administrators that focuses on the Induction Program Standards, California Standards for the Teaching Profession, the eight (8) Institute for Leadership Development Candidate Competencies, Induction Program Standards and/or other current educational issues.
 - d. Collaborate in stakeholder meetings with candidates and Mentors to make program recommendations and revisions.
 - e. Jointly develop and maintain records and documentation of activities/trainings conducted by the OCDE Teacher Induction Program.

G. TERMS AND CONDITIONS.

1. Any and all products developed for the OCDE Teacher Induction Program are the exclusive property of the Orange County Superintendent of Schools and the right to disseminate, market, or otherwise use the products shall only be with the express prior written permission of the SUPERINTENDENT.
2. Either party may terminate this MOU, with or without cause, upon thirty (30) days written notice served upon the other party. Notice shall be deemed given when received by the other party, no later than three (3) days after the day of mailing, whichever is sooner.

Orange County Superintendent of School

By: 
Authorized Signature

Printed Name Patricia McCaughey

Title: Administrator

Date: August 29, 2016

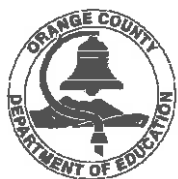
Laguna Beach Unified School District

By: _____
Authorized Signature

Printed Name: _____

Title: _____

Date: _____



Orange County Department of Education
Institute for Leadership Development
Teacher Induction Programs



imagine



believe



achieve

Substitute Teacher Coverage Confirmation

Name: _____ District/School: _____

I am a (select one):

☐ Participating Teacher

☐ Mentor

Date Sub needed: _____ for (select one):

☐ a full day

☐ a half day

☐ # of hours: _____

I secured a sub so that I could complete:

☐ Observe my PT (My PT's name is _____)

☐ Participate in a Focus Teacher Observation

☐ Other (please specify: _____)

Signature of Individual Submitting this documentation: _____

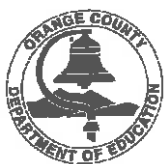
Date of submission: _____

Signature of School Personnel*: _____

Print Name of School Personnel: _____

*This is to confirm that a substitute teacher was secured
and should be signed by the appropriate party.

Candidates and Mentors are to submit completed document ELECTRONICALLY to
Nicole Stephenson @ nstephenson@ocde.us immediately following the use of the sub.



**Orange County Department of Education
Institute for Leadership Development
Teacher Induction Program**

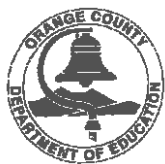


Compensation is provided to each Mentor in the form of a Mentor Stipend. Services rendered to the Induction Program in exchange for this stipend include:

- Conducting weekly, one-on-one collaboration sessions with each assigned Induction candidate (*no mileage reimbursement provided*);
- Conducting a Triad meeting at the beginning of each semester with each Induction candidate and his/her Site Administrator;
- Supporting the development and successful completion of the Induction candidate's Individual Learning Plan by ensuring that he/she receives the appropriate Mentor support and has access to resources needed to demonstrate competence as defined by the California Standards for the Teaching Profession and Institute for Leadership Development's Eight Candidate Competencies Observing each assigned ES Induction candidate at least once during each semester. In the case of Year 2 candidates, these observations will be captured on video;
- Attending district-led Network meetings, "Hub" Collaborative sessions, End-of-Semester Reviews, Exit Presentations/Colloquium; and
- Satisfying the expectations regarding the completion and timely submission of all documents as outlined in the Induction program design.

Additional Professional Development Compensation: *based upon an hourly rate of \$15*

Mentor Activity	# of Hours	Compensation
Mentor Training (9/16-6/17)		
New Mentors	10 hours	\$150.00
Returning Mentors	10 hours	\$150.00
Additional Professional Development		
ENCOMPASS Compassion Play (New Mentors ONLY)	2 hours	\$ 30.00
Generation Savvy (New Returning Mentors)	3 hours	\$ 45.00
Having Hard Conversations (Returning Mentors who have not attended in the past)	3 hours	\$ 45.00
Amount added to Base Stipend (\$1,200 per PT served)		
	New Mentors:	\$180
	Returning Mentors:	\$195



Orange County Department of Education
Institute for Leadership Development
Teacher Induction Program



2016-17 Mentor Agreement: Gen Ed

I agree to serve as an Induction Mentor for the Orange County Teacher Induction program. I understand that I am making a two-year commitment to this program. As an Induction Mentor, I will develop and sustain a relationship with each Induction candidate I am assigned to, built upon collaboration and reflection. Upon successful completion of these agreements, I will receive my Mentor stipend.

Work with Gen Ed Induction candidate (Please initial your agreement on each line.)

- _____ meet **one-on-one** with each assigned Induction candidate for a minimum of one (1) hour per week
- _____ assist in the formulation of each assigned Induction candidate's Individualized Learning Plan,;
- _____ assist in the collection of evidence documenting the evolution of each assigned Induction candidate's instructional practice and the application of his/her professional learning in the classroom;
- _____ facilitate each semester Triad meeting with the Site Administrator and Induction candidate;
- _____ assist in the identification of each assigned Induction candidate's driving question, the identification of three appropriate Case Study Students and the development of his/her Inquiry Project proposal;
- _____ oversee each assigned Induction candidate's efforts in generating an **electronic portfolio** that demonstrates his/her competence as defined by the California Standards of the Teaching Profession, and the Institute for Leadership Development's Eight Candidate Competencies; and
- _____ participate in each of the end-of-semester reviews and the Induction candidate's Exit Presentation/Colloquium.

Documentation (Please initial your agreement on each line.)

- _____ identify a Mentor goal that will serve as a focus for my work in supporting Induction candidates (Returning Mentors only);
- _____ complete the online Mid-year Program Survey (Winter, 2017);
- _____ complete all program assessments posted on www.Inductionsupport.com ;
- _____ maintain the monthly Mentor Log used to document reflective conversations and support provided to the Induction candidate;
- _____ view all tutorials on www.Inductionsupport.com and ensure that the Induction candidate does the same; and
- _____ complete all Induction tools that have been defined in the Induction program design.

Professional Development (Please initial your agreement on each line.)

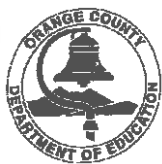
- _____ attend and actively participate in all Mentor training sessions;
- _____ attend and actively participate in all scheduled Network meetings;
- _____ attend and actively participate in all scheduled "Hub" collaborative sessions;
- _____ serve as an Assessor on at least one (1) Assessor Cadre during the program year (Returning Mentors only);
- _____ attend and actively participate in one 2-hour ENCOMPASS session (New Mentors only); and
- _____ participate in ongoing online Forum discussions through www.Inductionsupport.com .

 Mentor Name (Please print)

 Date

 Signature

 School/District



Orange County Department of Education
Institute for Leadership Development
 Teacher Induction Program



2016-17 Support Mentor Agreement: Gen Ed

I agree to serve as a Support Mentor for the Orange County Teacher Induction program. I understand that I am making a two-year commitment to this program. As a Support Mentor, I will develop and sustain a relationship with future Induction candidates who, due to their late hire, cannot enroll in the OCDE Teacher Induction Program until the next academic year. Upon successful completion of these agreements, I will receive my Mentor stipend at a rate of \$120.00 for each month of support provided per candidate I am assigned to.

Work with future Gen Ed Induction candidate (Please initial your agreement on each line.)

- _____ assist the candidate in establishing and maintaining an effective classroom management system;
- _____ meet one-on-one with each assigned candidate for a minimum of one (1) hour per week
- _____ assist the candidate in planning instruction;
- _____ assist the candidate in identifying appropriate assessments and using those instruments to assess student learning;
- _____ assist the candidate in analyzing data to confirm student learning and subsequent learning needs;
- _____ assist the candidate in defining and providing a system of instructional interventions for at-risk students;
- _____ assist the candidate in developing collaborative relationships with his/her teaching colleagues;
- _____ assist the candidate in developing relationships with the parents and families of the students they serve; and
- _____ assist the candidate in identifying and participating in appropriate professional development to support the evolution of his/her instructional practice.

Documentation (Please initial your agreement on each line.)

- _____ maintain the monthly Mentor Log used to document reflective conversations and support provided to the assigned candidate(s);

Professional Development (Please initial your agreement on each line.)

- _____ attend and actively participate in all scheduled "Hub" collaborative sessions; and
- _____ attend and actively participate in one 2-hour ENCOMPASS session (New Mentors only).

 Mentor Name (Please print)

 Date

 Signature

 School/District

Laguna Beach Unified School District

9.k. CONSENT/ACTION

September 13, 2016

Approval: Quarterly Report – Board Policy 3002 – Investments

Proposal

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

Background

Government Code section 53646 was rendered optional for school district in January 1, 2010; however, the code also recommends optional reporting continue as previously mandated under this same section. The chief fiscal officer of each local agency in California is asked to annually render a statement of investment policy and to render quarterly reports to the governing board with respect to the agency's investments. A District Investment Policy was adopted at the October 22, 2002 regular Board meeting.

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

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

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

On July 3, 1995, the Office of the Treasury-Tax Collector established a separate bank and custody account entitled the Orange County Educational Investment Pool for public education funds. The June 2016 Treasurer's Management Report from the Orange County Treasurer's Office and the June 2016, bank statements for District funds held outside the County Treasury are available at the District office for review.

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

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

Budget Impact

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

Recommended Action

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

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

June 30, 2016

As of June 30, 2016, Laguna Beach Unified School District had the following deposits:

At the Orange County Treasury

General Fund	\$ 8,596,372
Adult Education	83,900
Cafeteria Fund	95,096
Special Reserve Other Than C/O	16,003,449
Capital Facilities Fund	323,378
Special Reserve Fund – FRRP	6,030,394
Special Reserve – Aliso Property	5,679,160
Special Reserve – Capital Imp Plan	<u>5,229,693</u>

Total in County Treasury **\$42,041,442**

At Wells Fargo Bank

LBUSD Revolving Cash Account	\$ 40,618
Miscellaneous Clearing Account	571,953
Cafeteria Fund Clearing Account	1,543
Laguna Beach High School Student Body Account - Savings	79,771
Thurston Student Body Account – Checking	<u>38,135</u>

Total in Wells Fargo Bank **\$ 732,020**

At Citizen's Business Bank

Laguna Beach High School Student Body Account – Checking	\$ 97,290
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At U.S. Bank

Community Facilities District No. 98-1 (Crystal Cove)	
Bond Administration Fund	\$ 29,601

CalPERS

California Employees' Retiree Benefit Trust (CERBT) - Strategy 3	\$ 2,336,219
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ORANGE COUNTY TREASURER-TAX COLLECTOR
INVESTMENT POOL STATISTICS
FOR THE MONTH, QUARTER, AND FISCAL YEAR ENDED: JUNE 30, 2016

INVESTMENT STATISTICS - By Investment Pool***							
DESCRIPTION	CURRENT BALANCES	Average Days to Maturity	Daily Yield as of 8/30/16	MONTHLY Gross Yield	QUARTER Average Yield	ANNUAL Average Yield	Current NAV
COMBINED POOL BALANCES (includes the Extended Fund)							
Orange County Investment Pool	MARKET Value \$	387	0.76%				1.00
	COST (Capital) \$			0.80%			
	MONTHLY AVG Balance \$				0.74%		
	QUARTERLY AVG Balance \$					0.64%	
	ANNUAL AVG Balance \$						
	BOOK Value \$						
Orange County Educational Investment Pool	MARKET Value \$	339	0.72%				1.00
	COST (Capital) \$			0.76%			
	MONTHLY AVG Balance \$				0.75%		
	QUARTERLY AVG Balance \$					0.65%	
	ANNUAL AVG Balance \$						
	BOOK Value \$						
INVESTMENT STATISTICS - Non Pooled Investments **							
DESCRIPTION	CURRENT BALANCE	BOOK BALANCE BY INVESTMENT TYPE					
Specific Investment							
Funds:	MARKET Value \$	308,238,131	County General- Tax Exempt Non AMT				\$ 221,771,788
100, 15B, 283, 505, 850 FVSD	COST (Capital) \$	308,058,713	John Wayne Airport Investment Pool				50,212,143
	MONTHLY AVG Balance \$	306,607,799	Repurchase Agreement				1,081,500
	QUARTERLY AVG Balance \$	304,743,910	Fountain Valley School District Fund 40				34,909,366
	ANNUAL AVG Balance \$	267,067,953	GNMA Mortgage-Backed Securities				83,916
	BOOK Value \$	307,754,837					
							\$ 308,058,713
MONTH END TOTALS							
INVESTMENTS & CASH		FUND ACCOUNTING & SPECIFIC INVESTMENTS					
COUNTY MONEY MARKET FUND							
County Money Market Fund	\$ 928,388,018	County Funds				\$3,693,219,346	
County Cash	14,113,417	Educational Funds				4,270,223,905	
EXTENDED FUND	5,388,717,911	Specific Investment Funds				308,058,713	
EDUCATIONAL MONEY MARKET FUND							
Educational Money Market Fund	1,611,060,501						
Educational Cash	21,163,404						
NON-POOLED INVESTMENT							
Non Pooled Investments @ Cost	308,058,713						
	\$ 8,271,501,964	\$ 8,271,501,964					
KEY POOL STATISTICS							
INTEREST RATE YIELD		WEIGHTED AVERAGE MATURITY (WAM)					
OCMMF - MONTHLY GROSS YIELD	0.44%	OCMMF				56	
OCEMMF - MONTHLY GROSS YIELD	0.43%	OCEMMF				57	
JOHN WAYNE AIRPORT - MONTHLY GROSS YIELD	0.50%	JOHN WAYNE AIRPORT				58	
OCIP - YTD NET YIELD****	0.57%	LGIP (Standard & Poors) AAAM/AAm				43	
OCEIP - YTD NET YIELD****	0.58%						
90-DAY T-BILL YIELD - MONTHLY AVERAGE (Bloomberg)	0.26%						

California Employers' Retiree Benefit Trust (CERBT)

CERBT Strategy 3



June 30, 2016

Objective

The objective of the CERBT Strategy 3 portfolio is to seek returns that reflect the broad investment performance of the financial markets through capital appreciation and investment income. There is no guarantee that the portfolio will achieve its investment objective.

Strategy

The CERBT Strategy 3 portfolio is invested in various asset classes in percentages approved by the CalPERS Board. The specific percentages of portfolio assets allocated to each asset class are shown under "Composition". Generally, equities are intended to help build the value of the employer's portfolio over the long term while bonds are intended to help provide income and stability of principal. Also, strategies invested in a higher percentage of equities seek higher investment returns (but assume more risk) compared with strategies invested in a higher percentage of bonds.

Compared with CERBT Strategy 1 and Strategy 2, this portfolio consists of a lower percentage of equities than bonds, and other assets. Historically, funds with a lower percentage of equities have displayed less price volatility and therefore, this portfolio may experience less fluctuation of value. Employers that seek greater stability of value, in exchange for possible lower investment returns, may wish to consider this portfolio.

CalPERS Board may change the list of approved asset classes, in composition as well as targeted allocation percentages and ranges at any time.

Assets Under Management

As of the specified reporting month-end, the aggregate total of assets under management for all CERBT Strategies was **\$5,095,665,909**.

Composition

Asset Class Allocations and Benchmarks

The CERBT Strategy 3 portfolio consists of the following asset classes and corresponding benchmarks:

Asset Class	Target Allocation ¹	Target Range	Benchmark
Global Equity	24%	± 2%	MSCI All Country World Index IMI (net)
Fixed Income	39%	± 2%	Barclays Capital Long Liability Index
Treasury Inflation-Protected Securities ("TIPS")	26%	± 2%	Barclays Capital Global: US TIPS Index
Real Estate Investment Trusts ("REITs")	8%	± 2%	FTSE EPRA/NAREIT Developed Liquid Index (net)
Commodities	3%	± 2%	S&P GSCI Total Return Index

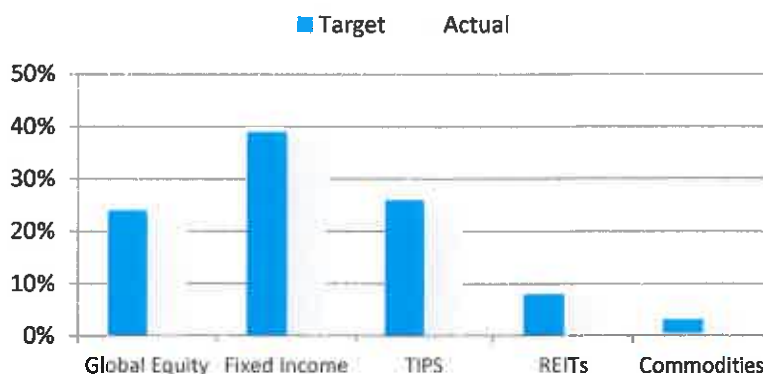
¹ Allocations approved by the Board at the October 2014 Investment Committee meeting

Portfolio Benchmark

The CERBT Strategy 3 benchmark is a composite of underlying asset class market indices, each assigned the target weight for the asset class it represents.

Target vs. Actual Asset Class Allocations

The following chart shows policy target allocations compared with actual asset allocations as of the specified reporting month-end. CalPERS may overweight or underweight an allocation to a particular asset class based on market, economic, or CalPERS policy considerations.



CERBT Strategy 3 Performance as of June 30, 2016

	1 Month	3 Months	Fiscal YTD	1 Year	3 Years*	5 Years*	Since Inception* January 1, 2012)
Returns before expenses ¹	1.83%	2.96%	4.18%	4.18%	5.54%	-	5.97%
Benchmark returns	1.82%	2.82%	4.07%	4.07%	5.13%	-	5.66%

*Returns for periods greater than one year are annualized.

¹ See the Expense section of this document.

California Employers' Retiree Benefit Trust (CERBT)

CERBT Strategy 3

June 30, 2016



General Information

Information Accessibility

The CERBT Strategy 3 portfolio consists of assets managed internally by CalPERS and/or external advisors. Since it is not a mutual fund, a prospectus is not available nor is information available from a newspaper source. This summary is designed to provide descriptive information. CalPERS provides a quarterly statement of the employer's account and other information about the CERBT. For total market value, detailed asset allocation, investment policy and current performance information, including performance to the most recent month-end, please visit our website at: www.calpers.ca.gov.

Portfolio Manager Information

The CalPERS Investment Committee and Board of Administration directs the investment strategy and investments of the CERBT. Under that direction, CalPERS Investment staff manages fixed income, treasury inflation-protected securities and commodities assets; and State Street Global Advisors (SSgA) manages the global equity and real estate investment trust assets.

Custodian and Record Keeper

State Street Bank serves as custodian for the CERBT. Northeast Retirement Services serves as record keeper.

Expenses

CERBT is a self-funded trust in which participating employers pay for all administrative and investment expenses. Expenses reduce the gross investment return by the fee amount. The larger the fee, the greater the reduction of investment return. Currently, CERBT expenses are 0.10% which consist of administrative expenses borne by CalPERS to administer and oversee the Trust assets, investment management and administrative fees paid to SSgA to manage the global equity and real estate trust assets, and recordkeeping fees paid to Northeast Retirement Services to administer individual employer accounts. The expenses described herein are reflected in the net asset value per share. CERBT's actual expenses may differ from the amount currently being accrued due to factors such as changes in average fund assets or market conditions. The expense accrual rate may change without notice in order to reflect changes in average portfolio assets or in expense amounts. The CalPERS Board annually reviews the operating expenses and changes may be made as appropriate. Even if the portfolio loses money during a period, the fee is still charged.

What Employers Own

Each employer choosing CERBT Strategy 3 owns a percentage of this portfolio, which invests in pooled asset classes managed by CalPERS and/or external advisors. Employers do not have direct ownership of the securities in the portfolio.

Price

The value of the portfolio changes daily, based upon the market value of the underlying securities. Just as prices of individual securities fluctuate, the portfolio's value also changes with market conditions.

Principal Risks of the Portfolio

The CalPERS CERBT Fund provides California government employers with a trust through which they may prefund retiree medical costs and other post-employment benefits. CERBT is not, however, a defined benefit plan. There is no guarantee that the portfolio will achieve its investment objectives nor provide sufficient funding to meet these employer obligations. Further, CalPERS will not make up the difference between actual health care premiums for payment of future benefits provided to retirees should CERBT assets not be sufficient to cover future obligations.

An investment in the portfolio is not a bank deposit, and it is not insured nor guaranteed by the Federal Deposit Insurance Corporation (FDIC), CalPERS, the State of California or any other government agency.

There are risks associated with investing, including possible loss of principal. The portfolio's risk depends in part on the portfolio's asset class allocations and the selection, weighting and risks of the underlying investments. For more information about investment risks, please see the document entitled "CERBT Principal Investment Risks" located at www.calpers.ca.gov.

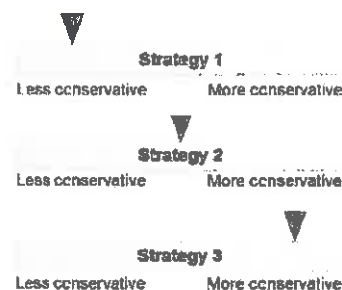
Fund Performance

Performance data shown on page 1 represents past performance and is no guarantee of future results. The investment return and principal value of an investment will fluctuate so that an employer's units, when redeemed, may be worth more or less than their original cost. Current performance may be higher or lower than historical performance data shown. For current performance information, please visit www.calpers.ca.gov and follow the links to California Employer Retirees' Benefit Trust.

CERBT Strategy Risk Levels

CalPERS offers employers the choice of one of three investment strategies. Risk levels among strategies vary, depending upon the target asset class allocations. Generally, equities carry more risk than fixed income securities.

Asset Class Target Allocation	Strategy 1	Strategy 2	Strategy 3
Global Equity	57%	40%	24%
Fixed Income	27%	39%	39%
Treasury Inflation-Protected Securities	5%	10%	26%
Real Estate Investment Trusts	8%	8%	8%
Commodities	3%	3%	3%



Laguna Beach Unified School District

9.I. CONSENT/ACTION

September 13, 2016

Approval: Extend Award of Contract for Furniture and Accessories to Culver-Newlin Inc., and Concepts School and Office Furnishings based on Hawthorne School District Piggyback Purchasing Bid #13-14-1 Through June 30, 2017

Proposal

Staff recommends the Board of Education renew award a contract for furniture and accessories to Culver-Newlin Inc., and Concepts School and Office Furnishings based on Hawthorne Unified School District piggyback purchasing bid #13-14-1 through June 30, 2017.

Background

On May 25, 2016, the Hawthorne School District's Board of Trustees approved to renew Bid 13-14-1, with Culver Newlin and Concepts School and Office Furnishings, and includes language regarding the use of the most current catalog as well as compliance with SB 854, DIR registration. This contract renewal expires in June 30, 2017. The contract may be extended by mutual consent through June 30, 2019, subject to performance reviews and pursuant to the terms of the bid.

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 this bid, published by Hawthorne School District, from the awarded vendors.

This bid identified three contractors as low bidder related to different types of furniture. Each of those low bidder contractors are accessible under this authorization.

Budget Impact

There is no financial impact to allowing this purchasing option. Separate Board actions will indicate program improvements and timelines.

Recommended Action

Staff recommends the Board of Education extend award a contract for furniture and accessories to Culver-Newlin Inc. and Concepts School and Office Furnishings based on Hawthorne School District piggyback purchasing bid #13-14-1 through June 30, 2017.

Laguna Beach Unified School District

10. INFORMATION

September 13, 2016

Presentation of the LBUSD Summer School Program for 2015/16 School Year

Proposal

Staff will present an update to the Board of Education regarding the results of the 2015/16 Summer School Program.

Background

A Summer School Committee was formed to review and implement a meaningful and comprehensive summer school program for students from K-12. The K-8 summer school principal was charged with creating a system to evaluate student growth resulting from participation in the program. The data will illustrate the successes and needs of the program. The summer school staff was polled to offer recommendations to enhance and strengthen the program in 2017. This information will be included in the report.

Budget Impact

There is no budget impact for this report.

Recommended Action

No action is required. This presentation is for information purposes only.

Laguna Beach Unified School District

11. INFORMATION

September 13, 2016

Opening of the 2016-2017 School Year

Background

Cabinet members will present on the preparation and opening of the 2016-2017 school year.

Recommended Action

Staff recommends the Board of Education receive the report on the Opening of the 2016-2017 School Year.

Laguna Beach Unified School District

12. ACTION

September 13, 2016

Approval: Resolution No. 16-13: Ensure Availability of Textbooks and Instructional Materials for 2016-2017 and Certification of Provision of Standards-Aligned Instructional Materials Per Education Code Sections 60119 and 60422 (b)

Proposal

Staff proposes the Board of Education approve Resolution No. 16-13: Ensure Availability of Textbooks and Instructional Materials for 2016-2017 and Certification of Provision of Standards-Aligned Instructional Materials per Education Code Sections 60119 and 60422 (b).

Background

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

Budget Impact

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

Recommended Action

Staff recommends that following a public hearing and public input, the Board of Education approve Resolution No. 16-13: Ensure Availability of Textbooks and Instructional Materials for 2016-2017 and Certification of Provision of Standards Aligned Instructional Materials per Education Code Sections 60119 and 60422 (b).

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

Certification of Provision of Standards-Aligned Instructional Materials

The Governing Board of the Laguna Beach Unified School District hereby certifies that as of September 13, 2016, each pupil in the District, in kindergarten through grade twelve (12), has been provided with a standards-aligned textbook or basic instructional materials in each of the following areas:

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

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

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

Certification was approved by the Governing Board at a public meeting held on September 13, 2016.

RESOLUTION NO. 16-13 OF THE LAGUNA BEACH UNIFIED SCHOOL DISTRICT
GOVERNING BOARD OF EDUCATION DETERMINING STEPS TO ENSURE
AVAILABILITY OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS FOR 2016-17

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

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

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

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

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

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

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

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

WHEREAS, a public hearing was held on September 13, 2016, at 6 o'clock, which is on or before the eighth week of school and;

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

- (i) Mathematics,
- (ii) Science,
- (iii) History-social science,
- (iv) English/language arts, including the English language development component of an adopted program,
- (v) Visual and performing arts. (Not listed in 60605 or 33126)

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

BE IT FURTHER RESOLVED, that for the 2016-17 school year, the Laguna Beach Unified School District, has provided each pupil with sufficient textbooks or instructional materials, or both, that are aligned to the content standards adopted pursuant to Education Code Section 60605 and Education Code Section 33126 in each subject listed above, consistent with the content and consistent with the cycles and content of the curriculum framework adopted by the State Board for those subjects.

BE IT FURTHER RESOLVED, that for the 2016-17 school year, the School District has provided sufficient textbooks or instructional materials, or both, that are consistent with the content and cycles of the curriculum frameworks adopted by the state board, to each pupil enrolled in a foreign language or health course, and that sufficient laboratory science equipment applicable to science laboratory courses offered in grades 9 to 12, inclusive, is available to pupils.

AYES: Members:

NOES: Members:

ABSENT: Members:

STATE OF CALIFORNIA

COUNTY OF ORANGE

I hereby certify that the foregoing Resolution was duly and regularly adopted
by the Laguna Beach Unified School District at a regular meeting of the said board held
at Laguna Beach, California on the 13th day of September, 2016.

ATTEST:

William Landsiedel, President

Jan Vickers, Clerk

Laguna Beach Unified School District

13. ACTION

September 13, 2016

Approval: Resolution 16-14: Cooperative Grant Between the Laguna Beach Unified School District and the Department of Rehabilitation to Provide Vocational Rehabilitation Services through a Transition Partnership Project (TPP)

Proposal

Staff proposes that the Board of Education approve Resolution 16-14: Cooperative Grant between the Laguna Beach Unified School District and the Department of Rehabilitation to provide vocational rehabilitation services through a Transition Partnership Project (TPP).

Background

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

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

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

Budget Impact

The grant budget provides \$279,000 for the period of July 1, 2016 to June 30, 2019.

Recommended Action

Staff recommends the Board of Education approve Resolution 16-14: Cooperative Grant between the Laguna Beach Unified School District and the Department of Rehabilitation to provide vocational rehabilitation services through a Transition Partnership Project (TPP).

FULL Name of Corporation or Public Agency

Laguna Beach Unified School District

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

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

Name/Position of Person Authorized to Sign Agreement

Alycia Odipo, Ed D., Assistant Superintendent, Instructional Services

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

CERTIFICATION

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

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

Address Where Board Meeting Held

550 Blumont St. Laguna Beach, CA 92651

Date of Board Meeting

Signature of Recording Secretary

Date Signed

September 13, 2016

[Signature]

STATE OF CALIFORNIA
STANDARD AGREEMENT
STD 213 (Rev 06/03)

AGREEMENT NUMBER
30042
REGISTRATION NUMBER
N/A

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

STATE AGENCY'S NAME

Department of Rehabilitation

CONTRACTOR'S NAME

Laguna Beach Unified School District

2. The term of this Agreement is: July 1, 2016 through June 30, 2019
3. The maximum amount of this Agreement is: \$279,000.00
Certified Expenditure \$189,000.00
4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

CFDA #84.126A State Vocational Rehabilitation Services Program

Exhibit A - Scope of Work

1 page

Exhibit A.1 - Contractor's Program Scope of Work

7 pages

Exhibit B - Budget Detail and Payment Provisions

4 pages

Contractor's Program Budget and Narrative

9 pages

Exhibit C* - General Terms and Conditions

GTC 610 (Dated 06/09/10)

1 page

Exhibit D - Special Terms and Conditions (Attached hereto as part of this agreement)

7 pages

Exhibit E - Additional Provisions - Federally Funded Agreements

3 pages

Exhibit F - Additional Provisions - Cooperative/Case Service Agreements

3 pages

Exhibit G - Additional Provisions - Contractor's Monitoring & Transportation

1 page

Items shown with an Asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.
These documents can be viewed at www.ols.dgs.ca.gov/Standard+Language

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR

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

Laguna Beach Unified School District

BY (Authorized Signature)

DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

ADDRESS

550 Blumont Street, Laguna Beach, CA 92651

STATE OF CALIFORNIA

AGENCY NAME

Department of Rehabilitation

BY (Authorized Signature)

DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

Simone Dumas, Chief, Contracts and Procurement Section

ADDRESS

721 Capitol Mall, 6th Floor, Sacramento, CA 95814

California Department of General
Services Use Only

☐ Exempt per:

EXHIBIT A
(Standard Agreement - Subvention)

1. PURPOSE

Subvention: VR Third Party Cooperative/Case Service Agreements:

2. AUTHORITY

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

Regulations: 34 CFR 369.2 (b)

Catalog of Federal Domestic Assistance Number (CFDA) 84.126A

3. CONTRACT REPRESENTATIVES

The Contractor shall direct all inquiries during the term of this Agreement to the DOR Contract Administrator listed herein:

<p>Department of Rehabilitation Scott Jaeger SSML or designee 7575 Metropolitan Dr. #107 San Diego, CA 92108 (619) 767-2128 (619) 767-2134 (fax) Scott.Jaeger@dor.ca.gov</p>	<p>Laguna Beach Unified School District Irene White Special Education /Student Services 550 Blumont St. Laguna Beach, CA 92651 (949) 497-7700 x 5208 (949) 497-3199 (fax) jwhite@lbusd.org</p>
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4. DESCRIPTION OF SERVICES/DELIVERABLES

See attached program description - EXHIBIT A.1

EXHIBIT A.1
(Standard Agreement - Subvention)

COOPERATIVE CONTRACT
LAGUNA BEACH UNIFIED SCHOOL
TRANSITION PARTNERSHIP PROGRAM

SCOPE OF WORK

I. INTRODUCTION

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

The TPP staff will provide much needed services including Pre-Employment and Training Services (PETS) Vocational Evaluation, Vocational Instruction/Employment Preparation/PETS Workplace Readiness Training, Job Development, Placement and Follow up/PETS Workplace Readiness Training) and Work Experience/PETS Work-based Learning Experience; designed to prepare TPP student/DOR clients to obtain and retain competitive employment. Our TPP Program will utilize pre-employment pullout and classroom models to develop TPP student/DOR consumer skills. All services, funded directly or through certified expenditures, provided through this agreement shall be exclusively for TPP student/DOR clients.

High school students will be referred to the TPP two to three years prior to graduation. TPP staff will continue working with TPP students/DOR clients for up to one year post graduation, and may be extended on a case by case basis if the client is actively participating in job development, NSE job coaching, or close to a successful closure. TPP staff from Laguna Beach Unified School District will continue to work closely with the DOR counselors throughout the referral, eligibility, and planning processes to ensure coordinated services that will lead to a successful employment outcome.

For the fiscal year 7/1/2016 – 6/30/2017, a total of 20 unduplicated TPP student/ DOR clients will receive services through this cooperative contract.

As a result of services provided through this contract, it is expected that DOR will:

- Open 15 new cases (applicant status)
- Develop 10 new Individual Plans for Employment (IPE's)
- Close 11 cases Successfully Rehabilitated

For the fiscal year 7/1/2017 – 6/30/2018, a total of 20 unduplicated DOR TPP student/DOR clients will receive services through this cooperative contract.

As a result of services provided through this contract, it is expected that DOR will:

- Open 15 new cases (applicant status)
- Develop 10 new Individual Plans for Employment (IPE)
- Close 11 cases Successfully Rehabilitated

For the fiscal year 7/1/2018 – 6/30/2019, a total of 20 unduplicated DOR TPP student/DOR clients will receive services through this cooperative contract.

As a result of services provided through this contract, it is expected that DOR will:

- Open 15 new cases (applicant status)
- Develop 10 new Individual Plans for Employment (IPE)
- Close 11 cases Successfully Rehabilitated

II. SERVICES TO BE PROVIDED

Transition Partnership Program (TPP) COOP Pre-Employment TRANSITION SERVICES (PETS)

The term "TPP COOP Pre-employment Transition Services (PETS)" means a coordinated set of activities for a TPP student/DOR client, designed within an outcome-oriented process that promotes movement from school to post school activities. This will include a variety of services in classroom, community, and work settings provided to TPP students with a disability and focus on the following core services:

- Job exploration counseling
- Work based learning experiences
- Counseling on post-secondary opportunities
- Workplace readiness training
- Instruction in self advocacy.

These services, in addition to others provided on an individual basis are intended to ultimately result in competitive integrated employment.

The coordinated PETS activities shall include DOR, the school, and other appropriate agencies that may provide services to the TPP student/DOR client including Regional Centers, the One Stop system, and Social Security administration. PETS activities are based upon the individual TPP student/DOR client needs, taking into account the TPP student's/DOR clients preferences and interests as well as DOR IPE goals and objectives, and shall include instruction, community experiences, the development of employment and other post school adult living objectives, and, when appropriate, acquisition of daily living skills and functional vocational evaluation.

The following vocational rehabilitation services are designed to be provided under the auspices of a DOR third-party cooperative agreement, and individualized to each TPP student/DOR client needs and IPE. These services are not services that are certified by DOR or otherwise CARF accredited.

Pre-plan activity to include:

a. PETS Vocational Evaluation (PETS/VE)

1. DESCRIPTION OF SERVICE

The TPP Transition Service Coordinator and Employment Technician provide Vocational Evaluation services. These evaluation services provide an individualized, timely, and systematic process by which a TPP student/DOR client seeking employment learns to identify

strengths, barriers to employment, as well as viable vocational options and develop employment goals and objectives. VE includes an analysis of the TPP student/DOR client's prior work experience and transferable skills as well as interest in post secondary training or education, need for and type of work-based learning experiences, need for further job exploration counseling, need for training in workplace readiness, and need for training in self-advocacy skills. Published assessments may include career aptitude, career interest, career skills and interest inventory assessments. Actual work sites may also be used to conduct the evaluation and may include simulated work trials, the opportunity to conduct work activity with paid wages, job exploration, job shadowing, and volunteer activities. Job exploration counseling will be provided in conjunction with the counseling provided by the DOR counselor. Reporting of assessments completed, findings, and recommendations will be provided to the referring DOR Counselor.

2. Service Goals/Number to be served

During fiscal year 7/1/2016 – 6/30/2017, it is expected that:

- There shall be 15 TPP student/DOR clients who receive PETS Vocational Evaluation services.

During fiscal year 7/1/2017 - 6/30/2018, it is expected that:

- There shall be 15 TPP student/DOR clients who receive PETS Vocational Evaluation services.

During fiscal year 7/1/2018 – 6/30/2019, it is expected that:

- There shall be 15 TPP student/DOR clients who receive PETS Vocational Evaluation services.

Pre-plan or Plan activities to include:

b. Vocational Instruction/Employment Preparation/PETS Workplace Readiness Training:

1. DESCRIPTION OF SERVICES

The TPP Transition Service Coordinator, TPP Employment Technician and TPP Workplace Communication Specialist provide PETS Vocational Instruction/Employment Preparation services. These services consist of vocational rehabilitation instruction with curricular supports which can be provided as a class, in a group, or individually. This secondary school instruction is intended to support both pre-plan and plan activities, goals and objectives and will typically be provided until the TPP student/DOR client exits the secondary school system. Services will be in concert with the DOR IPE, once it is developed.

Activities may include instruction regarding techniques for obtaining and maintaining employment, such as:

- Job exploration counseling
- Instruction in self-advocacy
- Workplace readiness training including :
 - soft skills needed for successful employment
 - Interviewing techniques
 - Resume development

- Application preparation
- Appropriate work behaviors
- Relevant work practices
- Appropriate grooming and hygiene
- Assistance in becoming knowledgeable regarding the impact of employment on a TPP student/DOR client's disability and benefits

Reporting on employment preparation activities will be provided to the referring DOR counselor.

2. Service Goals/Number to be served

During fiscal year 7/1/2016 – 6/30/2017, it is expected that:

- There shall be 20 TPP student/DOR clients who receive Vocational Instruction/Employment Preparation/PETS Workplace Readiness Training.

During fiscal year 7/1/2017 – 6/30/2018, it is expected that:

- There shall be 20 TPP student/DOR clients who receive Vocational Instruction/Employment Preparation/PETS Workplace Readiness Training.

During fiscal year 7/1/2018 – 6/30/2019, it is expected that:

- There shall be 20 TPP student/DOR clients who receive Vocational Instruction/Employment Preparation/PETS Workplace Readiness Training.

Plan Activities to Include:

c. Work Experience/ PETS Work-based Learning Experience

1. DESCRIPTION OF SERVICES

The TPP Transition Service Coordinator and TPP Employment Technician provide PETS Work based learning experience services. These services include work experience services consisting of short term placements both on and off campus and monitoring the TPP student/DOR client's performance in the work environment. Work experience may include paid/unpaid internships, paid/unpaid employment, summer work experience, work exploration and job shadowing. TPP student/DOR clients may participate in more than one work experience situation. Work experiences are intended to be temporary placements to gain experience in the workplace. They may include instruction in self advocacy, if appropriate. They may also result in the development of any of the following: vocational direction, appropriate work attitudes, ethics, interpersonal skills, speed, and accuracy as well as some limited occupational skills.

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

2. Service Goals/Number to be served

During fiscal year 7/1/2016 – 6/30/2017, it is expected that:

- There shall be 10 TPP student/DOR clients who receive Work Experience/ PETS Work-based Learning Experience services.

During fiscal year 6/30/2017 – 6/30/2018, it is expected that:

- There shall be 10 TPP student/DOR clients who receive Work Experience/ PETS Work-based Learning Experience services.

During fiscal year 6/30/2018 – 6/30/2019, it is expected that:

- There shall be 10 TPP student/DOR clients who receive Work Experience PETS Work-based Learning Experience services.

d. Job Development, Placement and Follow-up/PETS Workplace Readiness Training

1. DESCRIPTION OF SERVICES

The TPP Transition Service Coordinator and TPP Employment Technician assist job ready TPP student/DOR clients, both in school and out-of-school, to obtain employment in the community by identifying specific job openings that are appropriate for each TPP student/DOR client, assisting in placing the TPP student/DOR client in the job, orient the TPP student/DOR client to the job, and identify specific ongoing support and resource needs. Activities include:

- Contact employers and build networks to develop and/or identify job opportunities
- Work site analysis, as needed
- Job site consultation to identify or modify barriers
- Negotiate job accommodations
- Negotiate customized employment placement
- Maintain an organized system of current job openings
- Assisting TPP student/DOR clients to find jobs which match their Individual Plan for Employment vocational goal
- Providing instruction in self-advocacy
- Assisting a TPP student/DOR client become knowledgeable regarding the conditions of their employment, such as:
 - Job description
 - Name of immediate supervisor
 - Responsibilities of the employee
 - Wage payment practices
 - Benefits
 - Conflict resolution procedures
 - Health and safety practices
- A limited amount of contact with the TPP student/DOR client and/or their employer post-placement to ensure job satisfaction.

2. Service Goals/Number to be served

During fiscal year 7/1/2016 – 6/30/2017, it is expected that:

- There shall be 20 TPP student/DOR clients who receive Job Development, Placement and Follow-up/PETS Workplace Readiness Training services.
- There shall be 15 TPP students/DOR clients placed in employment consistent with their IPE
- The placements shall result in 11 DOR successful closures

During fiscal year 7/1/2017– 6/30/2018, it is expected that:

- There shall be 20 TPP student/DOR clients who receive Job Development, Placement and Follow-up/PETS Workplace Readiness Training services.
- There shall be 15 TPP students/DOR clients placed in employment consistent with their IPE
- The placements shall result in 11 DOR successful closures.

During fiscal year 7/1/2018 – 6/30/2019, it is expected that:

- There shall be 20 TPP student/DOR clients who receive Job Development, Placement and Follow-up/PETS Workplace Readiness Training services.
- There shall be 15 TPP students/DOR clients placed in employment consistent with their IPE
- The placements shall result in 11 DOR successful closures

e. PETS Non-Supported Employment (NSE) Job Coaching

1. DESCRIPTION OF SERVICES

The TPP Transition Service Coordinator and TPP Employment Technician will provide job Coaching includes individual client assistance and support on or off-the-job in activities that are employment-related and needed to promote job adjustment and retention. Services depend upon individual client need. Activities include:

- Job orientation
- Job destination/transportation training
- Teaching job tasks
- Supervision at the worksite
- Coworker/supervisor consultation
- Assistance with integrating into the work environment or with changes in the work environment
- Provision of instruction in self-advocacy
- Assistance with public support agencies
- Family and residential provider consultation
- Ongoing contact with the TPP student/DOR client and/or employer to ensure continued job satisfaction

2. Service Goals/Number to be served

During fiscal year 7/1/2016 – 6/30/2017, it is expected that:

- There shall be 10 TPP student/DOR clients who receive PETS Non-supported Employment Job Coaching services.

During fiscal year 7/1/2017 – 6/30/2018, it is expected that:

- There shall be 10 TPP student/DOR clients who receive PETS Non-supported Employment Job Coaching services.

During fiscal year 7/1/2018 – 6/30/2019, it is expected that:

- There shall be 10 TPP student/DOR clients who receive PETS Non-supported Employment Job Coaching services.

III. CONTRACT ADMINISTRATOR/PROGRAM COORDINATOR

Scott Jaeger SSMI or designee
DOS Manager
Department of Rehabilitation
7575 Metropolitan Dr. #107
San Diego, CA 92108
(619) 767-2128
(619) 767-2134 (fax)

Irene White
Director Special Education /Student Services
Laguna Beach Unified School District
550 Blumont St.
Laguna Beach, CA 92651
(949) 497-7700 x 5208
(949) 497-3199 (fax)

IV. LINKAGES TO OTHER COMMUNITY AGENCIES

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

- Local One Stop
- Local Community Colleges
- Orange County Health Care Agency
- Chambers of Commerce
- Orange County Department of Education
- Vital Link
- Workability I Special Education services
- Capistrano Laguna ROP
- WIA Services
- South Orange county Family Resource Centers
- Community employers/sponsors

V. IN SERVICE TRAINING

Laguna Beach Unified School District TPP staff and DOR staff, through quarterly joint-unit meetings or at least twice yearly, will be cross-trained in the other agency's mission, services and methods, procedures, and professional approach.

EXHIBIT B
(Standard Agreement - Subvention)

BUDGET DETAIL AND PAYMENT PROVISIONS

1. INVOICING AND PAYMENT

A. Service Budget Payment of Expenditure

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

B. Submission of Invoice(s)

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

Compensation and Government Claims Board, where approval to pay is not guaranteed.

6. The DOR is committed to issue payments as quickly as possible following the receipt of an accurate and complete invoice of allowable costs as approved by the DOR Contract Administrator.

C. Appropriate Expenditures

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

D. Invoice Claim Adjustments

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

E. Budget Contract Amendments

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

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

F. Travel Reimbursements

If travel is reimbursable, the Contractor agrees that all travel expenses and per diem rates paid to its employees under this Agreement shall be reimbursed at actual costs not to

exceed the California Department of Human Resources (CalHR) designated rates for excluded employees. Go to CalHR website at <http://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx>. No travel outside the State of California except for bordering California states shall be reimbursed without prior documented written authorization from DOR.

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

2. BUDGET CONTINGENCY CLAUSE

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

3. BUDGET CONTINGENCY CLAUSE FOR FEDERALLY FUNDED AGREEMENTS

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

4. PROMPT PAYMENT CLAUSE

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

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

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

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

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

6. ACCOUNTING SYSTEM REQUIREMENTS

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

Laguna Beach Unified School District

Program Budget and Match Summary **July 1, 2016 - June 30, 2019**

	FY 7/1/2016- 6/30/2017	FY 7/1/2017- 6/30/2018	FY 7/1/2018- 6/30/2019
	<u>TOTALS</u>	<u>TOTALS</u>	<u>TOTALS</u>
DOR PROGRAM COSTS (From DOR Program Budget)	\$93,000	\$93,000	\$93,000
TOTAL PAYMENT BY DOR TO CONTRACTOR (From Service Budget)	\$93,000	\$93,000	\$93,000
TOTAL FEDERAL COSTS	\$186,000	\$186,000	\$186,000
Certified Match (If applicable)	\$63,000 25.30%	\$63,000 25.30%	\$63,000 25.30%
Total Federal Share	\$186,000 74.70%	\$186,000 74.70%	\$186,000 74.70%
Cash Match (If applicable)	\$0 0%	\$0 0%	\$0 0%
Total Federal Share	\$0 0%	\$0 0%	\$0 0%
TOTAL STATE MATCH	\$63,000	\$63,000	\$63,000

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

Laguna Beach Unified School District

DOR Program Budget July 1, 2016-June 30, 2019

<u>ITEM</u>	<u>FTE EXPENDITURE</u>	<u>FY 7/1/2016 to 6/30/2017</u>	<u>FY 7/1/2017 to 6/30/2018</u>	<u>FY 7/1/2018 to 6/30/2019</u>
Rehabilitation Team Unit 1 FTE = \$110,377	Units	0.50 \$55,189	0.50 \$55,189	0.50 \$55,189
Case Services (Individual Consumer Expenses)		37,811	37,811	37,811
	SUBTOTAL	\$93,000	\$93,000	\$93,000
Case Service Contract(s):				
TOTAL DOR PROGRAM COST		\$93,000	\$93,000	\$93,000

STATE OF CALIFORNIA
 TPP PETS SERVICE BUDGET

DEPARTMENT OF REHABILITATION

☒ Original

☐ Amendment

Contract Name and Address		Contract Number	Contract Dates	Contract Number	Contract Dates	Contract Number	Contract Dates		
Laguna Beach Unified School District 550 Blumont St. Laguna Beach, 92651		30042	95-6031797	95-6031797	1 of 1				
		7/1/2016 - 6/30/2017	7/1/2017 - 6/30/2018	7/1/2017 - 6/30/2018	7/1/2018 - 6/30/2019				
		7/1/2016 - 6/30/2017	7/1/2017 - 6/30/2018	7/1/2017 - 6/30/2018	7/1/2018 - 6/30/2019				
Line No.	PERSONNEL Position Title & Time Based	Annual Salary Per FTE	Annual FTE	Annual Salary Per FTE	Annual FTE	Amount Budgeted	Annual Salary Per FTE	Annual FTE	Amount Budgeted
PERSONNEL Subtotal									
1	TPP Transition Service Coord. 1 FTE = 40 hours per week for 11 months	\$80,412.00	0.2250	\$84,956.00	0.2250	\$19,115.10	\$89,428.00	0.2250	\$20,121.30
2	TPP Employment Technician 1 FTE = 28.75 hrs/wk for 10 mths	\$36,016.00	0.1000	\$38,374.00	0.1000	\$3,837.40	\$40,884.00	0.1000	\$4,069.40
3									
4									
5									
6	Admin Subtotal			\$21,894.30		\$23,952.50			\$24,189.70
7	TPP Transition Service Coord. 1 FTE = 40 hours per week for 11 months	\$80,412.00	0.5250	\$84,956.00	0.5250	\$44,601.90	\$89,428.00	0.5250	\$46,949.40
8	TPP Employment Technician 1 FTE = 28.75 hrs/wk for 10 mths	\$36,016.00	0.4000	\$38,374.00	0.4000	\$15,349.60	\$40,884.00	0.4000	\$16,273.60
9									
10									
11									
12									
13									
14									
15	PETS Subtotal			\$56,682.70					
16	Personnel Subtotal			\$78,317.00		\$59,951.50			\$62,223.30
17	OPERATIONAL/EXPENSES					\$82,904.06			\$87,413.00
18	Instructional Materials			\$3,105.00		\$2,000.00			\$3,000.00
19	Office Supplies			\$4,000.00		\$1,000.00			\$500.00
20	Mileage			\$500.00		\$1,000.00			\$1,000.00
21	Travel			\$1,500.00		\$500.00			\$500.00
22	Training			\$500.00		\$500.00			\$500.00
23	Printing			\$1,500.00		\$500.00			\$500.00
24	Operating Subtotal			\$9,105.00		\$4,518.00			\$9,000.00
25	Personnel and Operating Subtotal			\$87,422.00		\$87,432.00			\$93,000.00
26	Indirect Rate Percentage			6.35%		6.35%			6.35%
27	Indirect Cost			\$5,577.52		\$5,577.52			\$5,577.52
28	TOTAL (rounded to nearest dollar)			\$93,000		\$96,000			\$99,000

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

SERVICE BUDGET NARRATIVE

BENEFITS:

All personnel stated below will receive Retirement (STRS/PERS), Medi-Care, Pre Funded benefits (Retirement, Health and Welfare, Long term sick leave), Social Security, Unemployment Insurance, Worker's Comp; Medicare, Health Insurance including dental and vision; Life Insurance and depended Coverage as appropriate based on the number of hours employed by the District. Benefits and rates are Statutory Benefits (range of 13.06% - 15.71%, Health & Welfare (range of 25.39% - 10.23%), Professional Development range of \$1,114 - \$2,847).

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

PERSONNEL:

Contract Duties

TPP Transition Services Coordinator

Administrative Duties:

- Manages overall TPP Program
- Coordinates and monitors TPP referrals and intakes
- Responsible for TPP Interagency coordination and collaborations
- Responsible for TPP collaboration and representations within school district programs, administration and activities
- Oversees, revises, and develops TPP curriculum
- Attends Orange County Task Force for TPP
- Coordinates and interfaces with TPP staff
- Leads program meetings of TPP staff
- Interfaces with the Local and Regional DOR Offices and administrators on behalf of TPP
- Attends quarterly meetings and other TPP contract related meetings
- Collect certified expenditure time sheets
- Assist in tracking monthly budget expenditures
- Process expenditures in LBUSD system
- Develops and maintains TPP budget
- Develops and maintains TPP contract

Educational Duties

Transition Services Lead

Coordinates Workability services

PETS Direct Service:

- Coordinates employers and job sites for TPP (Job Development, Placement and Follow-up/PETS Workplace Readiness Training)
- Develops program worksites Work Experience/PETS Work-based Learning Training for TPP student/DOR clients
- Coordinates Transition Services and TPP program for TPP students/DOR clients (PETS VE, Employment Prep/PETS Workplace Readiness Training, Job Development, Placement and Follow-up/PETS Workplace Readiness Training and PETS NSE Job coaching), in conjunction with the DOR counselor.
- Participates in TPP student/DOR client IEPs/ITPs as requested by instructors/parents/students, not mandated or provided by District

TPP Employment Technician

Administrative Duties:

- Aide in TPP collaboration, and representations within school district programs, administration
- Aides in community/school outreach for TPP and activities
- Aids in coordinating and interfacing with TPP work skills teachers
- Collects certified and expenditure time sheets
- Attends quarterly meetings and other TPP Contract related meetings

Workability Specialist

Provides Workability services

PETS Direct Service:

- Aids in completing TPP student/DOR client career Interest surveys and vocational assessments (PETS VE)
- Aids in coordinating employers and job sites for TPP Job Development Placement and Follow-up/PETS Workplace Readiness Training, Work Experience/PETS NSE Job Coaching)
- Aids in developing program worksites including job placements for TPP student/DOR clients
- Participates in TPP student/DOR client IEP's/ITP's as requested by instructors, not mandated or provided by District

OPERATING EXPENSES:

Instructional Materials: TPP student/DOR client instructional materials for job preparation training, time management tools, curriculum materials for employment preparation, job development, placement, and follow-up.

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

Mileage: Mileage for staff using personal vehicles during the provision of contract services. Reimbursement will be at State CalHR approved rates.

Travel: Costs incurred for TPP contract staff, including air/bus fare and per diem expenses, while attending selected in State DOR activities, preapproved by the DOR contract Administrator.

Training: TPP Staff training to enhance contract performance; for applicable DOR activities. Includes training and/or conference fees; must be pre-approved in writing by the DOR Contract Administrator.

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

INDIRECT COSTS/ADMINISTRATIVE OVERHEAD:

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

July 1, 2016 - June 30, 2019

Confession: I Hate Myself

Laguna Beach Unified School District
550 Blumont St.
Laguna Beach CA 92651

Cooperative agency agrees it will make the following expenditures during the fiscal year, in conformity with the following narrative section titled "Cooperative Agency-Certified Expenditure Budget Narrative". These are not legally mandated services and are not services that the Cooperative agency otherwise provides. "NOTE: No portion of the below expenditures shall come from Federal Funds or WorkAbility I funds.

Item Expenditure	Fiscal Year 7/1/2016 - 6/30/2017	Fiscal Year 7/1/2017 - 6/30/2018	Fiscal Year 7/1/2018 - 6/30/2019
PERSONNEL			
Position Title & Time Basis	Annual Amount FTE	Annual Salary FTE	Annual Amount FTE
TPP Program Coordinator 1 FTE = 40 hours per week for 12 months	\$254,368.50 0.125	\$255,949.65 0.122	\$257,177.15 0.120
TPP Workplace Communication Specialist 1 FTE = 35 hours per week for 10 months	\$149,630.00 0.100	\$152,392.00 0.100	\$154,998.00 0.100
TPP Administrative Assistant 1 FTE = 40 hours per week for 12 months	\$124,838.00 0.100	\$126,356.00 0.100	\$128,808.00 0.100
Personnel Subtotal	\$59,221.66	\$59,221.66	\$59,221.66
OPERATING EXPENSES			
Operating Subtotal			
Personnel and Operating Subtotal	\$59,221.66	\$59,221.66	\$59,221.66
Indirect Cost Percentage	6.35%	6.35%	6.35%
Indirect Cost Total	\$3,778.34	\$3,778.34	\$3,778.34
TOTAL EXPENDITURES "CERTIFIED"	\$63,000.00	\$63,000.00	\$63,000.00

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

CERTIFIED EXPENDITURE BUDGET NARRATIVE

The following personnel will be assigned to the Cooperative Program and will function for a specified portion of their time in a vocational rehabilitation role, and that portion of their time will be certified for use by DOR for federal matching purposes (see Cooperative Agency Certified Budget Summary). This role will involve the provision of specific vocational rehabilitation services which are other than the traditional personnel role/services of the Cooperative Agency (CA). In order to identify the difference in function between their Cooperative Agency role and their vocational rehabilitation role, the following comparisons are made between their traditional and new duties (which constitute a "new pattern of service").

BENEFITS:

All personnel stated below will receive Retirement (STRS/PERS), Medi-Care, Pre Funded benefits (retirement, Health and Welfare, Long term sick leave), Social Security, Unemployment Insurance, Worker's Comp; Medicare, Health Insurance including dental and vision; Life Insurance and depended Coverage as appropriate based on the number of hours employed by the District. Benefits and rates are Statutory Benefits (range of 13.06% - 15.71%, Health & Welfare (range of 25.39% - 10.23%), Professional Development range of \$1,114 - \$2,847).

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

PERSONNEL:

Cooperative Program Duties

TPP Program Coordinator

1. Interfaces with TPP Transition Services Coordinator the activities being conducted relative to the TPP
2. Supervises the overall TPP functioning
3. Verifies TPP statistics, data

TPP Workplace Communication Specialist

1. Identifies TPP student/DOR client workplace communication needs
2. Provides group and individual instruction regarding vocabulary and communication skills and etiquette in the workplace for TPP students DOR clients as part of Vocational Instruction/PETS Workplace Readiness Training

Current Education Duties

Director of Special Ed/Student Services

Provides support to all special education teachers; coordinates staff development/ implementation of general curriculum

Speech and Language Specialist (1)

Addresses speech therapy needs identified in students' IEP's

TPP Administrative Assistant

1. Provides support to TPP Transition Services Coordinator in all areas of need for the contract

Administrative Assistant (1)

Provides clerical and programmatic support to Director of Special Education/Student Services

INDIRECT RATE:

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

EXHIBIT C

GENERAL TERMS AND CONDITIONS (GTC 610)

PLEASE NOTE: The General Terms and Conditions will be included in the Agreement by reference, you can view them at the Department of General Services, Office of Legal Services website at <http://www.ols.dgs.ca.gov/Standard+Language/default.htm>. Click on the Standard Contract Language section to expand, then click on GTC 610.

EXHIBIT D
(Standard Agreement - Subvention)

SPECIAL TERMS AND CONDITIONS

1. NOTIFICATION & COMPLIANCE

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

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

2. DISPUTES

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

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

3. RIGHT TO TERMINATE

- A. Either party reserves the right to terminate this Agreement subject to 30 days written notice.
- B. However, the Agreement can be immediately terminated for cause. The term "for cause" shall mean that the Contractor fails to meet the terms, conditions, and/or responsibilities of

the Agreement. In this instance, the Agreement termination shall be effective as of the date indicated on the State's notification to the Contractor.

4. TRAINING SEMINARS, WORKSHOPS OR CONFERENCES

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

5. INSURANCE REQUIREMENTS

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

(Agency/Department Name), The State of California, its officers, agents, employees and servants as additional insured, but only with respect to work performed under the Agreement.

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

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

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

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

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

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

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

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

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

6. CONFLICT OF INTEREST

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

7. CONFIDENTIALITY

- A. Contractor agrees to comply with the provisions applicable to consumer information as set forth in 34 Code of Federal Regulations, Section 361.38 and Title 9, California Code of Regulations, Section 7140 et seq., and personal information as set forth in the Information Practices Act of 1977 (California Civil Code Section 1798 et seq.).
- B. Contractor agrees that any personal information, as defined by the Information Practices Act of 1977 (California Civil Code Section 1798 et seq.) and this Agreement, obtained in the performance of this Agreement is classified as confidential and shall not be subject to disclosure to any source except as required by this contract or otherwise authorized by DOR.

- C. Contractor agrees to remove all confidential, sensitive, or personal information from any reports, publications, or other materials created during the performance of this contract prior to being released to the scientific and academic community, or other individuals or entities. The removal method(s) must be reasonable and appropriate to ensure that any confidential, sensitive, or personal information cannot be recovered, accessed, used or disclosed, which would result in a security breach or an information security incident.
- D. Subject to the applicable requirements of the regulations cited above, Contractor agrees to report any security breach or information security incident involving confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract to the DOR's Contract Administrator and the DOR's Information Security Officer. The DOR's Information Security Officer can be contacted via e-mail at iso@dor.ca.gov.
- E. Security breaches or information security incidents that shall be reported include, but are not limited to:
1. Inappropriate use or unauthorized disclosure of confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract by the Contractor or the Contractor's assignees. Disclosure methods include, but are not limited to, electronic, paper, and verbal.
 2. Unauthorized access to confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract. Information can be held in medium that includes, but is not limited to, electronic and paper.
 3. Loss or theft of information technology (IT) equipment, electronic devices/media, paper media, or data containing confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract. IT equipment and electronic devices/media include, but are not limited to, computers (e.g., laptops, desktops, tablets), smartphones, cell phones, CDs, DVDs, USB flash drives, servers, printers, peripherals, assistive technology devices (e.g., notetakers, videophones), and copiers. Data can be held in medium that includes, but is not limited to, electronic and paper.
- F. Contractor agrees to provide annual security and privacy training for all individuals who have access to confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract.
- G. Contractor agrees to obtain and maintain acknowledgements from all individuals to evidence their understanding of the consequences of violating California privacy laws and the contractor's information privacy and security policies.
- H. For contractors that do not have a security program that includes annual security and privacy training, a self-training manual is available on the DOR website in the "Requirements for Becoming a Service Provider" section under "Annual Security and Privacy Training for VR Service Providers." The self-training manual is named "Protecting Privacy in State Government" and can be downloaded at the following link:
<http://www.dor.ca.gov/VRED/Security-n-Privacy-Training.html>.

- I. Additional training and awareness tools are available at the California Information Security Office (CISO) website and the California Department of Justice – Privacy Enforcement and Protection website. These state entities created the self-training manual, "Protecting Privacy in State Government" that DOR revised to meet its business needs.

8. AUDIT AND REVIEW REQUIREMENTS

A. General Audit and Review Requirements

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

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

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

9. COMPETITIVE BIDDING AND PROCUREMENTS

- A. Contractor shall comply with applicable laws and regulations regarding securing competitive bids and undertaking negotiations in Contractor's Agreements with other entities for acquisition of goods and services with funds provided by the State or Federal under this Agreement. A minimum of two competitive quotations is required for any purchase order or subcontract for services over \$2,500, and should be submitted to the DOR contract administrator or adequate justification provided for the absence of bidding.

- B. Contractors must maintain a copy of the narrative description of the procurement systems guidelines, rules or regulations that will be used to make purchases under this Agreement. The State reserves the right to request a copy of these documents and to inspect the purchasing practices of the Contractor at any time.
- C. The Contractor should seek prior approval for any purchase or subcontract exceeding \$2,500 per unit or more for commodities, supplies, and services related to this Agreement. The Contractor must provide in its request for approval all particulars necessary, as specified by DOR, for evaluating the necessity or desirability of incurring such costs.
- D. For all purchases made, subject to this Agreement, the Contractor must maintain copies of all paid vendor invoices, documents, bids and other information used in vendor selection, for inspection or audit.

10. USE OF SUBCONTRACTOR(S)

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

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

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

11. POTENTIAL SUBCONTRACTORS

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

12. CONTRACT AMENDMENTS

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

13. SOFTWARE

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

14. THEFT SENSITIVE ITEMS

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

The following items, regardless of cost must be inventoried:

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

15. ATTRIBUTION

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

EXHIBIT E

(Standard Agreement - Subvention)

ADDITIONAL PROVISIONS – Federally Funded Agreements

1. FEDERAL REQUIREMENTS

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

2. FEDERAL FUNDING INTELLECTUAL PROPERTY

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

3. DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

Federal and State agencies shall not award assistance to applicants that are debarred or suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549. By signing this Agreement, Contractor certifies that

neither it nor its principals or subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

4. PROHIBITION ON TAX DELINQUENCY

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

(Franchise Tax Board) https://www.ftb.ca.gov/aboutFTB/Delinquent_Taxpayers.shtml,
(Board of Equalization) <http://www.boe.ca.gov/cgi-bin/deliq.cgi>

5. THE FOLLOWING PROVISIONS ARE SUBJECT TO THIS AGREEMENT

- A. Equal Employment Opportunity--All Agreements require compliance with E.O. 11246--Equal Employment Opportunity, as amended by E.O. 1137--Amending Executive Order 11246 Relating to Equal Employment Opportunity, and as supplemented by regulations at 41 CFR Part 6--Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.
- B. Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended--Agreements of amounts in excess of \$100,000 shall require the Contractor to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to ED and the Regional Office of the Environmental Protection Agency (EPA).
- C. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)--By signing this Agreement, the Contractor who is awarded an Agreement of \$100,000 or more certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. 1352. Contractor shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.
- D. All contractors shall comply with the following statutes and regulations:
 - 1. Subject: Discrimination on the basis of race, color, or national origin.
Statute: Title VI of the Civil Rights Act of 1964 (45 U.S.C. 2000 through 2000d-4).
Regulation: 34 CFR part 100.
 - 2. Subject: Discrimination on the basis of sex
Statute: Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1683).
Regulations: 34 CFR part 106.

3. Subject: Discrimination on the basis of handicap.
Statute: Section 504 of the Rehabilitation Act of 1973 (29U.S.C. 794).
Regulation: 34 CFR part 104handicap.
4. Subject: Discrimination on the basis of age.
Statute: The Age Discrimination Act (42 U.S.C. 6101 et seq.).
Regulation: 34 CFR part 110

6. RETURN OF INAPPROPRIATE USE OF FUNDS

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

7. AMERICANS WITH DISABILITIES ACT (ADA)

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

EXHIBIT F
(COOP/Case Services Agreements-Subvention)

ADDITIONAL PROVISIONS - COOPERATIVE/CASE SERVICES

1. MATCH REQUIREMENTS

For Agreements that include CERTIFIED EXPENDITURE MATCH:

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

For Agreements that include CASH MATCH:

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

2. INDIRECT COSTS

Indirect costs are allowable expenses incurred by an organization which support the activities of a program or contract, but are not directly assigned to the specific program or contract and are allocated to the program or contract using a method in compliance with 2 CFR 200. The allocation method must be fully explained in the contract budget narrative and must be supported by actual costs incurred and paid by the organization. The allocation of indirect costs cannot be based on an arbitrary fixed rate and there is a 15% cap on the service budget. There is no cap on the certified match, however, indirect costs over 40% require a copy of the rate approval document from the cognizant federal agency or state department designee (e.g. California Department of Education {CDE} or established through an independent audit).

3. CONTRACT HANDBOOK

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

4. DOR'S CONTRACT MONITORING

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

- A. Maintain documentation on all Agreement activities, including the performance of the Agreement services, invoice reviews and approvals, monitoring activities, and other Agreement administration activities.
- B. Monitor the Agreement to ensure services were performed according to the quality, quantity, objectives, timeframes and manner specified in the Agreement, and that the Contractor prepares and maintains adequate documentation to support the services provided, expenditures reimbursements, and/or any applicable match requirements.
- C. Review and approve invoices for payment to substantiate expenditures for the work performed, including verification that costs invoiced for the provision of services to DOR applicants/consumers during the Agreement period are based on reasonable costs, and that the invoices are current, correct, and timely.
- D. Ensure that all Service Invoices (DR801B) and Certified Expenditure Summaries, if applicable, are received no later than November 1st, to allow for payment and draw down prior to the close out of Federal/State funds.
- E. Verify that the contractor has fulfilled all requirements of the Agreement before approving the final invoice.
- F. Ensure there are sufficient funds to pay for all services rendered as required by the Agreement.

- G. Ensure, by the end of the second quarter, that the projected certified expenditure match will be sufficient to support the budgets as outlined in this Agreement. If not, contact the appropriate Collaborative Services Program Specialist. (Cooperative Program Agreements only)**
- H. Identify low usage levels and consider partial disencumbrance of Agreement funds.**
- I. Periodically review personnel activity reports for staff funded by the Agreement to ensure that the Contractor is preparing and maintaining personnel activity reports in compliance with the applicable OMB cost principle.**
- J. Verify that all Agreement staff are providing services in accordance to their duties specified in the Agreement, including ensuring that:**
- **Personnel duty statements or a copy of the Agreement Budget Narrative/Agreement Duty Statement has been provided to each staff person to communicate the specific duties to be performed under the Agreement.**
 - **Verify that job duties, as provided by the Agreement staff, match Agreement duty statements and service descriptions.**
 - **Ensure that the contractor has submitted to DOR appropriate documentation that supports the services provided to DOR applicants/consumers, including monthly (or otherwise specified) progress reports, consumer listings, utilization/service reports, and/or other agreed-upon documentation.**
 - **Verify that Contract staff provide services only to authorized DOR consumers.**

EXHIBIT G
(COOP/Case Services Agreements-Subvention)

ADDITIONAL PROVISIONS – CONTRACTOR'S MONITORING & TRANSPORTATION

I. THE CONTRACT ADMINISTRATOR/PROGRAM MANAGER SHALL MONITOR THE CONTRACT BY:

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

II. TRANSPORTATION OF TPP STUDENT/DOR CLIENTS

Transportation of TPP student/DOR clients will not be provided by the Contract Agency.

14. ACTION

September 13, 2016

Approval: Hanover Research Contract

Proposal

Staff proposes the Board of Education approve the contract with Hanover Research to utilize sequential research services and unlimited access to the Online Education Research Library.

Background

There are many projects in LBUSD that could use Hanover's expertise as an unbiased research company. It is critical that as we invest in pilot projects like Rocket Ready we make sure our goals are being met and revise as necessary based on solid research models. Instructional Services and Technology Services have created a priority list of potential research projects suited for Hanover Research.

Hanover is prepared to support the Laguna Beach Unified School District in exploring a number of initiatives which may include but are not limited to: Micro-Credentialing/Outcomes-Based Professional Development; Gamification; End-of-Unit Assessment Alignment to CAASPP; and English Learner Supports. Research projects may draw from a variety of research capabilities, which may include but are not limited to:

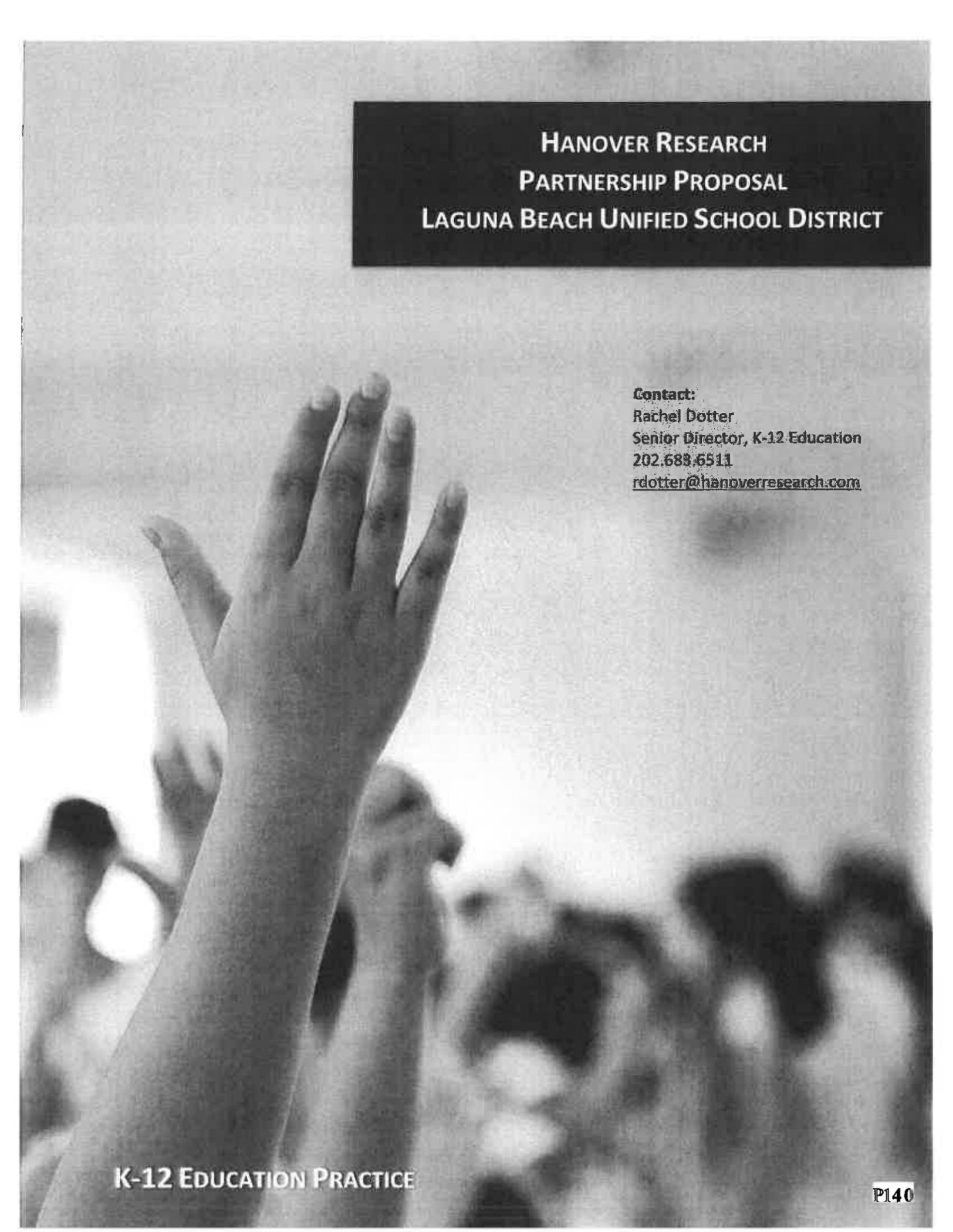
- **Primary Research** — survey design, administration and analysis; interviews with industry/issue experts
- **Secondary Research** — best practices, industry news, trend forecasting, literature reviews, competitor profiles, market assessments
- **Quantitative and Qualitative Data Analysis**— data mining,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

Budget Impact

Annual cost of \$36,500.

Recommended Action

Staff proposes the Board of Education approve the Hanover Research contract.

A black and white photograph of a crowd of people, with several hands raised in the air, suggesting a meeting or a presentation. The image is slightly blurred, focusing on the hands in the foreground.

**HANOVER RESEARCH
PARTNERSHIP PROPOSAL
LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

Contact:
Rachel Dotter
Senior Director, K-12 Education
202.683.6511
rdotter@hanoverresearch.com

Partnership Overview

PARTNERSHIP MODEL

Hanover Research is an information services firm providing knowledge support to over 300 K-12 institutions, 350 higher education institutions, 180 corporations, and 110 non-profit organizations. Established in 2008, Hanover's K-12 Practice currently supports school districts, regional education agencies, private/independent schools, state education agencies, and educational service companies by providing reliable strategic insights into areas as diverse as curriculum and instruction, federal programs, finance, human resources, student services, and facilities/operations.

Hanover's partnership model provides access to a team of 200+ analysts with diverse expertise to support a district or education agency throughout a 12-month engagement for a fixed annual fee. Customized work is completed in a sequential fashion, and the number of projects completed in a year will vary based on the scope of work and associated timelines. Though projects are completed one and a time, clients may submit research requests at any time, and adjust future projects as organizational priorities evolve. Further questions that arise from initial projects may be pursued on demand, at no additional cost, providing access a full scope of work to support a client's strategic vision.

Throughout the partnership, clients also enjoy unlimited access to Hanover's Online Education Research Library, an archive of 875+ reports on a variety of topics relevant to K-12 education, including special education, professional learning, scheduling models, operational efficiencies, multi-tiered systems of support, early childhood education, advanced academics, and parent engagement.

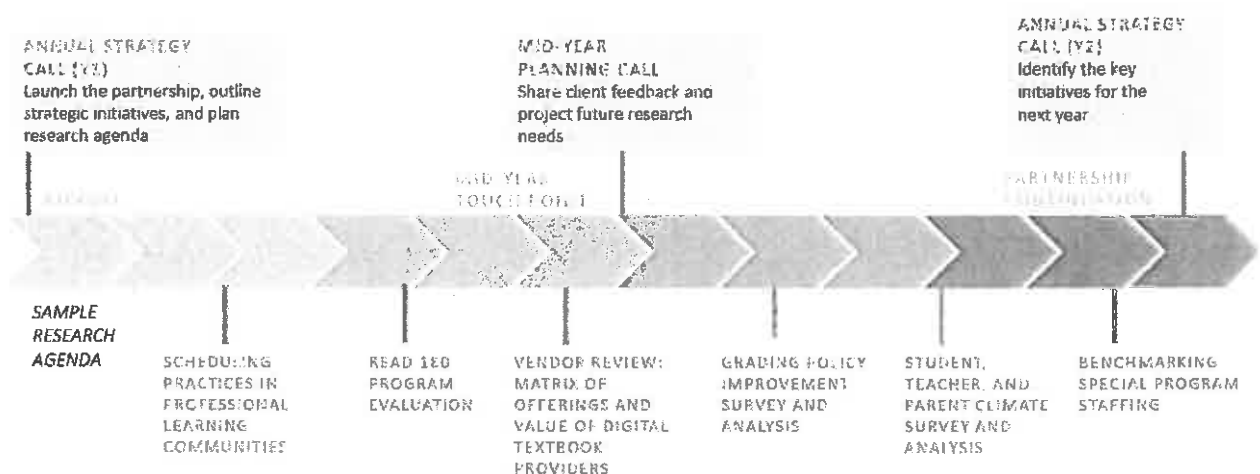
RESEARCH SOLUTIONS & APPROXIMATE TIMELINES FOR DELIVERY

- ❖ **Quantitative and Qualitative Data Analysis (5-12 weeks)** — program evaluation; descriptive statistics; strategic plan progress-monitoring; coding and segmentation
- ❖ **Primary Research/Stakeholder Feedback (6-12 weeks)** — survey design, administration and analysis; in-depth interviews
- ❖ **Secondary Research (4-10 weeks)** — best practices; industry news and updates; trend forecasting; literature review; vendor profiling
- ❖ **Peer Benchmarking (6-12 weeks)** — profiling of peer- or aspirant- districts or regions on topics as diverse as organizational structure, staffing, compensation, program implementation, and common practices

WHY DO DISTRICTS PARTNER WITH HANOVER RESEARCH?

- ❖ **Access to a Team of Experts:** Tap into a team of 200+ research analysts with specialized skillsets. Experts include psychometricians, statisticians, survey design experts, primary research analysts, and generalist researchers with content-area expertise.
- ❖ **Student Outcomes:** Make informed decisions whether to discontinue or continue to invest in a program based on outcomes for students.
- ❖ **Resource Allocation:** Discontinue programs that are ineffective, and justify further investment in programs proven to benefit students.
- ❖ **Time Efficiency:** Rather than having staff members spend hours researching best practices or analyzing data, have staff login to Online Education Research Library for immediate access to 875+ reports on a variety of topics, or request that one of Hanover's statisticians perform the analysis.
- ❖ **Cost Effectiveness:** Hanover's fixed-fee partnership model enables organizations to complete a variety of research projects that might be cost prohibitive if contracted separately.
- ❖ **Independent Perspective:** Present objective findings by a third-party research firm on program effectiveness, progress against county goals, or stakeholder feedback.

SAMPLE RESEARCH QUEUE



HOW DO DISTRICTS ALLOCATE FUNDS FOR A HANOVER PARTNERSHIP?

A partnership with Hanover can be a multi-departmental investment. Our annual partnership model for custom research and archive of best practices research can support collaboration across numerous district functions, and as such, we encourage districts to share the cost of the partnership across departments.

Budget	Applicable Report in Online Education Library
Operations	<ul style="list-style-type: none">• Best Practices for School District Facilities and Maintenance• ROI and Alternative Ways to Evaluate District Spending
Human Resources	<ul style="list-style-type: none">• Recruiting and Retaining Diverse Personnel• Best Practices in Assessing School District Customer Service
Curriculum	<ul style="list-style-type: none">• Best Practices in Math Interventions with Program Profiles• Best Practices in Silent Sustained Reading in K-12 Classrooms
Title I	<ul style="list-style-type: none">• Closing the Achievement Gap• Strategies for Increasing Parent Involvement in Title I Schools
Title II	<ul style="list-style-type: none">• Professional Development for Teaching Students in Poverty• Professional Development for Technology Integration
Title III	<ul style="list-style-type: none">• Effective Practices in Dual Language Immersion Programs• Analysis of Research on Effective Supports for English Learners

POTENTIAL AREAS FOR COLLABORATION

The following list of potential topics for collaboration between the Laguna Beach Unified School District (LBUSD) & Hanover Research is based on phone conferences that took place in August of 2016, and is neither a binding scope of work nor an inclusive list of projects. LBUSD's assigned Content Director (CD) will work with LBUSD to prioritize initiatives and create a final, customized research plan that takes into account the District's strategic goals, deadlines, research preferences, and culture. LBUSD may adjust future projects throughout the partnership as organizational priorities evolve.

- ❖ **Micro-Credentialing/Outcomes-Based Professional Learning**
- ❖ **Gamification**
- ❖ **Integrated Math**
- ❖ **End-of-Unit Assessment Alignment to CAASPP**
- ❖ **Supporting English Learners in High School Support Classes.**

ONLINE EDUCATION RESEARCH LIBRARY

Hanover provides clients unlimited access to an archive of 875+ reports on best practices and trends related to a multitude of curricular, operational, programmatic, and administrative topics. Studies are searchable by keyword/phrase, date, or frequency of download. New reports are added to the online archive each week and made available to clients to download as PDFs on an unlimited basis for sharing internally.

SAMPLE LIBRARY CONTENT AVAILABLE TO CLIENTS:

Technology Integration

Professional Development for Technology Integration
Digital Content in the Classroom
Evaluating 1:1 Device Programs in Elementary and Middle Schools

College & Career Readiness

Guidance Services to Increase Graduation Rates
Postsecondary Opportunity Programs – Models & Outcomes
Best Practices in K-12 College & Career Readiness

English Literacy

Effectiveness of READ 180 & Alternative Reading Programs
Best Practices in K-3 Reading Instruction and Interventions
Review of Literacy Progress Monitoring Tools

Mathematics Curriculum

Supporting and Integrated Mathematics Curriculum
Universal Math Screeners in Elementary School
Best Practices in Math Interventions & Program Profiles

Stakeholder Engagement

Strategies for Increasing Parental Involvement
Parental Engagement in Career & Technical Education
Best Practices in Family & Community Engagement

Student Wellbeing

Best Practices in Coordinating School-Based Mental Health Care
High School Stress & Extra Curricular Activities
Best Practices in Bullying Preventions and Responses

School Climate

Strategies to Promote Connectedness in High School
Best Practices in Assessing School District Customer Service
School Climate, Implementation, & Academic Achievement

Special Education

Best Practices in Special Education Delivery and Interventions
Providing ELL Students with Special Education
Best Practices for Special Education Administration

Early Childhood Education

Long Term Impacts of Full Day Kindergarten
Pre-Kindergarten Foreign Language Instruction
Early Childhood Indicators and Family Engagement

Professional Development

Research-Based Professional Development Programs
Measuring Teacher Engagement
Best Practices in Developing Campus Leaders

Student Engagement & Achievement

Impact of Teacher Mentoring on Student Achievement
Class Size & Student Achievement
The Impact & Effectiveness of Student Attendance Policies

Scheduling

Optimal Scheduling for Secondary School Students
Implementing Block Scheduling & Team Teaching
Best Practices in Middle School Scheduling

Multi-Tiered Support Systems

Equitable Discipline through PBIS
Best Practices in Multi-Tiered Support Systems
RTI Assessment Tools and Practices

English Language Learners

A Review of Research on English Learners
Best Practices in Inclusive Instruction for English Learners
Best Practices in School Climate & Support Services for ELLs

Leadership

Best Practices for Developing Campus Leaders
Best Practices in Superintendent Transitions
Principal Leadership in Turnaround Schools

Operations

Best Practices in School District Facilities and Maintenance
Practices for Anticipating District Growth
Building Re-Design and Student Achievement

PARTNER SERVICES AGREEMENT

Attn: Rachel Dotter

Office: 202.683.6511

Facsimile: 866.808.6585

Contract Terms

Partnership between the Laguna Beach Unified School District ("CLIENT") and Hanover Research runs from 9/14/2016 through 9/13/2017, and comprises the authority of CLIENT to request research on any topic, drawing from research capabilities which may include, but are not limited to, the following:

- ❖ **Quantitative and Qualitative Data Analysis** — program evaluation; descriptive statistics; strategic plan progress-monitoring; coding and segmentation
- ❖ **Primary Research/Stakeholder Feedback** — survey design, administration and analysis; in-depth interviews
- ❖ **Secondary Research** — best practices; industry news and updates; trend forecasting; literature review; vendor profiling
- ❖ **Peer Benchmarking** — profiling of peer- or aspirant- districts or organizations on topics as diverse as organizational structure, staffing, compensation, program implementation, and practices

All project-production services are available to CLIENT administrators in unlimited amount within the confines of one (1) sequential queue (one project completed at a time). Partnership also includes unlimited access by central office employees and principals to Hanover's Online Education Library. We ask that clients not distribute materials from the Online Education Research Library to those outside of their organization. The Contract Amount covers all labor costs across each annual term, as well as the cost of all Hanover Research Library registrations for central office staff and principals.

Invoice Date & Amount

9/14/2016 - \$36,500*

*Engagement fee of \$36,500 annually reflects a cost savings of \$3,000 from the standard engagement fee of \$39,500 annually, and is available to CLIENT provided this contract is executed by 9/16/2016. Net 30 terms apply. Late payment will result in project postponement until payment is made.

Partnership Start Date: 9/14/2016

Client: Laguna Beach Unified School District | 550 Blumont St., Laguna Beach, CA 92651

Signatory Name and Title: _____

Signature: _____

Laguna Beach Unified School District

15. ACTION

September 13, 2016

Approval: Revised 2016-2017 CSEA Salary Schedules

Proposal

Staff proposes the Board of Education approve revised 2016-2017 CSEA salary schedules.

Background

In May 2016, the District and CSEA negotiated a compensation package for employees for the 2016-17 school year that included a restructuring of the salary schedule to increase the amount between columns to 5.25% and create a column F. The tentative agreement was approved by the Board on June 14, 2016.

In restructuring the schedule for implementation, staff identified that some ranges and steps in the published salary schedules did not receive the increases agreed upon in the approved contract language. Staff have updated the calculations so that the revised 2016-2017 salary schedule reflects the agreed-upon contract language.

Budget Impact

There is no additional cost to the District budget, as the increases were approved in the 2016-2017 budget.

Recommended Action

Staff recommends the Board of Education approve revised 2016-2017 CSEA salary schedules.

Laguna Beach Unified School District
Classified Monthly Salary Schedule - 2016/2017

Range	A	B	C	D	E	F
11	\$2,479	\$2,609	\$2,746	\$2,890	\$3,042	\$3,202
12	\$2,541	\$2,674	\$2,815	\$2,963	\$3,118	\$3,282
13	\$2,605	\$2,741	\$2,885	\$3,037	\$3,196	\$3,364
14	\$2,670	\$2,810	\$2,957	\$3,113	\$3,276	\$3,448
15	\$2,736	\$2,880	\$3,031	\$3,190	\$3,358	\$3,534
16	\$2,805	\$2,952	\$3,107	\$3,270	\$3,442	\$3,622
17	\$2,875	\$3,026	\$3,185	\$3,352	\$3,528	\$3,713
18	\$2,947	\$3,101	\$3,264	\$3,436	\$3,616	\$3,806
19	\$3,020	\$3,179	\$3,346	\$3,522	\$3,706	\$3,901
20	\$3,096	\$3,258	\$3,430	\$3,610	\$3,799	\$3,999
21	\$3,173	\$3,340	\$3,515	\$3,700	\$3,894	\$4,099
22	\$3,253	\$3,423	\$3,603	\$3,792	\$3,991	\$4,201
23	\$3,334	\$3,509	\$3,693	\$3,887	\$4,091	\$4,306
24	\$3,417	\$3,597	\$3,786	\$3,984	\$4,193	\$4,414
25	\$3,503	\$3,687	\$3,880	\$4,084	\$4,298	\$4,524
26	\$3,590	\$3,779	\$3,977	\$4,186	\$4,406	\$4,637
27	\$3,680	\$3,873	\$4,077	\$4,291	\$4,516	\$4,753
28	\$3,772	\$3,970	\$4,179	\$4,398	\$4,629	\$4,872
29	\$3,866	\$4,069	\$4,283	\$4,508	\$4,745	\$4,994
30	\$3,963	\$4,171	\$4,390	\$4,621	\$4,863	\$5,118
31	\$4,062	\$4,275	\$4,500	\$4,736	\$4,985	\$5,246
32	\$4,164	\$4,382	\$4,612	\$4,854	\$5,109	\$5,378
33	\$4,268	\$4,492	\$4,728	\$4,976	\$5,237	\$5,512
34	\$4,374	\$4,604	\$4,846	\$5,100	\$5,368	\$5,650
35	\$4,484	\$4,719	\$4,967	\$5,228	\$5,502	\$5,791
36	\$4,596	\$4,837	\$5,091	\$5,358	\$5,640	\$5,936
37	\$4,711	\$4,958	\$5,218	\$5,492	\$5,781	\$6,084
38	\$4,829	\$5,082	\$5,349	\$5,630	\$5,925	\$6,236
39	\$4,949	\$5,209	\$5,483	\$5,770	\$6,073	\$6,392
40	\$5,073	\$5,339	\$5,620	\$5,915	\$6,225	\$6,552
41	\$5,200	\$5,473	\$5,760	\$6,063	\$6,381	\$6,716
42	\$5,330	\$5,610	\$5,904	\$6,214	\$6,540	\$6,884
43	\$5,463	\$5,750	\$6,052	\$6,370	\$6,704	\$7,056
44	\$5,600	\$5,894	\$6,203	\$6,529	\$6,872	\$7,232
45	\$5,740	\$6,041	\$6,358	\$6,692	\$7,043	\$7,413
46	\$5,883	\$6,192	\$6,517	\$6,859	\$7,219	\$7,598
47	\$6,030	\$6,347	\$6,680	\$7,031	\$7,400	\$7,788
Revised: August 22, 2016						
Board Approved:						
Effective: July 1, 2016						

Laguna Beach Unified School District
Classified Hourly Salary Schedule - 2016/2017

Range	A	B	C	D	E	F
11	\$14.30	\$15.05	\$15.84	\$16.68	\$17.55	\$18.47
12	\$14.66	\$15.43	\$16.24	\$17.09	\$17.99	\$18.93
13	\$15.03	\$15.82	\$16.65	\$17.52	\$18.44	\$19.41
14	\$15.40	\$16.21	\$17.06	\$17.96	\$18.90	\$19.89
15	\$15.79	\$16.62	\$17.49	\$18.41	\$19.37	\$20.39
16	\$16.18	\$17.03	\$17.93	\$18.87	\$19.86	\$20.90
17	\$16.59	\$17.46	\$18.37	\$19.34	\$20.35	\$21.42
18	\$17.00	\$17.89	\$18.83	\$19.82	\$20.86	\$21.96
19	\$17.43	\$18.34	\$19.30	\$20.32	\$21.38	\$22.51
20	\$17.86	\$18.80	\$19.79	\$20.82	\$21.92	\$23.07
21	\$18.31	\$19.27	\$20.28	\$21.35	\$22.47	\$23.65
22	\$18.77	\$19.75	\$20.79	\$21.88	\$23.03	\$24.24
23	\$19.23	\$20.24	\$21.31	\$22.43	\$23.60	\$24.84
24	\$19.72	\$20.75	\$21.84	\$22.99	\$24.19	\$25.46
25	\$20.21	\$21.27	\$22.39	\$23.56	\$24.80	\$26.10
26	\$20.71	\$21.80	\$22.95	\$24.15	\$25.42	\$26.75
27	\$21.23	\$22.35	\$23.52	\$24.75	\$26.05	\$27.42
28	\$21.76	\$22.90	\$24.11	\$25.37	\$26.70	\$28.11
29	\$22.31	\$23.48	\$24.71	\$26.01	\$27.37	\$28.81
30	\$22.86	\$24.06	\$25.33	\$26.66	\$28.06	\$29.53
31	\$23.44	\$24.67	\$25.96	\$27.32	\$28.76	\$30.27
32	\$24.02	\$25.28	\$26.61	\$28.01	\$29.48	\$31.02
33	\$24.62	\$25.91	\$27.27	\$28.71	\$30.21	\$31.80
34	\$25.24	\$26.56	\$27.96	\$29.42	\$30.97	\$32.60
35	\$25.87	\$27.23	\$28.66	\$30.16	\$31.74	\$33.41
36	\$26.52	\$27.91	\$29.37	\$30.91	\$32.54	\$34.25
37	\$27.18	\$28.60	\$30.11	\$31.69	\$33.35	\$35.10
38	\$27.86	\$29.32	\$30.86	\$32.48	\$34.18	\$35.98
39	\$28.55	\$30.05	\$31.63	\$33.29	\$35.04	\$36.88
40	\$29.27	\$30.80	\$32.42	\$34.12	\$35.91	\$37.80
41	\$30.00	\$31.57	\$33.23	\$34.98	\$36.81	\$38.75
42	\$30.75	\$32.36	\$34.06	\$35.85	\$37.73	\$39.71
43	\$31.52	\$33.17	\$34.91	\$36.75	\$38.68	\$40.71
44	\$32.31	\$34.00	\$35.79	\$37.67	\$39.64	\$41.72
45	\$33.11	\$34.85	\$36.68	\$38.61	\$40.63	\$42.77
46	\$33.94	\$35.72	\$37.60	\$39.57	\$41.65	\$43.84
47	\$34.79	\$36.62	\$38.54	\$40.56	\$42.69	\$44.93
Revised: August 22, 2016						
Board Approved:						
Effective: July 1, 2016						

Laguna Beach Unified School District

16. ACTION

September 13, 2016

Approval: Independent Contract with Burnham Benefits Insurance Services to Provide Consulting and Brokerage Support for District Employees' Health Benefits for October 1, 2016 through September 30, 2017 with a Not-to-Exceed Amount of \$60,000

Proposal

Staff proposes the Board of Education approve a contract with Burnham Benefits Insurance Services to provide consulting and brokerage support for District employees' health benefits for October 1, 2016 through September 30, 2017 with a not-to-exceed amount of \$60,000.

Background

In 2004, the Health Insurance Committee was charged with the task of exploring ways to contain expenses but continue to provide quality health care programs for the District's employees. The Committee invited numerous brokers and other trust representatives to provide proposals for the District's health insurance plans, to explore costs, and other programs. It was the recommendation of the Health Insurance Committee to retain the services of an independent broker beginning in 2005. The District utilized services from DPIS from 2005 through 2016.

In July 2015, the District initiated a Request for Proposals (RFP) to determine whether or not it was in the District's best interest to continue to utilize DPIS, or the District should choose another firm. Staff screened proposals and selected four (4) broker consultants to interview. The Health Insurance Committee interviewed all firms, and selected Burnham Benefits Insurance Services as the top choice due to the services offered.

Burnham provides a flat fee for service instead of a percentage. The broker provides strategic plan development and management, renewal evaluation, benefits marketing services, carrier trend analysis, attends all Insurance Committee meetings, completes a comprehensive plan design evaluation, provides network comparisons and utilization, benchmarking data research and reports, and targeted consumerism assessment as part of the contract. In addition, Burnham will provide ACA readiness analysis and financial modeling, ACA Reporting Assessment, an ACA Compliance Audit, in-house marketing and communications design team, open enrollment meetings, custom benefit enrollment brochures, employee surveys, review of technology solutions, online HR portal, in-house wellness consultant, wellness initiatives and ongoing support, health fairs and flu shots support, and a benefits hotline for employees.

Budget Impact

This contract, not-to-exceed \$60,000, is included in the general fund budget.

Recommended Action

Staff recommends the Board of Education approve a contract with Burnham Benefits Insurance Services to provide consulting and brokerage support for District employees' health benefits for October 1, 2016 through September 30, 2017 with a not-to-exceed amount of \$60,000.



LAGUNA BEACH UNIFIED SCHOOL DISTRICT

BURNHAM BENEFITS INSURANCE SERVICES Full Services Benefits Consulting Agreement

Dan Exceen, Sr. Vice President
Ann Marie Estrada, Vice President

October 1, 2016

Consulting Agreement

This Consulting Agreement, hereinafter referred to as "Agreement" is between **Laguna Beach Unified School District**, hereinafter referred to as "Client" and Burnham Benefits Insurance Services, hereinafter referred to as "Consultant."

WHEREAS, Client wishes to obtain the assistance of Consultant with strategic benefit planning, design, funding, administration, and communication with respect to its employee benefit programs;

WHEREAS, Consultant has superior knowledge and expertise in assisting employers with designing and servicing employee benefit plans; and

WHEREAS, the parties wish to set forth their respective expectations;

Now, therefore, for good and valuable consideration, the receipt and sufficiency of which is hereby mutually acknowledged, the parties hereby agree as follows:

1. Scope of Services to be Provided by Consultant

A. Consulting and brokerage services for the following benefit programs:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Accidental Death and Dismemberment Insurance
- Health Care Flexible Spending Account
- Dependent Care Flexible Spending Account
- Short-Term Disability
- Long-Term Disability
- Supplemental Life Insurance
- Retiree Benefits
- Employee Assistant Programs
- Voluntary Benefits

B. **Strategic Benefit Planning.** Consultant will provide assistance in developing overall plan benchmarks and targets to ensure that the plan meets the objectives of Client and its employees.

C. **Benefit Design.** Consultant will help to ensure that benefit designs are consistent with the strategic benchmarks and targets set forth in the strategic benefit planning process.

D. **Administration.** Consultant will identify core administrative services, assess vendor performance, and manage vendor relationships to provide appropriate program administration.

E. **Funding.** Consultant will advise and counsel regarding program funding alternatives, including review fee proposals, recommend budget rates, employee contribution rates, and COBRA rates; and monitor program costs against expectations.

F. **Communication.** Consultant will assist in drafting employee communications including benefit summaries, and assist in the review of plan documents and insurance certificates during the planning and enrollment process.

G. ACA consulting services, including the following:

- ACA readiness analysis & financial modeling, including:
 - ACA compliance & applicability
 - Actuarial Value Assessment
 - Affordability Report
 - Full-time Employee Analysis and Variable Hour Tracking Assessment
 - Cadillac Tax Projection
- ACA Reporting Assessment & Preparation
- ACA Compliance Audit
- Summary of Compliance Recommendations
- Webinars, Educational Meetings, and Presentations

H. Other Compliance Tools & Legislative Information. Consultant will provide informational materials on legislative developments impacting employee benefit plans, including topics such as ACA, COBRA, HIPAA, and Section 125.

I. Meetings with Client and Vendors. Services will include attendance at and facilitation of regular meetings with Client and vendors as needed to facilitate program management including day-to-day operations and planning program changes.

- a) Consultant shall meet with Client on a quarterly basis to review all activities performed by Consultant during the prior quarter. The meetings will include discussion of business concerns, including presentations of options and recommendations.
- b) Consultant shall meet with Client semi-annually to discuss review of the program, state of the marketplace, progress made toward strategic plan, and developments within Client's organization.
- c) Consultant shall meet with Client annually to review the stewardship report for the preceding year, create a stewardship report outlining the goals and objectives for the upcoming year, and agree upon Consultant's fees for the next twelve month period.

J. Day-to-Day Administrative Issues. Consultant shall provide assistance in the daily administration of programs, including resolution of vendor service issues and addressing questions and concerns raised by Client's employees and management.

K. Data Analysis. Upon receipt of acceptable claims data, Consultant will provide Client with a summary health plan management dashboard analyzing health care claims paid during the previous of up to 24 months. If applicable

2. Disclosure and Record Keeping

A. Full Disclosure. Client has the right to approve any arrangements and/or the utilization of any intermediaries in connection with, or arising out of, or in any way related to Client's insurance and risk management program. Consultant must seek approval from Client prior to the use of any of the above in connection with the Client's insurance and risk management program.

B. Record Keeping. Consultant will maintain accurate and current files including, but not limited to, insurance policies and correspondence with insurers or brokers in accordance with industry standard record retention practice or as otherwise directed by Client.

3. Term & Termination

A. Term. This initial term of this Agreement shall be one year, commencing on October 1, 2016 and ending September 30, 2017 ("Initial Term"). Thereafter, this Agreement may be

renewed annually by written agreement of the parties for successive one-year terms until terminated as described below.

B. Termination. This Agreement may be terminated by either party only as follows:

- a) Effective upon thirty (30) days advance written notice to the other party stating that such other party is in breach of any of the provisions of this Agreement, provided such breach (if able to be cured) is not cured within thirty (30) days after the notice is received;
- b) effective upon thirty (30) days advance written notice to the other party given with or without reason; provided such notice is given after the Initial Term; or
- c) By mutual written agreement of the parties.

4. Cost of Services

Consultant professional fees are based upon time expended by specific individuals. Client agrees to pay Consultant professional fees as outlined in Exhibit 1, attached hereto and incorporated by reference. These fees are payable in monthly installments and Consultant agrees to submit invoices to Client on a monthly basis.

Additional programs and services will be provided on a project basis for an additional fee to be disclosed in writing and shall be undertaken upon mutual written agreement between Consultant and Client. Such programs and services may include, but not be limited to, retiree medical plans, special employee surveys, employee communication materials, and additional voluntary benefit programs.

5. Personnel

Consultant will assign its personnel according to the needs of Client and according to the disciplines required to complete the appointed task in a professional manner. Consultant retains the right to substitute personnel with reasonable cause. The Account Management Team consists of the following individuals:

Primary Service Team:

Dan Exceen, Senior Vice President
Ann Marie Estrada, Vice President
Sydney Dougherty, Account Manager

Additional Key Resources:

Ryan Meissner, Underwriting Manager
Richard Asensio, Vice President / Compliance
Leslie Ouellette, Communications Manager

6. Client's Responsibilities

Client agrees to provide Consultant with the necessary data and records that Consultant requires in order to perform the services Consultant agrees to perform under the terms of this Agreement. Such data and records include, but are not limited to, written plan materials, contracts, policies, notices, enrollment data, disenrollment data, and census data. The data and records will be provided as of the Effective Date, and will be updated promptly and timely as necessary throughout the term of this Agreement. Consultant's ability to provide Client with the services provided for in this Agreement is conditioned upon Consultant's receipt of accurate and timely information from Client. Consultant will not independently verify or authenticate information provided by or on behalf of Client. Client shall be solely responsible for the accuracy and completeness of such information and other documentation furnished to Consultant.

Client agrees to notify Consultant as soon as possible of any proposed amendments to the plans' legal documents to the extent that the amendments would affect Consultant in the performance of its obligations under this Agreement.

7. Records and Protected Health Information

All sensitive information is agreed to be handled in a manner consistent with State of California and Federal Health Insurance Portability and Accountability Act of 1996 ("HIPAA") guidelines. Furthermore, Consultant understands and agrees to limit its use and disclosure of protected health information, as such term is defined under HIPAA, and a separate Business Associate Agreement will be executed to this end to the extent applicable.

8. Independent Contractor

It is understood and agreed that Consultant is engaged by Client to perform services under this Agreement as an independent contractor. Consultant shall use reasonable efforts to follow written, oral, or electronically transmitted (i.e., sent via facsimile or e-mail) instructions from Client as to policy and procedure.

9. Fiduciary Responsibility

Client acknowledges that:

- A. Consultant shall have no discretionary authority or discretionary control respecting the management of any of the employee benefit plans;
- B. Consultant shall exercise no authority or control with respect to management or disposition of the assets of Client's employee benefit plans; and
- C. Consultant shall perform services pursuant to this Agreement in a non-fiduciary capacity.

Consultant is solely an insurance broker and consultant, and has no discretionary control over plan assets; thus, in the event Client's employee welfare benefit plan or plans are deemed to be governed by the Employee Retirement Income Security Act of 1974 ("ERISA"), Client, and not Consultant, shall be and is the ERISA fiduciary for the plan or plans.

10. Legal Compliance

Consultant is not licensed to practice law and the services provided under the terms of this Agreement are not intended as a substitute for legal advice. Client, and not Consultant, shall be solely responsible for complying with, and consulting with legal counsel with respect to, its legal obligations under the terms of this Agreement, as well as Client's compliance obligations under federal and state insurance, employee benefits, privacy, and labor laws and regulations (including, but not limited to, ERISA, HIPAA, COBRA, and the Internal Revenue Code). Client is also solely responsible for determining, and consulting with legal counsel with respect to, the legal sufficiency of written documents relating to Client's employee welfare benefit plans, including but not limited to plan documents, summary plan descriptions, insurance policies and contracts, notices, and communications materials, including those that may be provided by Consultant. The responsibilities of Client include, but are not limited to, meeting its reporting and disclosure obligations under ERISA, the filing of the annual Form 5500, conducting any discrimination testing that may be required under the Internal Revenue Code for its plans, and complying with federal and state privacy laws (including HIPAA). Client should consult legal counsel before entering into any insurance policies, contracts, or vendor arrangements.

Consultant shall maintain in effect all licenses it is required by California law to maintain in order to perform its obligations under this Agreement.

11. Confidentiality

Each party (in such capacity, "Recipient") will not access or use Confidential Information of the other (in such capacity, "Discloser") for any purpose other than performance of its obligations or receipt of benefits hereunder and shall maintain such information in the strictest confidence. Recipient may disclose the Discloser's Confidential Information to Recipient's employees, attorneys, advisors, and contractors who have a legitimate "need to know", provided that Recipient ensures that all such entities and persons are obligated to and do comply with confidentiality obligations consistent with (and no less restrictive than) this Section 11. The term "Confidential Information" means the provisions of this Agreement (which shall be the Confidential Information of both parties, subject to the following sentence), and any and all information, written or oral, provided or made available by or on behalf of one party or its affiliates, contractors, or vendors to the other party or its affiliates, contractors, or vendors in connection with this Agreement or the parties' relationship hereunder, whether or not designated as confidential. Consultant may disclose an accurate summary of the relationship formed hereunder, provided that Consultant does not reveal any associated pricing information, or other relationship details not included in prior disclosures that Client has previously and expressly designated as being excluded from this disclosure right. Information of a third party to whom a party owes a duty of confidentiality will be treated as Confidential Information of that party if it meets the description above. However, (a) Confidential Information does not include information that: was or is publicly available other than as a result of breach of this Agreement by Recipient; was or is lawfully received by the Recipient free of any obligation of confidentiality, or is independently developed by or on behalf of the Recipient without the use of the Discloser's Confidential Information; and (b) Recipient may disclose the Discloser's Confidential Information to the extent such disclosure is necessary in connection with the enforcement of this Agreement; or necessary to comply with any legal or regulatory requirements, provided that the Recipient gives the Discloser prompt notice of the compelled disclosure and cooperates with the Discloser in seeking a protective order or any other protections available to limit the disclosure of the Discloser's Confidential Information.

12. Insurance

During the term of this Agreement, Consultant shall procure and maintain for itself and its employees all insurance coverage as required by federal or state law.

- (a) Professional liability/Errors and Omissions Liability Coverage with minimum limits of \$2,000,000 per claim and general aggregate.
- (b) The CONSULTANT shall carry Comprehensive General Insurance with limits of not less than One Million Dollars (\$1,000,000) and Auto Liability Insurance with limits of not less than One Million Dollars (\$1,000,000) combined single limit respectively, bodily injury and property damage liability per occurrence. The Consultant shall provide District with a certificate of insurance and original endorsement naming the District, its governing board, employees, and volunteers as additional insured with regard to the general liability insurance prior to the commencement of the program.

13. Limitation of Liability

Consultant shall not be liable for any lost profits or for any indirect, incidental, consequential, punitive or other special damages suffered by Client arising out of or related to this Agreement, even if advised of the possibility of such damages.

14. Indemnity

- A. To the fullest extent permitted by law, Consultant and Client agree to save, indemnify, defend and hold harmless each other, including the directors, officers, employees or agents of Consultant and Client from any and all liability, claims, suits, actions, arbitration proceedings, administrative proceedings, and regulatory proceedings, losses, expenses, or any injury or damage of any kind whatsoever, whether actual, alleged or threatened, attorney fees, court costs, and any other costs of any nature without restriction incurred in relation to, as a consequence of, or arising out of, the performance of this Agreement, and attributable to the fault of the other. Following a determination of the percentage of fault and or liability by agreement between the Consultant and Client or a court of competent jurisdiction, the party responsible for liability to the other will indemnify the other party to this Agreement for the percentage of liability determined.
- B. Nothing to the contrary withstanding, any limitation on liability and/or remedies set forth herein does not apply in the event that the services performed under the Agreement results in injury or death to persons or damage to tangible property.

15. Disputes / Arbitration

In the event of a dispute between the parties arising out of, respecting, caused by, concerning, or relating to this Agreement, or the breach thereof, or the relationship or activities of the parties to this Agreement, or the Limitation of Liability and Indemnity provisions of this Agreement (the "Dispute"), and if the Dispute cannot be settled through negotiation, the parties agree first to try in good faith to settle the Dispute by mediation administered by the American Arbitration Association under its Commercial Mediation Rules before resorting to arbitration. Any such mediation shall be completed within sixty (60) days of the time notice of a Dispute is given by one party, unless the parties agree to extend the time limits.

If mediation does not resolve the Dispute, the parties shall arbitrate the Dispute. The arbitration shall be administered by the American Arbitration Association under its Commercial Arbitration Rules (except as modified herein), and judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof within the State of California. Arbitration shall take place in the State of California, County of Orange. The arbitrator shall provide a decision in writing stating his/her reason and rationale for the decision. Prior to the arbitration, the parties shall have the right to demand from one another the disclosure of relevant and discoverable documents, as well as a list of witnesses the other party intends to call at the arbitration, and a summary of the issues to be raised, which information shall be provided two (2) weeks in advance of the arbitration date. Arbitration shall be the parties' exclusive remedy.

16. Miscellaneous

This Agreement, together with all Exhibits, constitutes the entire agreement between the parties, and any other warranties or agreements are hereby superseded. No amendment, modification, or waiver of any provision of this Agreement shall be binding unless in writing and signed by an appropriate officer or duly authorized employee of each party to the Agreement.

If any provision set forth in the Agreement is invalid or unenforceable under any law, the validity of the remainder of the Agreement shall not be affected and such provision shall be deemed modified to the minimum extent necessary to make it consistent with applicable law. The modified provision shall be enforceable and enforced, provided it does not impose on any party obligations or benefits that are materially greater than those provided under the original provision.

Under no circumstances shall failure by either party to insist upon compliance with any provision of this Agreement, or either party's delay or failure to exercise of any right or remedy under this Agreement, operate to waive or modify any such provision, right or remedy or render it unenforceable as to any other time or occurrence.

Neither party may assign all or a portion of its rights or duties hereunder without the prior written consent of the other party.

In the event of any litigation or arbitration between the parties arising out of, respecting, caused by, concerning, or relating to this Agreement, or the breach thereof, or the relationship or activities of the parties to this Agreement, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs.

Any notice, demand, or request given in accordance with this Agreement shall be given by personal delivery; by messenger delivery; by facsimile transmission; by placing said notice in the

United States mail, registered or first-class, postage prepaid; or by sending such notice via an overnight courier service. Notice shall be deemed given when delivered to a party (personally, by messenger, or by an overnight courier service); when the facsimile transmission occurs; or two days after the date the notice is deposited in the United States mail, postage prepaid.

Notice shall be given to Consultant as follows:

2211 Michelson Drive, Irvine, CA 92612
ATTN: Dan Exceen

Notice shall be given to Client as follows:

Attention Leisa Winston
550 Blumont Street, Laguna Beach, CA 92651

Each party to this Agreement has had the opportunity to consult with counsel of its choice as to the form and content of this Agreement and the advisability of executing it. The normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party will not be employed in any interpretation of this Agreement.

This Agreement shall inure to the benefit of the respective successor and permitted assigns of each party, and shall be binding upon the successors and permitted assigns of each party.

Neither party will be responsible for any delay or failure in the performance of its duties caused by forces or events beyond its reasonable control.

Nothing in this Agreement is intended to confer upon any other party any rights or remedies hereunder, and no third party may claim to be a beneficiary of this Agreement.

The validity and interpretation of the provisions of this Agreement will be governed by the laws of California without regard to any provisions governing conflict of laws, and both parties agree that, subject to the provision entitled "Disputes/Arbitration," the exclusive jurisdiction and the proper venue for any action brought hereunder will be the court of California or the federal courts in California.

Laguna Beach Unified School District

Signature

Date

Title

Burnham Benefits Insurance Services

Signature

Date

Title

Exhibit 1

Full Service Consulting & Fees- Laguna Beach Unified School District

Service Description	Fee
Benefits Consulting, Development & Cost Management <ul style="list-style-type: none"> Strategic plan development & management Renewal evaluation Benefits marketing services Carrier trend analysis Attend all DSUSD Insurance Committee meetings Comprehensive plan design evaluation Network comparisons and utilization Benchmarking data research and reports Targeted consumerism assessment (HSA, FSA, HRA, CDHP, etc.) 	Full-Services Consulting Contract: \$60,000 Annual Fee Paid Monthly at \$5,000
Underwriting and Analytics <ul style="list-style-type: none"> In-House Industry Underwriters Budgeting & contribution modeling Self-funding feasibility analysis Claims analysis - self funded & fully insured (based on carrier availability) 	Included in above fee
Affordable Care Act Compliance <ul style="list-style-type: none"> ACA readiness analysis & financial modeling, including: <ul style="list-style-type: none"> ACA compliance & applicability Actuarial Value Assessment Affordability Report Full-time Employee Analysis and Variable Hour Tracking Assessment Cadillac Tax Projection ACA Reporting Assessment & Preparation ACA Compliance Audit Summary of Compliance Recommendations Webinars, Educational Meetings, and Presentations 	Included in above fee
Other Compliance Services (State and Federal) <ul style="list-style-type: none"> In-House Attorney, Compliance Department ACA, COBRA, HIPAA, ERISA, State & Federal Legislative Updates Contract review & notice disclosures 	Included in above fee
Communications <ul style="list-style-type: none"> In-House Marketing & Communications Design Team Onboarding - EE & open enrollment meetings - face-to-face / webinars Custom benefit enrollment brochures Employee surveys Total compensation statements, Hidden Paychecks Market ready collateral (ACA, wellness, financial tips, etc.) 	Included in above fee
Innovation & Technology <ul style="list-style-type: none"> In-House or Independent review of technology solutions EDI & systems management and integration Online HR portal with market ready collateral 	Included in above fee

<i>Health & Well-Being</i> <ul style="list-style-type: none"> ▪ In-House Wellness Consultant ▪ Wellness initiatives and ongoing support, active participation on committee ▪ Health fairs and flu shots support 	Included in above fee
<i>Value Added Services Included</i> <ul style="list-style-type: none"> ▪ Benefits Hotline / Call Center, Multilingual Staff ▪ Eligibility, claim, billing and access to care resolution ▪ HR Consulting, Hotline and Unlimited Online Training 	Included in above fee
<i>Other Available Services</i> <ul style="list-style-type: none"> ▪ Actuarial Services ▪ Wellness total health & productivity needs assessment, planning & execution ▪ Dependent audit analysis ▪ Voluntary benefits program 	Additional fees apply with respect to other services

17. ACTION

September 13, 2016

Approval: Revised Job Description: Chief Technology Officer

Proposal

Staff proposes the Board of Education approve revisions to the job description of Chief Technology Officer.

Background

In the field of personnel, it is a best practice to review a job description whenever the duties are updated or modified. The proposed revisions reflect updated 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 revisions to the job description of Chief Technology Officer.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Chief Technology Officer
(Classified Management)

DefinitionBASIC FUNCTION:

Under the general direction of the ~~Assistant~~ Superintendent, ~~Instructional Services~~, the Chief Technology Officer provides leadership in developing the information and educational technology services, vision and policy for the District. The CTO is responsible for shaping and directing both immediate and long-range strategic information systems requirements, operating core information technology resources and services, and managing the centralized aspects of those resources necessary to support the educational and business mission and priorities of the District. This includes long-term planning and delivery of services in the area of educational technology, information systems, software applications, data center operations, telecommunications, network operations, enterprise systems and comprehensive client support services. Provide strong, collaborative, forward-thinking and responsive leadership in the development, management and maintenance of the District's technology programs and services, and formulation of strategies that address both immediate and future technology needs and services.

Essential DutiesESSENTIAL DUTIES:

- Plan, organize, control and direct the District's information technology program; develop and implement the District's information technology plan, responding to short and long-term administrative and instructional technology needs.
- Provide vision and leadership to assess potential areas of opportunity in which technology can facilitate delivery of District services and programs, enhance operational effectiveness, and accelerate student achievement.
- Participate in the overall planning and direction of the District functions and services related to educational and information technology; advise the Superintendent's Cabinet regarding use of resources, priorities, program opportunities and methods to enhance the delivery of programs, and create an effective environment and understanding of technology for team members.
- Provide technical support for users of computer systems district-wide; respond to requests for technological assistance from District, department and site personnel; work with departments and sites to assure optimum acquisition, installation, maintenance, utilization, repair and security of available technology.
- Plan and coordinate the set up of file servers, workstations and workgroup printers and the installation and maintenance of local area and wide area networks, including designing, configuring, managing and troubleshooting the system; maintain the operational integrity of the District's computing networking systems.
- Analyze, design, test, and evaluate network systems, such as local area networks (LAN), wide area networks (WAN), Internet, intranet, and other data communications systems. Perform network modeling, analysis, and planning. Research and recommend network and data communications

hardware and software and work with telecommunications specialists who deal with the interfacing of computer and communications equipment.

- Ensure that backup/recovery plans and security standards exist and are followed for all systems.
- Review computer orders, modify as needed, and prepare configuration specifications; prepare bid specifications for computer and evaluate bid responses.
- Develop and implement a resource acquisition and management strategy for needed capital and operational investment in IT infrastructure and services; develop and cultivate strategic relationships with internal and external partners to assure optimum system and end-user performance; evaluate, learn and implement new technology and train department and/or school staff in its proper use.
- Identify, transfer, consolidate, and integrate new and legacy technologies into an enterprise infrastructure platform.
- Work with the Administrative Team, Curriculum Council, and Department/Grade Level Chairs to determine and implement appropriate uses of technology for instruction, and to provide courseware and materials for the computer skills curriculum.
- Review requests for services; resolve problems or determine appropriateness of new applications for automation. Assign work; determine priorities for work to be completed.
- Provide technical expertise, information, and assistance regarding the Aeries student management system and human resources management system.
- Administer web services; web sites for schools, departments, or special projects; maintenance Internet filter; troubleshoot Internet/network problems.
- Assist with the development of staff training in education technology.
- Provide technical expertise, information and assistance to the ~~Assistant~~ Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures, and programs; advise the ~~Assistant~~ Superintendent of unusual trends or problems and recommend appropriate corrective action.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs to solve issues and conflicts and exchange information.
- Coordinate program evaluation services (development, administration, interpretation, and reporting) for the school district; design surveys and other data collection instruments; and provide support for electronic evaluation services.
- Develop and prepare the annual preliminary budget for Technology Services, including data processing and telecommunications; analyze and review budgetary and financial data; control and

authorize expenditures in accordance with established limitations; approve requisitions for computer hardware, software, and supplies and prepare purchase requisitions.

- Operate computer and multi-media equipment and assigned software programs; operate other office equipment as assigned.
- Maintain an awareness of technological innovation and promote the effective and efficient utilization of a wide variety of equipment as it relates to technological advances.
- Maintain an awareness of Security, Surveillance, and Access systems.
- Perform computer and network forensic examinations and investigations in support of internal investigations and intrusion incidents, with responsibilities including digital evidence preservation, analysis, data and tape recovery, electronic mail extraction, and database examination.
- Chair the district technology committee, and provide leadership, direction and coordination to the site technology committees in conjunction with the district master technology plan.

OTHER REPRESENTATIVE DUTIES

- Drive a vehicle to various sites to conduct work.
- Attend and conduct a variety of meetings as assigned.
- Perform related duties as assigned.

Minimum Qualifications:

EDUCATION/EXPERIENCE:

~~Bachelor's Degree in computer science, information management, or related field, with Master's preferred, and five (5) years or more progressively responsible experience in the area of technology, education, public, or business administration and management, or any equivalent combination of training and experience which provides the required combination of knowledge, skills, and abilities.~~

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Role of information and educational technology in an educational agency
- Principles, practices, and techniques for the operation of both microcomputer and large-scale, high volume data processing operations providing complex services to users.
- Knowledge of current information technology including ERP, VOIP, voice/data systems, security systems and desktop/mobile hardware and software.
- Planning, organization and direction of an information technology department and current and new technologies related to information technology.
- Principles of teaching and learning and the relationship to technology.
- Principles of local area network and wide area networks and protocols.
- Sound understanding of the forensics process, with the ability to work within a framework of formal methodologies and best practices.

- Professional certifications preferred. These include EnCase, NTI, IACIS, SEARCH or CFCE (Certified Forensic Computer Examiner).
- Aeries student information and Aeries personnel systems.
- Preventive maintenance procedures, policies and programs related to technology equipment.
- Effective techniques for assessing and analyzing user needs and recommending hardware and software solutions.
- Budget preparation and control.
- Principles and practices of personnel management and budget development and administration.
- Educational technology facilities and equipment, including sources of funding for educational grants and related technology functions for educational agencies.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training, applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of various computers, operating systems and software, including the Internet.
- Demonstrable subject matter expertise in all of the following areas: ~~DOS~~, Windows (all versions), MAC (all versions), UNIX/Linux, MS-SQL, MS-Access, ~~MS-Exchange~~, and Active Directory.

Ability to:

- Collaborate with teachers and administrators to improve teaching and learning through the use of technology.
- Plan, organize, control and direct the District's information technology program.
- Plan and direct a large complex operation that involves coordination and integration of multiple interrelated activities.
- Coordinate the selection and utilization of computer hardware and software, and related technology for the District's instructional and administrative needs.
- Assure successful computing/networking communications among and between the various instructional units, schools sites, and the District Office.
- Develop and maintain the necessary documentation to support the forensic and investigative processes and procedures.
- Ability to maintain confidentiality of information.
- Administer web services.
- Provide leadership in the development of information management systems and educational technology applications for instructional and administrative units.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures; establish and maintain cooperative and effective working relationships with others.
- Operate office, multimedia, and computer equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.

Personal Qualities:

- ~~Independent Worker~~

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

Minimum Qualifications **MINIMUM QUALIFICATIONS:**

EDUCATION/EXPERIENCE:

Bachelor's Degree in computer science, information management, or related field, with Master's degree preferred, and five (5) years or more progressively responsible experience in the area of technology, education, public, or business administration and management, or any equivalent combination of training and experience which provides the required combination of knowledge, skills, and abilities.

EXPERIENCE

Five (5) years or more progressively responsible experience in the area of technology, education, public, or business administration and management, or any equivalent combination of training and experience which provides the required combination of knowledge, skills, and abilities.

WORKING CONDITIONS

Environment:

- Indoor office and classroom environments.
- Mild to moderate noise levels.
- Frequent travel to school sites.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

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:

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hand and fingers to operate a computer keyboard.
- Lifting and carrying moderately heavy computer equipment.
- Vision: Must possess vision (which may be corrected) to read small print and computer screens.
- Speech and Hearing: Must possess hearing (which may be corrected) to use a telephone and to hear discussions and questions during public and school meetings and productions. The individual is required to speak clearly and distinctly, to make lengthy oral presentations, and to converse by telephone.

- Mental and Emotional: The individual is required to establish effective relationships with a wide range of people, to give direction and to exercise tact, diplomacy, empathy, and firmness in sometimes highly emotional situations.
- Ability to frequently Stand, sit, reach, grasp, stoop, bend, push, pull, kneel, squat, and twist.
- ~~Some locations have stairs and may not have elevators~~ 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 monitor student activities.
- Ability to learn the procedures, functions and limitations of assigned duties.

Work Year: 12 months

Salary Range: Management Salary Schedule

Laguna Beach Unified School District

18. ACTION

September 13, 2016

Approval: Authorize the Assistant Superintendent of Business Services to File a Notice of Completion (NOC) for Roofing Replacement at Various Sites at Laguna Beach Unified School District by Best Contracting Services, Inc., for Recording by the County Clerk-Recorder

Proposal

Staff proposes the Board of Education approve filing a Notice of Completion (NOC) for roofing replacement at various sites at Laguna Beach Unified School District by Best Contracting Services, Inc., for Recording by the County Clerk-Recorder by the Assistant Superintendent of Business Services.

Background

The Notice of Completion (NOC), once executed and recorded by the Orange County Clerk-Recorder, serves to give formal notice to all subcontractors, manufacturers, and material suppliers that they have 30 days in which to submit any claims to the District for payment due from any prime contractors. The filing of the NOC also generally serves to trigger the start of warranty/guarantee periods, including the extended period of applicable performance bonds by various contractors, which generally run for a period of one year from the recording date of NOC. While such action declares the project to be "completed," it does not require any retention funds to be automatically released to project engineers or contractors.

Budget Impact

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

Recommended Action

Staff recommends the Board of Education approve filing a Notice of Completion (NOC) for roofing replacement at various sites at Laguna Beach Unified School District by Best Contracting Services, Inc., for Recording by the County Clerk-Recorder by the Assistant Superintendent of Business Services.