



LAGUNA BEACH
UNIFIED SCHOOL DISTRICT

**Regular Meeting
of the
Board of Education**

AGENDA

March 14, 2017

ADMINISTRATION

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

BOARD OF EDUCATION

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

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

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

March 14, 2017

**5:00 P.M.
CLOSED SESSION**

**6:00 P.M.
STUDY SESSION
ENGLISH LANGUAGE ARTS/ENGLISH LANGUAGE DEVELOPMENT**

**7:00 P.M.
OPEN SESSION**

AGENDA

RECORDING OF SCHOOL BOARD MEETINGS
Open Session School Board Meetings will be video recorded.

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

9. STUDY SESSION: ENGLISH LANGUAGE ARTS/ENGLISH LANGUAGE DEVELOPMENT (ELA/ELD) FRAMEWORK

– Alysia Odipo, Ed.D., Assistant Superintendent, Instruction

Staff will present information regarding the California Common Core State Standards: ELA/ELD Framework to provide the Board of Education with an in-depth look at the instructional shifts involved and the process for full implementation of the ELA/Literacy Standards.

10 Minute Break

10. CONVENE OPEN SESSION

11. RECOGNITION

a. LBHS Girls Water Polo Team – CIF Division 1 Champions

12. 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.

13. REPORTS

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

14. CONSENT CALENDAR

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

- a. Approval of Minutes
 - i. February 14, 2017 (Regular Meeting)
 - ii. March 7, 2017 (Special Meeting)
- b. Approval/Ratification of Personnel Report
- c. Approval/Ratification of Conference/Workshop Attendance

- d. Approval of Field Trip(s)
- e. Approval of Agreements for Contracted Services – Special Education
- f. Approval of Agreements for Contracted Services – Technology
- g. Approval of Interdistrict Attendance Agreements – Resident Students from Other District(s)
- h. Approval of Interdistrict Attendance Agreements – Resident Students to Other District(s)
- i. Approval/Ratification of Warrants #389408 through #389644 in the amount of \$1,112,062.13 Dates: 2/6/2017 through 3/3/2017
- j. Ratification of Certificated Payroll 8A in the Amount of \$2,199,492.73
Ratification of Classified Payroll 8B in the Amount of \$690,748.66
Ratification of Certificated Payroll 8C in the Amount of \$917.82
- k. Approval of Community Facilities District 98-1 (Crystal Cove) Administrative Expense Fund Disbursements Totaling \$1,367.50

INFORMATION ITEMS

15. BOARD POLICIES – FIRST READING

– Jason Vilorio, Ed.D., Superintendent

The Superintendent recommends a first reading by the Board of Education of the policies listed below. The Board may waive a second reading or require an additional reading if necessary. Board policies are brought forward for a first reading by the Board, as described in Board Bylaw 9310.

	Policy/Bylaw	Title	Recommendation	Comment
a.	B.P. 5145.3	Nondiscrimination/ Harassment	Recommend for second reading.	Policy updated in accordance with new laws and regulations.
b.	B.B. 9222	Resignation	Recommend for second reading.	Bylaw updated to clarify several areas regarding Board member resignation.
c.	B.B. 9270	Conflict of Interest	Recommend for second reading.	Bylaw updated to expand definitions and explanations of requirements.

ACTION ITEMS

16. APPROVAL POSITIVE CERTIFICATION OF SECOND INTERIM REPORT

– Jeff Dixon, Interim Assistant Superintendent, Business Services

Staff proposes the Board of Education approve a positive certification of the Second Interim Financial Report for 2016/2017.

17. APPROVAL OF CALIFORNIA SCHOOL BOARD ASSOCIATION (CSBA) 2017 DELEGATE ASSEMBLY ELECTION

– Jason Vilorio, Ed.D., Superintendent

Staff proposes the Board of Education vote for up to nine candidates for the 2017 CSBA Region 15 Delegate Assembly.

18. APPROVAL OF SUPPORT FOR ASSEMBLY BILL 235: AN ACT TO AMEND SECTION 42127.01 OF THE EDUCATION CODE, RELATING TO SCHOOL FINANCE

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

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

Staff proposes the Board of Education approve to support Assembly Bill 235, an act to amend section 42127.01 of the Education Code, relating to school finance.

19. APPROVAL OF CURRICULUM COMMITTEE RECOMMENDATION FOR TEXTBOOK ADOPTION FOR LAGUNA BEACH HIGH SCHOOL AND THURSTON MIDDLE SCHOOL MANDARIN LANGUAGE COURSES

– **Alysia Odipo, Ed.D., Assistant Superintendent, Instruction**

Staff proposes the Board of Education approve the adoption of textbooks for Mandarin I and Mandarin II courses at LBHS and TMS. The textbooks were presented to the Curriculum Council on February 6, 2017, by Ermei Fan, Mandarin Teacher at both schools. The Curriculum Council recommends these textbooks for adoption.

20. APPROVAL OF BOARD POLICIES – SECOND READING

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

The following Board policies were brought before the Board for a first reading on February 14, 2017. Board members agreed to move all policies forward for a second reading.

	Policy/Bylaw	Title	Recommendation
a.	B.P. 0450	Comprehensive Safety Plans	Recommend approval and deletion of BP 6021 – Emergency Plans
b.	B.P. 1240	Volunteer Assistance	Recommend approval of policy and deletion of BP 1005 – Volunteer Assistance
c.	B.P. 5141.21	Administering Medication and Monitoring Health Conditions	Recommend approval and deletion of BP 5026 – Students taking medication

21. APPROVAL OF REVISED JOB DESCRIPTIONS AND RECLASSIFICATION OF CSEA POSITIONS

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

Staff recommends the Board of Education approve revisions to job descriptions and titles along with the re-classification of CSEA positions.

22. APPROVAL OF AGREEMENT FOR STUDENT TRANSPORTATION SERVICES BETWEEN THE ORANGE COUNTY SCHOOL DISTRICTS

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

– **Shannon Soto, Ed.D., Director, Fiscal Services**

Staff proposes the Board of Education approve the Agreement for Student Transportation Services between the Orange County School Districts.

23. APPROVAL OF CONSULTING SERVICES CONTRACT WITH RAPTOR TECHNOLOGIES

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

– **Shannon Soto, Ed.D., Director, Fiscal Services**

Staff proposes the Board of Education approve the consulting services contract with Raptor Technologies.

24. APPROVAL OF LEASE AGREEMENT FOR INTERIM HOUSING AT TOP OF THE WORLD ELEMENTARY

– Jeff Dixon, Interim Assistant Superintendent, Business Services

Staff proposes the Board of Education approve a lease agreement with Class Leasing, LLC, for two 24'x'40' relocatable classrooms to be located at Top of the World Elementary for a fixed fee of \$41,600.

25. BOARD MEMBER REQUESTS: ITEMS FOR FUTURE MEETINGS, REQUESTS FOR INFORMATION, OR GENERAL COMMENTS

– Jan Vickers, President, Board of Education

26. ADJOURNMENT

– Jan Vickers, President, Board of Education

The next Regular Meeting of the Board of Education is **Tuesday, March 28, 2017, 6:00 PM**
at the Laguna Beach Unified School District Office Board Room
550 Blumont St., Laguna Beach, California

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

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.

9. STUDY SESSION

March 14, 2017

English Language Arts/English Language Development (ELA/ELD) Framework

Proposal

Staff will present information regarding the California Common Core State Standards (CA CCSS): ELA/ELD Framework to provide the Board of Education with an in-depth look at the instructional shifts involved and the process for full implementation of the ELA/Literacy Standards.

Background

Senate Bill 1200, Statutes of 2012, provided for an update of the California Common Core State Standards: English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects. The ELA/Literacy was modified on March 13, 2013, following the recommendation of State Superintendent of Public Instruction Tom Torlakson, to include the addition of the College and Career Readiness Anchor Standards and technical changes.

The CA CCSS for ELA/Literacy are organized around a number of key design considerations. The College and Career Readiness anchor standards constitute the backbone of the standards and define the general, cross-disciplinary literacy expectations for students in preparation for college and the workforce. The standards are divided into strands: Reading, Writing, Speaking and Listening, and Language. Connected to these design considerations is the interdisciplinary expectation that the development of each student's literacy skills is a shared responsibility—English language arts teachers collaborating with teachers of other academic content subjects for an integrated model of literacy across the curriculum. (www.cde.ca.gov)

Today's diverse students need to be prepared for tomorrow's expanding literacy demands. With the English Language Arts/English Language Development Framework for California Public Schools: Kindergarten through Grade Twelve (ELA/ELD Framework), the language needs of every student in California are addressed and guidance is provided to prepare students for postsecondary education and/or careers. The ELA/ELD Framework forges a unique and unifying path between two interrelated sets of standards: the California Common Core State Standards for English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects (CA CCSS for ELA/Literacy) and the California English Language Development Standards (CA ELD Standards).

The CA CCSS for ELA/Literacy, adopted in August 2010, highlight critical skills and expectations in English language arts necessary to develop students' literacy in the twenty-first century. The standards emphasize the importance of building knowledge through a balanced study of content-rich informational and literary texts; fostering reading, writing, and speaking skills grounded in evidence from texts; developing careful analyses, well-defended claims, and clearly articulated information; and underscoring the need for regular practice with complex texts and academic language. In 2012, the State Board of Education approved the CA ELD Standards, which are intentionally aligned with the CA CCSS for ELA/Literacy. These new ELD standards amplify areas of English language development that research has shown are crucial for academic learning. They describe key knowledge, skills, and abilities in core areas that are necessary for English learners to successfully engage with, and achieve success in, grade-level academic content.

The interrelated alignment of these two new sets of standards called for in the ELA/ELD Framework forms the basis for remodeling our instructional practice and promoting literacy through critical thinking and problem solving, collaboration, and communication. The ELA/ELD Framework provides guidance to educators to help build this new depth of knowledge on a range of topics. It includes strategies to strengthen learning for every student, both in the English language arts classroom and in classrooms where students learn other academic content. It contains information on the qualities of effective professional development, strategies for incorporating technology into the classroom, and effective examples of using formative assessment to guide instruction. The ELA/ELD Framework also features helpful figures and descriptive snapshots that frame new ideas and practices for integrating the literacy demands of both the English language arts and discipline-specific classrooms, offering support to students who come to those classrooms with a wide range of language development needs.

In Laguna Beach Unified School District, a small group of representative stakeholders began the transition to the new framework in the fall of 2015. All sites were represented and the topics covered included Multi-tiered Systems of Support (MTSS), Universal Design for Learning (UDL), Response to Intervention (RTI), and text complexity. From this group the pilot teachers were selected to participate in the Publisher's Fairs and pilot curriculum groups. Primary instructional shifts included close reading, text complexity, responsive writing, increase of informational text, and ELD instruction aligned with ELA. The ELA/ELD textbook pilots are shown in the chart below.

Program	Elementary Pilot	Middle School Pilot	High School Pilot
ELA/ELD Program 2 All Students	<ol style="list-style-type: none"> 1. National Geographic Cengage Learning (piloted 2015/16) 2. McGraw/Hill Wonders (piloted for 8 weeks – fall 2016) 3. HMH – Journeys (piloted for 8 weeks – spring 2017) 4. Benchmark Advance (piloting for 6 weeks – spring 2017) 	<ol style="list-style-type: none"> 1. McGraw/Hill StudySync (piloting for 2016/17 school year) 	<ol style="list-style-type: none"> 1. McGraw/Hill StudySync (9th grade pilot Jan - May 2017) 2. HMH – Collections (10th grade pilot Jan – May 2017) 3. Pearson - myPerspective (9th grade pilot March – May 2017)
ELA/ELD Program 4 Intensive Intervention	<ol style="list-style-type: none"> 1. HMH – READ 180 (piloting spring 2017) 2. Pearson – iLit (piloting spring 2017) 	<ol style="list-style-type: none"> 1. HMH – READ 180 (piloting spring 2017) 2. Pearson – iLit (piloting spring 2017) 	<ol style="list-style-type: none"> 1. Pearson – iLit (piloting spring 2017 in two SPED classes)
ELA/ELD Program 5 Specialized Designated Instruction	<ol style="list-style-type: none"> 1. Pearson – iLit (piloting spring 2017) 	<ol style="list-style-type: none"> 1. Pearson – iLit (piloting spring 2017) 2. HMH – Escalate (piloting spring 2017) 	<ol style="list-style-type: none"> 1. Pearson – iLit (piloting spring 2017 in two SPED classes)

Budget Impact

There is no budget impact for this report.

Recommended Action

No action is required.

Laguna Beach Unified School District

14.a.i CONSENT/ACTION

March 14, 2017

Approve:

Minutes – February 14, 2017

Board of Education Minutes of Regular Meeting February 14, 2017

Call to Order

The Regular Meeting of the Board of Education was called to order by President Vickers at 5:01 p.m., at the Central Offices for Laguna Beach Unified, 550 Blumont, Laguna Beach, California.

Roll Call to Establish Quorum

Quorum was established.

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

Public Comment on Closed Session Items

There were no public comments.

Adjourn to Closed Session

Member Wolff moved to adjourn to Closed Session. Member Perry seconded. President Vickers called for the vote. Motion carried 4-0-1. Members Vickers, Perry, Normandin, and Wolff voted yes. Member Brown was absent.

The following topics were discussed.

A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Government Code §54957

B. NEGOTIATIONS

Government Code §54957.6

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

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

President Vickers called for the vote.

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

Present at Board Meeting

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

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

Staff: Jason Vilorio, Ed.D., Superintendent
Dean West, Assistant Superintendent, Business Services
Alysia Odipo, Ed.D., Assistant Superintendent, Instructional Services
Leisa Winston, Assistant Superintendent, Human Resources and Public
Communications
Victoria Webber, Executive Assistant
Jeff Dixon, Director, Facilities
Mike Morrison, Chief Technology Officer
Shannon Soto, Ed.D., Director, Fiscal Services
Irene White, Director, Special Education
Amy Kernan, Coordinator, Assessment & Accountability
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
Liaison

Pledge of Allegiance

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

Report of Closed Session Action

President Vickers reported by a vote of 4-0-1, member Brown was absent, the Board took action to accept the resignation of classified employee number 7600000322 in lieu of termination.

Adoption of Agenda

Public Comment: None.

Staff requested item 18, approval of Resolution 17-04: Recognition of PTA Founders Day 2017, be moved to follow item 11.

Member Normandin moved to adopt the agenda as revised. Member Perry seconded.

Discussion: None

President Vickers called for the vote.

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

Recognition

The Board recognized Mr. Bruce Hopping for his contributions to the visual and performing arts in the community. A plaque has been established at the high school to recognize student achievements in visual and performing arts. Mr. Hopping was the inspiration for the creation of the student recognition, through the Greek philosophy of nobility of mind with academics and body. Mr. Hopping expressed his gratitude for the recognition and his desire to preserve the integrity of the Laguna Beach community as healthy and fit.

Public Comment (Non- Agenda Items)

High school students Chloe Bryan, Rosalie Morreale, and Kyle Sharp addressed the Board regarding school culture and climate. Each student shared recent positive on campus experiences specifically related to the Keith Hawkins assemblies.

The following people addressed the Board regarding a student incident that occurred off campus in December 2016:

Ivor, Lynn, and Noah Schucking
Jay Grant
Kelly Schroeder
Sheri Morgan

Laura Jaeger addressed the Board regarding the CLC program at Top of the World Elementary and shared a New York Times article with the Board.

Reports

Student Representative – Chloe Bryan

Chloe reported on the following:

- New semester has started
- Pep Assembly February 3 included the new student chant “We believe that we are one!”
- Kindness activities occurring all this week
- Keith Hawkins assembly was held today, February 14
- Winter sports update, four out of five winter teams in CIF

PTA– Tammy Skenderian

- Thanked all District staff who attended the January and February PTA Council meetings
- Next Coffee Break is March 15. Speaker will be Susan Keiser Greenland and will address Gratitude and Mindfulness
- PTA Reflections update
- El Morro and TOW had successful talent shows
- Thurston’s fundraiser “Epic Challenge” is in process
- All unit PTAs are looking for board nominees

SchoolPower – Robin Rounaghi

- Thanks Board, district and school leaders for supporting the initiative for student well-being. The fundraising goal was exceeded!

LaBUFA Representative – Sara Hopper, LaBUFA Vice President

- LaBUFA members have identified their top priorities for negotiations as: Salaries, benefits, planning time, and in classroom time

CSEA Representative – Margaret Warder, CSEA President

- Negotiations survey in process
- Paraeducators conference upcoming
- Attending insurance university part two with Elizabeth Phillips
- Attended leadership workshop

Board Members

Board members reported as follows:

Member Wolff

- Attended LBHS PTA meeting – kudos to Lance Neal
- Attended Shap show
- Attended PTA Council meeting
- Attended LBHS Scholarship Foundation meeting
- Attended TMS PTA meeting

- Attended 8th grade drama production
- Attended SchoolPower Dinner Dance
- Attended Keith Hawkins assembly at high school

Member Normandin

- No report

Member Brown

- Not in attendance

Clerk Perry

- Visited garden at TOW
- Met with Sister Cities members

President Vickers

- Commented Keith Hawkins has been to sites several times before and has always been well received
- Requested agenda for Community Coalition meetings be sent to all Board members
- Attended PTA Council meeting. Instruction presentations were very informative and impressive
- Attended TMS PTA meeting
- Attended LBHS PTA meeting – Kudos to Lance Neal

Superintendent Viloria

- SchoolPower Dinner Dance was fantastic – Kudos to everyone involved
- Keith Hawkins will be continuing to present to students
- Lance Neal, Athletic Director, is working with students and coaches to empower leaders on campus
- Shared conceptual logo for student unity

Cabinet

Jeff Dixon, Interim Assistant Superintendent, Business Services

- SchoolPower Dinner Dance was great
- Wrapping up second interim
- Finalizing facilities plans for Top of the World

Alysia Odipo, Assistant Superintendent, Instructional Services

- Teacher collaboration in Foreign Language and Visual and Performing Arts
- Thanked El Morro for hosting Laguna Beach Live!
- DELAC meeting February 15
- Weston Kieschnick February 16

Leisa Winston, Assistant Superintendent, Human Resources and Public Communications

- Thanked SchoolPower and donors
- Kudos to Jenny Salberg and the Thurston team for hosting a great cross-curricular meeting

Approval of Resolution No. 17-04: Recognition of PTA Founders Day 2017

Dr. Vioria introduced PTA Council President Tammy Skenderian and thanked her for her dedication. Tammy accepted the Resolution on behalf of the Laguna Beach Council of PTAs.

Public Comment: None

Board Member Questions: None

Member Normandin moved approval Resolution No. 17-04: Recognition of PTA Founders Day 2017. Member Wolff seconded.

Board Member Discussion: None

Motion carried 4-0-1. Members Vickers, Perry, Normandin, and Wolff voted yes to approve Resolution No. 17-04: Recognition of PTA Founders Day 2017.

Public Hearing on Sunshine Proposal with LaBUFA for 2017-2018: Laguna Beach Faculty Association and Laguna Beach Unified School District's Joint Proposal for a Successor Collective Bargaining Agreement

President Vickers opened the public hearing at 7:19 p.m. There were no public comments. President Vickers closed the public hearing at 7:19 p.m.

CONSENT CALENDAR

Public Comment:

Member Normandin moved approval of Consent Calendar items a – o. Member Wolff seconded.

Discussion: Board members commented on contracts and workshops.

- a. Approval of Minutes
 - iv. January 24, 2017 (Regular Meeting)
 - v. January 27, 2017 (Special Meeting)
- b. Approval/Ratification of Personnel Report
- c. Approval/Ratification of Conference/Workshop Attendance
- d. Approval of Field Trip(s)

- e. Approval of Agreements for Contracted Services – Special Education
- f. Approval of Agreements for Contracted Services – Technology
- g. Approval of Interdistrict Attendance Agreements – Resident Students to Other District(s)
- h. Acceptance of Gifts-Checks Totaling \$201,600.00
- i. Approval/Ratification of Warrants #389178 through #389407 in the amount of \$1,872,467.79 Dates: 1/13/17 through 2/03/2017
- j. Ratification of Certificated Payroll 7A in the Amount of \$2,168,309.62
Ratification of Classified Payroll 7B in the Amount of \$661,069.77
- k. Approval of Sunshine Proposal with LaBUFA for 2017-2018
- l. Approval of Agreement with Learning for Living, Inc., in an amount of \$5,000.00
- m. Approval of School Connected Organizations – TOW Oceans Awareness Club
- n. Approval of Quarterly Report – Board Policy 3002 – Investments
- o. Approval of Agreement with AALRR in an Amount Not-to-Exceed \$60,000

President Vickers called for the vote.

Motion carried 4-0-1. Members Vickers, Normandin, Perry, and Wolff voted yes to approve the consent calendar, items a – o. Member Brown was absent.

INFORMATION ITEMS

Update on LCAP Goal 4 and School Climate

Dr. Odipo, Principal Jenny Salberg, and Thurston Student Max O'Connor presented information on student connectedness and school climate in relation to LBUSD LCAP Goal 4. The presentation reviewed why student connectedness matters, data, student input, and opportunities for students to be engaged.

Board members asked clarifying questions.

Presentation on the Implementation of Full Day Kindergarten in Laguna Beach Unified School District for the 2017-2018 School Year

Dr. Odipo and Principals Chris Duddy and Mike Conlon presented information on the District's plan to implement a full day kindergarten program. Information included community input, benefits and steps for implementation.

The following people spoke in support of full-day kindergarten and shared ideas or concerns:

Ann Herzog
Michelle Nelson
Sheri Morgan

Joint Fiscal Management Committee Report (JFMC)

Mr. Dixon stated this was the first JFMC meeting that he chaired. The role and purpose of the committee were reiterated to include transparency and sharing of information. Mr. Dixon stated the two known factors are that step and column increases are known factors. The district contributions to STRS and PERS will continue to increase and will double by 2021.

Board Policies – First Reading

Dr. Viloria requested policies d, e, and f be pulled and brought back for a first reading at the March 14 meeting. The Board reviewed policies a, b, and c and all were recommended for a second reading.

	Policy/Bylaw	Title	Recommendation	Comment
a.	B.P. 0450	Comprehensive Safety Plans	Recommend for second reading.	New policy for LBUSD. Policy was recently revised at the State level.
b.	B.P. 1240	Volunteer Assistance	Recommend for second reading. Delete BP 1005	BP 1005 was adopted in 2000 and is not in compliance with current regulations.
c.	B.P. 5141.21	Administering Medication and Monitoring Health Conditions	Recommend for second reading. Delete 5026 – Students taking medication	Policy updated in accordance with new laws and regulations.
d.	B.P. 5145.3	Nondiscrimination/ Harassment	Recommend for second reading.	Policy updated in accordance with new laws and regulations.
e.	B.B. 9222	Resignation	Recommend for second reading.	Bylaw updated to clarify several areas regarding Board member resignation.
f.	B.B. 9270	Conflict of Interest	Recommend for second reading.	Bylaw reorganized and updated to expand definitions and explanations of requirements.

ACTION ITEMS

Approval of Comprehensive School Safety Plans, March 2017 Through February 2018

Mr. Dixon introduced the item, stating the plans are more comprehensive and have been reviewed the District safety committee.

Public Comment: None

Board Member Questions: None

Member Normandin moved to approve the Comprehensive School Safety Plans, March 2017 through February 2018. Member Wolff seconded.

Motion carried 4-0-1. Members Vickers, Perry, Normandin, and Wolff voted yes to approve the Comprehensive School Safety Plans, March 2017 through February 2018. Member Brown was absent.

Board Member Requests for Items for Next Meeting, Future Topics, or General Comments

Member Wolff asked that standards be created for communication regarding key expectations from coaches to student athletes and families.

Member Normandin asked what the communication process is across the district. She requested another Governance session that ties in the topic of communication. She also asked for clarification on how to respond to requests for support. All requests should be sent to the Board President and superintendent.

Member Perry would like the District to look for more ways to include student voice.

President Vickers commented on social media and how negative it can be. She stated many adults are not modeling good behavior on social media.

Adjournment

Member Normandin moved to adjourn. Member Wolff seconded.

President Vickers announced the next regular meeting is March 14, 2017 and will include a Study Session.

President Vickers called for the vote.

Motion carried 4-0-1. Members Vickers, Perry, Normandin, and Wolff voted yes to adjourn the meeting. The meeting adjourned at 8:25 p.m.

Jan Vickers
President of the Board
March 14, 2017

Laguna Beach Unified School District

14.a.ii CONSENT/ACTION

March 14, 2017

Approve: Minutes – March 7, 2017

Board of Education Minutes of Special Meeting March 7, 2017

Call to Order

The meeting was called to order at 8:00 a.m.

Roll Call to Establish Quorum

Roll call to establish Quorum:

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

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

Pledge of Allegiance

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

Adoption of Agenda

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

Discussion: None

President Vickers called for the vote.

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

Webber/Viloria

Public Comment (Items Not on the Agenda)

None.

Public Comment on Closed Session Agenda Item

None.

Adjourn to Closed Session

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

Discussion: None.

President Vickers called for the vote.

Motion carried by a vote of 4-0-1. Members Vickers, Brown, Normandin, and Wolff voted yes to adjourn to closed session. Member Perry was absent.

The meeting adjourned to Closed Session at 8:01 a.m. to discuss the following:

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

Victoria Webber was not in attendance for closed session.

Adjournment of Closed Session

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

No discussion occurred. President Vickers called for the vote.

Motion carried 4-0-1. Members Vickers, Brown, Normandin, and Wolff, voted yes to adjourn. Closed Session was adjourned at 8:55 a.m.

Report Out of Closed Session

President Vickers reported no action was taken in Closed Session.

Approval of Personnel Report

Member Brown moved to approve the personnel report. Member Normandin seconded.

No discussion occurred. President Vickers called for the vote.

Webber/Viloria

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

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

Discussion: None

President Vickers called for the vote.

Motion carried 4-0-1. Members Vickers, Brown, Normandin, and Wolff, voted yes to adjourn. Closed Session was adjourned at 8:56 a.m.

Jan Vickers
President of the Board
March 14, 2017

Laguna Beach Unified School District

14.b. CONSENT/ACTION

March 14, 2017

Approval/Ratification: Personnel Report

Proposal

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

Background

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

Budget Impact

Expenditures are within budgeted appropriations as indicated.

Recommended Action

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

PERSONNEL REPORT

March 14, 2017

I. RETIREMENTS/RESIGNATIONS:

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Christie Olsen PC05SS0401	Reception and Counseling Office Assistant Laguna Beach High School	March 1, 2017

II. LEAVES:

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Mary Parlapandes	Elementary Teacher Top of the World Elementary 0108011005-1110 Job Share with Erica Rahall	August 29, 2017 to June 21, 2018 20% Leave of Absence 80% Employment Contract

Erica Rahall	Elementary Teacher Top of the World Elementary 0108011005-1110 Job Share with Mary Parlapandes	August 29, 2017 to June 21, 2018 80% Leave of Absence 20% Employment Contract
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Jennifer Sweet	Instructional Assistant, Classroom Top of the World Elementary	February 27, 2017 to June 22, 2017
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III. EMPLOYMENT:

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Claudette Ahern PC02SN0104	School Readiness Nurse District Office 0102175425-1260 Range: 1 Step: 3 3.6 hours per day/5 days per week/197 day contract Replaces: Kathleen Knott	February 27, 2017 General Fund Probationary Employee \$35,892 Annual Salary

Jennifer Sweet PC08EST116	Teacher Top of the World Elementary 0108015080-1110 Range: 4 Step: 1 7 hours per day/5 days per week/78 day contract Replaces: Melanie Whitenack	February 27, 2017 General Fund Temporary Contract \$28,567.73 Annual Salary
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Chantile Wells PC08SA0801	Instructional Assistant, Classroom Top of the World Elementary 0108011005-2110 Range: 20 Step: A 3 hours per day/5 days per week/10 month academic calendar Replaces: Stacy Yelland	February 27, 2017 General Fund Probationary Employee \$17.86 per hour
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IV. EMPLOYMENT: Student Worker

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Haley Conley	Student Worker - Work Experience/TPP Program Laguna Beach High School 0104644571-2960 NTE: 100 hours	March 1, 2017 to June 30, 2017 Special Ed Funds \$10.50 per hour
Caleb Mostajo	Student Worker - Work Experience/Workability Laguna Beach High School 0104644575-2960 NTE: 50 hours	March 1, 2017 to June 30, 2017 Special Ed Funds \$10.50 per hour
Arianna Nugent	Student Worker - Work Experience/Workability Laguna Beach High School 0104644575-2960 NTE: 50 hours	March 1, 2017 to June 30, 2017 Special Ed Funds \$10.50 per hour
Ayrton Svenson	Student Worker - Work Experience/Workability Laguna Beach High School 0104644575-2960 NTE: 50 hours	February 15, 2017 to June 30, 2017 Special Ed Funds \$10.50 per hour
Cory Winchester	Student Worker - Work Experience/Workability Laguna Beach High School 0104644575-2960 NTE: 50 hours	March 1, 2017 to June 30, 2017 Special Ed Funds \$10.50 per hour

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

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Jesse Rothman	10% Extra Period Assignment - Science TOSA Thurston Middle School 0106011008-1180 Step 5: \$7665.89 annual pay	January 31, 2017 to June 22, 2017 General Fund Extra Duty Assignment

VI. EMPLOYMENT: Stipends

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Michelle Martinez	History Days Thurston Middle School 0106311008-1170	September 20, 2016 to June 10, 2017 General Fund NTE: \$1822.00

VII. EMPLOYMENT: Short Term Assignments - Extra Duty

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Trina Bilich	Instructional Assistant, Special Education Top of the World Elementary Special Ed Funds 0104612310-2115 \$26.25 per hour NTE: 30 hours Reason: Attending site PLC after school meetings	October 5, 2016 to June 22, 2017
Chris Costley	Workability/TPP Employment Tech Laguna Beach High School Special Ed Funds 0104644575-2145 \$26.25 per hour NTE: 6 hours Reason: After school cooking class	March 15, 2017 to April 5, 2017
James Crawford	CCM, MTSS and Staff Development Meetings Thurston Middle School General Fund 0106011008-2150 \$26.25 per hour NTE: 20 hours	February 1, 2017 to June 30, 2017
Dustin Gowan	MTSS Team Monthly Meetings Top of the World Elementary General Fund 0108011005-1130 \$39.58 per hour NTE: 6 hours	January 1, 2017 to June 30, 2017
Lara Greco	Math Teacher Laguna Beach High School General Fund 0105011012-1130 \$38.424 per hour NTE: 20 hours Reason: Development of new Alegbra II course	March 1, 2016 to September 1, 2016
Mark Harris	Campus Supervisor Laguna Beach High School General Fund 0105011012-2910 \$25.15 per hour NTE: 40 hours Reason: Extra campus supervision as needed	March 1, 2017 to June 30, 2107
Dawn Hunnicutt	Fund-A-Need Video Laguna Beach High School General Fund 0101377105-1130 \$39.58 per hour NTE: 5 hours	February 1, 2017 to February 11, 2017
Alexis Karol	Fund-A-Need Video Laguna Beach High School General Fund 0101377105-1130 \$39.58 per hour NTE: 10 hours	February 1, 2017 to February 11, 2017

VII. EMPLOYMENT: Short Term Assignments - Extra Duty (cont'd)

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Cyndi Kimball	Transition Services Coordinator Laguna Beach High School 0104644575-2145 NTE: 4 hours Reason: After school cooking class	March 15, 2017 to April 5, 2017 Special Ed Funds \$26.25 per hour
Kimberly Mattson	Teach Tech PD Classes Top of the World Elementary 0113457175-1360 NTE: 4 hours	February 7, 2017 to March 28, 2017 General Fund \$45.23 per hour
Alex Maxwell	CCM, MTSS and Staff Development Meetings Thurston Middle School 0106091008-2970 NTE: 25 hours	February 1, 2017 to June 30, 2017 General Fund \$26.25 per hour
Lila Samia	School Psychologist Laguna Beach High School 0104292600-1280 NTE: 30 hours Reason: Testing services support for special education staff	January 20, 2017 to June 30, 2017 Special Ed Funds \$39.58 per hour
Kimberly Rood	Math Teacher Laguna Beach High School 0105011012-1130 NTE: 20 hours Reason: Development of new Common Core Geometry course	March 1, 2016 to September 1, 2016 General Fund \$38.424 per hour
See Employee List	Core Byte Mondays Thurston Middle School 0106011008-1130 NTE: 9 hours each Employees: Bjorn Avila, April Coffman, Jeff Dippel, Katie Meyers, Michelle Martinez, Heather Rosenthal, Sarah Schaeffer, Laura Silver, Anna Tejchman, Ina Wu	September 26, 2016 to December 12, 2016 General Fund \$39.58 per hour
See Employee List	Attended Dyslexia Workshop Districtwide 0102013080-1130 NTE: 1.25 hours each Employees: Kim Adams, Mary Blanton, Marianne Bynum, Cheri David, Halle Davidson, Debbie Finnerty, Dustin Gowan, Rosie Haynes, Robby Hogrebe, Launa Nacion-Kirkey, Marianne Lawson, Livi Marshall, Carrie Rabay, Patti Rabun, Triana Ramazan, Yadi Rojas, Nicole Stewart, Melinda Vogel, Sarah Wolsey	March 1, 2017 Special Ed Funds \$39.58 per hour

VII. EMPLOYMENT: Short Term Assignments - Extra Duty (cont'd)

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
See Employee List	Attended Dyslexia Workshop Districtwide 0102013080-2150 NTE: 1.25 hours each Employees: Kasey Childs-Konkel, Marlo Jensma, Lisa Manion, Nikki Romano, Noemi Shaw, Margaret Warder, Stacy Yelland, Eunice Yi, Elizabeth Yoder-Hale	March 1, 2017 Special Ed Funds \$26.25 per hour
See Employee List	ELA/ELD Pilot Committee El Morro Elementary/Top of the World Elementary 0102015380-1130 NTE: 10 hours each Employees: Elizabeth Harris, Rosie Haynes, Livi Marshall, Kimberly Mattson, Triana Ramazan, Nicole Stewart., Greg Togawa, Melanie Whitenack, Tamara Wong	September 8, 2016 to June 30, 2017 General Fund \$39.58 per hour
See Employee List	Attend Technology Professional Development Top of the World Elementary 0102013080-1130 NTE: 4 hours each Employees: Marie Bammer, Megan Bartlett, Brooke Bismack, Michelle Douglass, Dustin Gowan, Rosie Haynes, Robby Hogrebe, Kevin Nguyen, Patti Rabun	February 7, 2017 to March 28, 2017 General Fund \$39.58 per hour
Laura Silver	Fund-A-Need Video Laguna Beach High School 0101377105-1130 NTE: 10 hours	February 1, 2017 to February 11, 2017 General Fund \$39.58 per hour
Megan Weinert	Campus Supervisor Laguna Beach High School 0105011012-2910 NTE: 50 hours Reason: Extra campus supervision as needed	March 1, 2017 to June 30, 2107 General Fund \$22.99 per hour
Heidi Winegard	Health Clerk Thurston Middle School 0106171008-2230 NTE: 10 hours Reason: Assist with physical fitness testing	March 23, 2017 to March 24, 2017 General Fund \$26.25 per hour
Eunice Yi	CCM, MTSS and Staff Development Meetings Thurston Middle School 0106011008-2150 NTE: 20 hours	February 1, 2017 to June 30, 2017 General Fund \$26.25 per hour

VIII. EMPLOYMENT: Afterschool Program Assignments

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Teryl Campbell	Assist with After School GATE Code Class	March 1, 2017 to
	Top of the World Elementary	General Fund May 31, 2017
	0108014011-1170	Intermittent Work Hours
	NTE: 8 hours	\$45.23 per hour

IX. EMPLOYMENT: Short Term Assignments - PTA

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

X. EMPLOYMENT: Short Term Assignments - Performing Arts

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Catherine Baumgardner	Costume Design	January 1, 2017 to
	Laguna Beach High School	PA Funds June 22, 2017
	0102315890-2970	Short Term/Intermittent Work Hours
	NTE: \$1000	
Pauline Kyne	Guest Choreographer	January 1, 2017 to
	Laguna Beach High School	PA Funds June 22, 2017
	0102315890-2970	Short Term/Intermittent Work Hours
	NTE: \$750	

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

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

XII. EMPLOYMENT: Short Term Assignments - ASB Funds

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Paige Nobles	Clock Operator	February 1, 2017 to
	Laguna Beach High School	ASB Funds March 1, 2017
	0105311155-2990	Short Term/Intermittent Work Hours
	NTE: 20 hours	\$26.25 per hour
Jeff Sears	Clock Operator	December 1, 2017 to
	Laguna Beach High School	ASB Funds February 1, 2017
	0105311155-2990	Short Term/Intermittent Work Hours
	NTE: 20 hours	\$26.25 per hour

XIII. 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

Spring Sport

Baseball

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
Jeff Sears	Head Coach, PreSeason	\$3,846.00
Jeff Sears	Head Coach, In Season	\$3,846.00

Golf - Boys

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
Sean Quigley	Head Coach, PreSeason	\$3,393.00
Sean Quigley	Head Coach, In Season	\$3,393.00

Sand Volleyball - Girls

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
Steve McFadden	Head Coach, PreSeason	\$3,846.00
Steve McFadden	Head Coach, In Season	\$3,846.00

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

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
James Crawford	Head Coach, PreSeason	\$3,846.00
James Crawford	Head Coach, In Season	\$3,846.00

Swimming - Boys

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
Kari Damato	Head Coach, PreSeason	\$3,783.62
Kari Damato	Head Coach, In Season	\$4,369.55

Tennis - Boys

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
Rick Conkey	Head Coach, In Season	\$3,393.00

Tennis -Girls

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
Rick Gephardt	Assistant Coach, PreSeason	\$1,893.00

Track - Boys

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
Mark Harris	Head Coach, PreSeason	\$3,846.00
Mark Harris	Head Coach, In Season	\$3,846.00

Track - Girls

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
Steve Lalim	Head Coach, PreSeason	\$4,326.62
Steve Lalim	Head Coach, In Season	\$4,822.55

Volleyball - Boys

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

Weightlifting - Coed:

<u>Name:</u>	<u>Sport:</u>	<u>Stipend:</u>
Brian Bishop	Head Coach, Preseason	NTE: \$2625

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

<u>Name:</u>	<u>Sport:</u>	<u>Date:</u>
Rick Gephardt	Assistant Coach, Tennis	February 6, 2017

XIV. 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

Fall Sport

Football

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
Brian Bishop	Assistant Coach, Post Season	\$3,500.00

Tennis - Girls

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
Rick Gephardt	Assistant Coach, Post Season	\$500.00

XV. SUBSTITUTES: Employment, Releases and Resignations

Employment:

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Aileen Schlissel	Substitute Teacher	February 7, 2017

Release:

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Raul Cervantes	Substitute Classified	February 24, 2017

Resignations:

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Pamela Brown	Substitute Teacher	February 13, 2017
Christine Clancey	Substitute Teacher	March 1, 2017
Francisco Gutierrez	Classified Substitute	February 14, 2017
Joanna Robbins	Classified Substitute	March 1, 2017
Anthony Sinclair	Substitute Teacher	February 10, 2017
Jason Tierney	Substitute Teacher	February 20, 2017
Margo West	Substitute Teacher	February 2, 2017

Laguna Beach Unified School District

14.c. CONSENT/ACTION

March 14, 2017

Approve/Ratify:

Conference/Workshop Attendance

Chris Herzfeld - "CA STEM Symposium - October 9-11, 2016, Anaheim, CA. Several district and school site staff attended the CA STEM Symposium. Mr. Herzfeld's registration was not included in the previous Board approval.

Fiscal Impact:

\$	380.00	Registration
\$	380.00	TOTAL

Account #0102013080-5220 Human Resources - Travel & Conference

Megan Matthias - "California State Bee" – March 30-31, 2017, Fresno, CA. This contest is designed to encourage teachers to include geography in their classroom. Thurston student Sophia Landers, qualified to compete. Megan Matthias, as Geography Bee Coordinator will attend the competition.

Fiscal Impact:

\$	240.75	Transportation
\$	150.00	Lodging
\$	100.00	Meals
\$	125.00	Substitutes
\$	20.00	Parking
\$	637.75	TOTAL

Account #0106091008-5220 TMS - Travel & Conference

Account #0106091008-1190 TMS - Substitutes

Inu Wu and Bjorn Avila - "Destination Imagination State Final" - April 1, 2017, McClellan, CA. Four teams from Thurston Middle School will compete.

Fiscal Impact:

\$	850.00	Transportation
\$	300.00	Lodging
\$	200.00	Meals
\$	100.00	Car Rental
\$	40.00	Parking
\$	1,490.00	TOTAL

Account #0106091008-5220 TMS - Travel & Conference

Account #0106091008-1190 TMS - Substitutes

Dawn Brown - "Credential Counselors and Analysts of California Spring Regional Meeting" - May 15, 2017, Costa Mesa, CA. Participants will receive updates on new and continuing topics on credentialing.

Fiscal Impact:

\$	35.00	Registration
\$	35.00	TOTAL

Account #0110397140-5220 Human Resources - Travel & Conference

Total Expenses: **\$2,542.75**

Laguna Beach Unified School District

14.d. CONSENT/ACTION

March 14, 2017

Approval: Student Field Trips

Proposal

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

1. Laguna Beach High School

Destination: Santa Barbara Boys Varsity Volleyball Tournament
Date: March 17-19, 2017
Chaperone(s): Darren Utterback and Everett Blanton
Cost to Student: \$250.00
Number of Students: 16
Transportation: Rental Vans
Accommodations: Best Western, Santa Barbara

Student athletes learn and grow as a team through tournament play.

2. Laguna Beach High School

Destination: Mt. Carmel Track Invitational – San Diego
Date: March 24-26, 2017
Chaperone(s): Steve Lalim, Mark Harris, Lance Petersen, and Fred Pichey
Cost to Student: \$0
Number of Students: 20 - 40
Transportation: Rental Vans
Accommodations: Double Tree Resort, San Diego

Student athletes will participate in team bonding and compete against students from across the state of California.

Background

The principal of Laguna Beach High School has approved the Applications for Field Trip requests and submitted the application for approval in accordance with Board Policy 6019. This policy provides forms for use by parents/guardians that give permission for their student(s) to participate in field trips, along with authorization for medical care and a waiver in conformance with Education Code Section 35330.

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

14.e. ACTION

March 14, 2017

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-March 14, 2017

<u>Contractor</u>	<u>Description of Services</u>	<u>Term</u>	<u>Funding</u>	<u>Cost</u>
OCDE	Audiology Processing Disorder Assessment Services for a special education student	01/30/17- 06/30/17	Outside Assessment 0104192430-5895	\$1,813
Pacific Audiologics	Vision and Hearing Screening for LBUSD students for the 2017-2018 school year	08/31/17 06/30/18	Outside Agency 0102172850-5895	\$5,100
Parent Reimbursement	Parent travel to RTC/Student home visit from RTC	02/24/17- 06/30/17	NPS Transportation 0104252500-5881	\$3,000
Independent Contract Kitchen in the Canyon, LLC	Cooking classes for WorkAbility and Transition Partnership Program students at LBHS	03/15/17- 04/05/17	WorkAbility 0104644575-5860	\$2,400
Independent Contract Catherine Johnson, SLP	Screening & intervention training to address Dyslexia Assembly Bill #1369	03/01/17- 06/22/17	Outside Agency 0104192430-5895	\$4,000

Laguna Beach Unified School District

14.f CONSENT/ACTION

March 14, 2017

Approval: Agreements and Contracts – Technology Services

Proposal

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

Background

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

Budget Impact

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

Recommended Action

Staff recommends the Board of Education authorize the following contracts.

Laguna Beach Unified School District

Contracts/Licenses – March 14, 2017

Contractor	Description of Services	Term	Funding	Cost
Certica Solutions	12-month license for Certify Software for Calpads certification validation renewal	05/05/17 - 05/04/18	01134571755805	\$3,180.45
Connections Education	Connections Learning Online courses for Independent Study - All Sites	2/14/17 3/14/18 New (Pilot)	01130171755805	\$1,716.00

Laguna Beach Unified School District

14.g. CONSENT/ACTION

March 14, 2017

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

Proposal

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

Background

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

Implications

This proposed action would approve the request of a non-resident student to attend Laguna Beach Unified Schools. The request(s) is/are for the **2017/2018 school year**.

Budget Impact

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

Summary of Interdistrict Transfer Agreement for Staff Members - 2017-18				
Requested School	IDT's for 2016/17	2016/17 Estimated Cost (\$8500 per student)	IDT's for 2017/18 (to date)	2016/17 Estimated Cost (\$8500 per student)
LBHS	6	\$ 51,000.00		\$
TMS	10	\$ 85,000.00		\$
TOW/ELM	34	\$ 289,000.00	3	\$ 25,500.00
Total	50	\$ 425,000.00	3	\$ 25,500.00

Recommended Action

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

Name	Grade	District From	Reason
Livi L.	2	IUSD	1
Cade L.	4	IUSD	1
Sydney O.	2	Fullerton USD	1

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

Laguna Beach Unified School District

14.h. CONSENT/ACTION

March 14, 2017

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

Proposal

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

Background

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

Implications

The action will allow resident student(s) to attend another school district. It is the practice of staff to recommend approval as per Board policy; however, Board members have the option to consider each case separately and approve or deny requests. These requests are for the 2017/2018 school year.

Budget Impact

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

Summary of Projected IDT's Out of District Based on students who are enrolling in other CA Public Schools Does not include Laguna Beach students enrolled in private schools				
School	IDT's Out for 2016/17	2016/17 Est. Reduced Cost (\$8500 per student)	IDT's Out for 2017/18 (to date)	2017/18 Est. Reduced Cost (\$8500 per student)
LBHS	9	\$ 76,500.00	2	\$ 17,000.00
TMS	4	\$ 34,000.00	2	\$ 17,000.00
TOW/ELM	8	\$ 68,000.00	7	\$ 59,500.00
Total	21	\$ 178,500.00	11	\$ 93,500.00

Recommended Action

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

Laguna Beach Unified School District

Interdistrict Attendance Agreements – Student(s) to Other District(s)
March 14, 2017

<u>Name</u>	<u>Grade</u>	<u>District</u>	<u>Reason</u>
Joshua C.	9	CUSD	3 - Renewal
Michael G.	1	CUSD	3 - Renewal
Kate W.	5	CUSD	3 - Renewal
Taylor W.	8	CUSD	3 - Renewal
Joseph W.	2	CUSD	3 - Renewal
Lauren M.	6	CUSD	3 - New
Nathan M.	9	CUSD	3 - New
Ramon J.	4	CUSD	3 - Renewal
Brandon F.	K	SVUSD	3 - New
Hayley F.	2	SVUSD	3 - Renewal
Morgan L.	K	Fountain Valley SD	3 - New

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

Laguna Beach Unified School District

14.i. CONSENT/ACTION

March 14, 2017

**Approval: Warrants #389408 Through #389644 In The Amount of \$1,112,062.13
Dates: 2/6/2017 through 3/3/2017**

Proposal

Staff proposes the Board of Education approve/ratify Warrants #389408 through #389644 in the amount of \$1,112,062.13.

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 \$1,112,062.13.

SELECT Check ID's and Numbers: 768 ; Check Dates: 020617

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00389408	02/06/17	Advanced Alarm Inc.	ALARM MONITORING	0105477408	5560	ALARM MONITORING	455.00
						CHECK TOTAL:	455.00
00389409	02/06/17	Apple Computer Inc.	EQUIPMENT-COMPUTER	0113457175	4460	EQUIPMENT-COMPUTER	31.32
						CHECK TOTAL:	31.32
00389410	02/06/17	CALIFORNIA SCHOOLS EMP	HEALTH & WELFARE, CLASSIFIED	0102397400	3402	HEALTH & WELFARE, CLASSIF	329.31
			HEALTH & WELFARE, CERTIFICATED	0102017400	3401	HEALTH & WELFARE, CERTIF	354.77
			HEALTH & WELFARE, CLASSIFIED	0102397400	3402	HEALTH & WELFARE, CLASSIF	174.73
			HEALTH & WELFARE, CERTIFICATED	0102017400	3401	HEALTH & WELFARE, CERTIF	668.61
			HEALTH & WELFARE, CERTIFICATED	0102017400	3401	HEALTH & WELFARE, CERTIF	-23.59
			HEALTH & WELFARE, CLASSIFIED	0102397400	3402	HEALTH & WELFARE, CLASSIF	-11.77
						CHECK TOTAL:	1,492.06
00389411	02/06/17		JANUARY 2017 - AIDE	0104632900	5878	PARENT REIMBURSEMENT (LE	3,900.00
			JANUARY 2017	0104632900	5878	PARENT REIMBURSEMENT (LE	2,175.00
						CHECK TOTAL:	6,075.00
00389412	02/06/17	Durinda Klein	GENERAL SUPPLIES-NON INSTRUCT	0105091012	4340	GENERAL SUPPLIES-NON INS	166.17
						CHECK TOTAL:	166.17
00389413	02/06/17	Hoffman, Marissa	REFRESHMENTS - NOT FOOD SERV	0102013045	4325	REFRESHMENTS - NOT FOOD	9.04
			REFRESHMENTS - NOT FOOD SERV	0102013045	4325	REFRESHMENTS - NOT FOOD	25.24
						CHECK TOTAL:	34.28
00389414	02/06/17	LBUSD Revolving Cash F	STATE TEACHERS RETIREMENT	01	3100	STATE TEACHERS RETIREMEN	58.94
			CLASSIFIED SUPPORT SUBSTITUTE	0106051180	2290	CLASSIFIED SUPPORT SUBST	115.44
			COACH, CLASSIFIED AFTER SCHOOL	0105311075	2140	COACH, CLASSIFIED AFTER	1,739.80
			TRAVEL & CONFERENCE	0101377100	5220	TRAVEL & CONFERENCE	60.00
			MISC OUTSIDE VENDOR	0107015570	5860	MISC OUTSIDE VENDOR	2,314.00
			TRAVEL & CONFERENCE	0110377145	5220	TRAVEL & CONFERENCE	60.00
						CHECK TOTAL:	4,348.18
00389415	02/06/17	Lucid Software Inc.	ANNUAL SOFTWARE LICENSE FEE	0113017175	5805	ANNUAL SOFTWARE LICENSE	960.00
						CHECK TOTAL:	960.00
00389416	02/06/17	Office Depot	GENERAL SUPPLIES-NON INSTRUCT	0104072000	4340	GENERAL SUPPLIES-NON INS	52.79
			GENERAL SUPPLIES-NON INSTRUCT	0104072000	4340	GENERAL SUPPLIES-NON INS	5.38
			GENERAL SUPPLIES-NON INSTRUCT	0104072000	4340	GENERAL SUPPLIES-NON INS	371.53
			GENERAL SUPPLIES-NON INSTRUCT	0109397150	4340	GENERAL SUPPLIES-NON INS	38.97
						CHECK TOTAL:	468.67
00389417	02/06/17	PORTER, BRIDGET	MATERIALS & SUPPLIES-INSTRUCT	0105015040	4310	MATERIALS & SUPPLIES-INS	47.71
						CHECK TOTAL:	47.71

SELECT Check ID's and Numbers: 76@ ; Check Dates: 020617

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00389418	02/06/17	Staples Advantage	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	239.93
						CHECK TOTAL:	239.93
00389419	02/06/17	The Hanover Research C	CONSULTANTS-OTHER	0109017150	5831	CONSULTANTS-OTHER	509.55
						CHECK TOTAL:	509.55
00389420	02/06/17	The LaunchPad Therapy	JANUARY 2017	0104632900	5885	OCCUPATIONAL THERAPY	805.00
			JANUARY 2017	0104632900	5885	OCCUPATIONAL THERAPY	345.00
						CHECK TOTAL:	1,150.00
00389421	02/06/17	A&R Wholesale Distribu	FOOD	1302277426	4700	FOOD	147.52
			FOOD	1302277426	4700	FOOD	603.38
			FOOD	1302277426	4700	FOOD	121.50
			FOOD	1302277426	4700	FOOD	319.27
			FOOD	1302277426	4700	FOOD	168.92
			FOOD	1302277426	4700	FOOD	48.60
						CHECK TOTAL:	1,409.19
00389422	02/06/17	Gold Star Foods	FOOD	1302277426	4700	FOOD	441.87
			FOOD	1302277426	4700	FOOD	166.89
			FOOD	1302277426	4700	FOOD	362.11
			FOOD	1302277426	4700	FOOD	583.68
			FOOD	1302277426	4700	FOOD	31.57
						CHECK TOTAL:	1,586.12
00389423	02/06/17	Hollandia Dairy Inc	FOOD	1302277426	4700	FOOD	117.13
			FOOD	1302277426	4700	FOOD	62.48
			FOOD	1302277426	4700	FOOD	26.11
			FOOD	1302277426	4700	FOOD	175.84
			FOOD	1302277426	4700	FOOD	116.72
			FOOD	1302277426	4700	FOOD	298.23
			FOOD	1302277426	4700	FOOD	68.66
			FOOD	1302277426	4700	FOOD	153.58
			FOOD	1302277426	4700	FOOD	133.65
			FOOD	1302277426	4700	FOOD	82.00
						CHECK TOTAL:	1,234.40
00389424	02/06/17	LBUSD Revolving Cash F	FOOD	1302277426	4700	FOOD	112.90
			GENERAL SUPPLIES-NON INSTRUCT	1302277426	4340	GENERAL SUPPLIES-NON INS	113.20
						CHECK TOTAL:	226.10
00389425	02/06/17	Mandarin King	FOOD	1302277426	4700	FOOD	220.00
			FOOD	1302277426	4700	FOOD	250.00

SELECT Check ID's and Numbers: 76@ ; Check Dates: 020617

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
CHECK TOTAL:							470.00
00389426	02/06/17	SUNRISE PRODUCE	FOOD	1302277426	4700	FOOD	-31.65
			FOOD	1302277426	4700	FOOD	37.39
			FOOD	1302277426	4700	FOOD	238.59
			FOOD	1302277426	4700	FOOD	97.30
			FOOD	1302277426	4700	FOOD	50.19
CHECK TOTAL:							391.82
00389427	02/06/17	Z PIZZA INC	FOOD	1302277426	4700	FOOD	135.00
			FOOD	1302277426	4700	FOOD	180.00
CHECK TOTAL:							315.00
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							21,610.50
GRAND TOTAL							21,610.50

SELECT Check ID's and Numbers: 76@ ; Check Dates: 020717

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00389428	02/07/17	Abby Rozenberg	JANUARY 2017	0104632900	5887	SPEECH THERAPY	750.00
						CHECK TOTAL:	750.00
00389429	02/07/17	Acorn Media	COMPUTER SUPPLIES	0113017175	4320	COMPUTER SUPPLIES	178.58
			COMPUTER SUPPLIES	0113017175	4320	COMPUTER SUPPLIES	756.00
						CHECK TOTAL:	934.58
00389430	02/07/17		NOVEMBER 2016	0104072000	5878	PARENT REIMBURSEMENT (LE	210.00
			DECEMBER 2016	0104072000	5878	PARENT REIMBURSEMENT (LE	140.00
			MILEAGE JULY - DEC 2016	0104256700	5880	TRANSPORTATION-IN LIEU	78.65
			JULY 2016	0104072000	5878	PARENT REIMBURSEMENT (LE	390.00
			SEPTEMBER 2016	0104072000	5878	PARENT REIMBURSEMENT (LE	150.00
			DECEMBER 2016	0104072000	5878	PARENT REIMBURSEMENT (LE	515.00
						CHECK TOTAL:	1,483.65
00389431	02/07/17	Environmental Nature C	MISC OUTSIDE VENDOR	0108015081	5860	MISC OUTSIDE VENDOR	140.00
						CHECK TOTAL:	140.00
00389432	02/07/17	INOUE, INA	MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	17.39
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	188.26
						CHECK TOTAL:	205.65
00389433	02/07/17	JENNIFER TONEY SPEECH	JANUARY 2017	0104632900	5887	SPEECH THERAPY	6,970.00
						CHECK TOTAL:	6,970.00
00389434	02/07/17	Ocean View School	JANUARY 2017	0104632210	5875	TUITION	10,535.18
						CHECK TOTAL:	10,535.18
00389435	02/07/17	Really Good Stuff	EQUIPMENT - NEW	0107015040	4410	EQUIPMENT - NEW	192.65
						CHECK TOTAL:	192.65
00389436	02/07/17	Rothman, Jesse	MATERIALS & SUPPLIES-INSTRUCT	0102014100	4310	MATERIALS & SUPPLIES-INS	179.21
			MATERIALS & SUPPLIES-INSTRUCT	0102014100	4310	MATERIALS & SUPPLIES-INS	64.74
						CHECK TOTAL:	243.95
00389437	02/07/17	State Board of Equaliz	EQUIPMENT - NEW	0107015040	4410	EQUIPMENT - NEW	15.41
						CHECK TOTAL:	15.41
						TOTAL FOR STOCK 76 Laguna Beach's check stock ID	21,471.07
			GRAND TOTAL				21,471.07

SELECT Check ID's and Numbers: 76@ ; Check Dates: 020817

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00389438	02/08/17	Burnham Benefits Insur	HEALTH & WELFARE, CERTIFICATED	0102017400	3401	HEALTH & WELFARE, CERTIF	3,350.00
			HEALTH & WELFARE,CLASSIFIED	0102397400	3402	HEALTH & WELFARE,CLASSIF	1,650.00
						CHECK TOTAL:	5,000.00
00389439	02/08/17	CALIFORNIA SCHOOLS EMP	HEALTH & WELFARE, CERTIFICATED	0102017400	3401	HEALTH & WELFARE, CERTIF	19,573.51
			HEALTH & WELFARE,CLASSIFIED	0102397400	3402	HEALTH & WELFARE,CLASSIF	9,640.69
			HEALTH & WELFARE, CERTIFICATED	0102017400	3401	HEALTH & WELFARE, CERTIF	354.77
			HEALTH & WELFARE,CLASSIFIED	0102397400	3402	HEALTH & WELFARE,CLASSIF	174.73
			HEALTH & WELFARE, CERTIFICATED	0102017400	3401	HEALTH & WELFARE, CERTIF	2,346.09
			HEALTH & WELFARE,CLASSIFIED	0102397400	3402	HEALTH & WELFARE,CLASSIF	1,155.54
						CHECK TOTAL:	33,245.33
00389440	02/08/17	Durham School Services	CHARTER BUS-HOME TO SCHOOL	0102256700	5855	CHARTER BUS-HOME TO SCHO	968.50
						CHECK TOTAL:	968.50
00389441	02/08/17	Jeff Sears	TRAVEL & CONFERENCE	0104602120	5220	TRAVEL & CONFERENCE	11.77
						CHECK TOTAL:	11.77
00389442	02/08/17	Neal, Lance	REFRESHMENTS - NOT FOOD SERV	0101377350	4325	REFRESHMENTS - NOT FOOD	176.77
						CHECK TOTAL:	176.77
00389443	02/08/17	Palacios, Andrew	TRAVEL & CONFERENCE	0104622510	5220	TRAVEL & CONFERENCE	11.77
						CHECK TOTAL:	11.77
00389444	02/08/17	Vu, Oanh	TRAVEL & CONFERENCE	0104613150	5220	TRAVEL & CONFERENCE	32.50
						CHECK TOTAL:	32.50
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							39,446.64
GRAND TOTAL							39,446.64

SELECT Check ID's and Numbers: 76@ ; Check Dates: 020917

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00389445	02/09/17		FEBRUARY 2017	0104602150	5877	PRESCHOOL TUITION	735.00
						CHECK TOTAL:	735.00
00389446	02/09/17	Cindy Cottier	JANUARY 2017	0104192430	5895	OUTSIDE ASSESSMENT FEES	310.00
						CHECK TOTAL:	310.00
00389447	02/09/17	COAST TO COAST COMPUTE	PRINTERS <\$250 & INK/SUPPLIES	0105011012	4322	PRINTERS <\$250 & INK/SUP	704.25
						CHECK TOTAL:	704.25
00389448	02/09/17	Ganahl Lumber	MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES	145.70
						CHECK TOTAL:	145.70
00389449	02/09/17		JANUARY 2017	0104602150	5877	PRESCHOOL TUITION	200.00
						CHECK TOTAL:	200.00
00389450	02/09/17	Office Depot	MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	5.90
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	661.79
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	47.40
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	54.49
						CHECK TOTAL:	769.58
00389451	02/09/17	Orange County Therapy	JANUARY 2017	0104632900	5886	PHYSICAL THERAPY	1,445.00
			JANUARY 2017	0104632900	5885	OCCUPATIONAL THERAPY	15,640.00
						CHECK TOTAL:	17,085.00
00389452	02/09/17	Pearson	ANNUAL SOFTWARE LICENSE FEE	0102011500	5805	ANNUAL SOFTWARE LICENSE	1,900.00
						CHECK TOTAL:	1,900.00
00389453	02/09/17		JANUARY 2017	0104602150	5877	PRESCHOOL TUITION	30.00
						CHECK TOTAL:	30.00
00389454	02/09/17	Workability I Region 1	TRAVEL & CONFERENCE	0104644575	5220	TRAVEL & CONFERENCE	390.00
						CHECK TOTAL:	390.00
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							22,269.53
GRAND TOTAL							22,269.53

SELECT Check ID's and Numbers: 760 ; Check Dates: 021017

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00389455	02/10/17	Advanced Alarm Inc.	ALARM MONITORING	0105477408	5560	ALARM MONITORING	566.17
						CHECK TOTAL:	566.17
00389456	02/10/17	ANCHOR ELECTRIC	ELECTRICAL REPAIRS	0105477408	5661	ELECTRICAL REPAIRS	369.00
						CHECK TOTAL:	369.00
00389457	02/10/17	Blue Ice Air and Heati	HVAC	0102477408	5660	HVAC	405.00
						CHECK TOTAL:	405.00
00389458	02/10/17	Bone Clones Inc.	MATERIALS & SUPPLIES-INSTRUCT	0106015040	4310	MATERIALS & SUPPLIES-INS	1,517.12
						CHECK TOTAL:	1,517.12
00389459	02/10/17	Booher, Anastasia	TRAVEL & CONFERENCE	0104613150	5220	TRAVEL & CONFERENCE	13.48
						CHECK TOTAL:	13.48
00389460	02/10/17	BrightView Landscape S	LANDSCAPE/IRRIGATION	0105477409	5680	LANDSCAPE/IRRIGATION	503.65
			LANDSCAPE/IRRIGATION	0102477409	5680	LANDSCAPE/IRRIGATION	500.27
						CHECK TOTAL:	1,003.92
00389461	02/10/17	CASC	TRAVEL & CONFERENCE	0108111005	5220	TRAVEL & CONFERENCE	445.00
						CHECK TOTAL:	445.00
00389462	02/10/17	CDW GOVERNMENT LLC	COMPUTER SUPPLIES	0113457175	4320	COMPUTER SUPPLIES	244.86
						CHECK TOTAL:	244.86
00389463	02/10/17	Cintas Corporation Loc	GENERAL SUPPLIES-NON INSTRUCT	0105477408	4340	GENERAL SUPPLIES-NON INS	43.77
			GENERAL SUPPLIES-NON INSTRUCT	0105477408	4340	GENERAL SUPPLIES-NON INS	39.53
						CHECK TOTAL:	83.30
00389464	02/10/17	Fisher Scientific	EQUIPMENT - NEW	0108015600	4410	EQUIPMENT - NEW	733.78
						CHECK TOTAL:	733.78
00389465	02/10/17	Home Depot	MAINTENANCE SUPPLIES	0102477408	5662	PLUMBING REPAIRS	21.23
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	2.95
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	11.29
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	23.04
			MAINTENANCE SUPPLIES	0108477408	4362	MAINTENANCE SUPPLIES	104.44
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	48.27
						CHECK TOTAL:	211.22
00389466	02/10/17	JW Pepper	MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	134.69
						CHECK TOTAL:	134.69
00389467	02/10/17	KIMBALL, CYNDI	MILEAGE REIMBURSEMENT	0104033200	5210	MILEAGE REIMBURSEMENT	81.64

SELECT Check ID's and Numbers: 76@ ; Check Dates: 021017

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
CHECK TOTAL:							81.64
00389468	02/10/17	Konica Minolta	SOFTWARE/COPIER MAINTENANCE	FE	0107091005	5650 SOFTWARE/COPIER MAINTENA	106.62
			SOFTWARE/COPIER MAINTENANCE	FE	0102397400	5650 SOFTWARE/COPIER MAINTENA	45.36
			SOFTWARE/COPIER MAINTENANCE	FE	0107091005	5650 SOFTWARE/COPIER MAINTENA	190.03
			SOFTWARE/COPIER MAINTENANCE	FE	0105091012	5650 SOFTWARE/COPIER MAINTENA	1,280.61
			SOFTWARE/COPIER MAINTENANCE	FE	0106091008	5650 SOFTWARE/COPIER MAINTENA	229.47
			SOFTWARE/COPIER MAINTENANCE	FE	0102397400	5650 SOFTWARE/COPIER MAINTENA	79.21
			SOFTWARE/COPIER MAINTENANCE	FE	0102397400	5650 SOFTWARE/COPIER MAINTENA	141.28
			SOFTWARE/COPIER MAINTENANCE	FE	0106091008	5650 SOFTWARE/COPIER MAINTENA	290.37
			SOFTWARE/COPIER MAINTENANCE	FE	0108091005	5650 SOFTWARE/COPIER MAINTENA	204.62
			SOFTWARE/COPIER MAINTENANCE	FE	0108091005	5650 SOFTWARE/COPIER MAINTENA	185.29
			SOFTWARE/COPIER MAINTENANCE	FE	0102397400	5650 SOFTWARE/COPIER MAINTENA	26.97
			SOFTWARE/COPIER MAINTENANCE	FE	0102397400	5650 SOFTWARE/COPIER MAINTENA	27.55
			SOFTWARE/COPIER MAINTENANCE	FE	0105091012	5650 SOFTWARE/COPIER MAINTENA	54.09
			SOFTWARE/COPIER MAINTENANCE	FE	0105091012	5650 SOFTWARE/COPIER MAINTENA	80.82
CHECK TOTAL:							2,942.29
00389469	02/10/17	Maintex	OTHER CUSTODIAL SUPPLIES		0105477409	4361 OTHER CUSTODIAL SUPPLIES	1,781.29
CHECK TOTAL:							1,781.29
00389470	02/10/17	Montgomery Hardware Co	MAINTENANCE SUPPLIES		0106477408	4362 MAINTENANCE SUPPLIES	372.17
CHECK TOTAL:							372.17
00389471	02/10/17	Pearson	TESTS/SCORING		0102014011	4330 TESTS/SCORING	2,189.00
CHECK TOTAL:							2,189.00
00389472	02/10/17	PITNEY BOWES GLOBAL FI	RENTAL EXPENSE		0102397400	5620 RENTAL EXPENSE	231.91
CHECK TOTAL:							231.91
00389473	02/10/17		JANUARY 2017		0104632900	5878 PARENT REIMBURSEMENT (LE	2,350.00
			JANUARY 2017 - ACAD ENRICH		0104632900	5878 PARENT REIMBURSEMENT (LE	780.00
CHECK TOTAL:							3,130.00
00389474	02/10/17	Smardan Supply Co	PLUMBING REPAIRS		0102477408	5662 PLUMBING REPAIRS	664.22
			PLUMBING REPAIRS		0102477408	5662 PLUMBING REPAIRS	204.22
CHECK TOTAL:							868.44
00389475	02/10/17	Southern Calif Gas Co.	UTILITIES - HEAT		0105477409	5510 UTILITIES - HEAT	63.79
			UTILITIES - HEAT		0102477409	5510 UTILITIES - HEAT	39.80
			UTILITIES - HEAT		0106477409	5510 UTILITIES - HEAT	664.59
			UTILITIES - HEAT		0105477409	5510 UTILITIES - HEAT	634.13
			UTILITIES - HEAT		0105477409	5510 UTILITIES - HEAT	310.02
			UTILITIES - HEAT		0102477409	5510 UTILITIES - HEAT	20.32

SELECT Check ID's and Numbers: 76@ ; Check Dates: 021017

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
			UTILITIES - HEAT	0108477409	5510	UTILITIES - HEAT	347.96
			UTILITIES - HEAT	0105477409	5510	UTILITIES - HEAT	82.29
						CHECK TOTAL:	2,162.90
00389476	02/10/17	Southern California Ed	LIGHT & POWER	0108477409	5520	LIGHT & POWER	3,661.99
			LIGHT & POWER	0107477409	5520	LIGHT & POWER	4,224.44
						CHECK TOTAL:	7,886.43
00389477	02/10/17	Staples Advantage	MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	51.70
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	6.27
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	6.27
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	6.27
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	6.27
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	6.27
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	10.86
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	24.85
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	6.27
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	6.27
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	6.27
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	6.27
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	6.27
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	6.27
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	31.54
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	85.34
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	6.27
						CHECK TOTAL:	273.26
00389478	02/10/17	State of CA/Department	FINGER PRINTING	0110397140	5845	FINGER PRINTING	661.00
			FINGER PRINTING	0110397140	5845	FINGER PRINTING	-66.00
						CHECK TOTAL:	595.00
00389479	02/10/17	TCI America	MATERIALS & SUPPLIES-INSTRUCT	0105015060	4310	MATERIALS & SUPPLIES-INS	76.46
						CHECK TOTAL:	76.46
00389480	02/10/17	THINKING MAPS INC.	CONSULTANTS-INSTRUCTIONAL	0102013040	5830	CONSULTANTS-INSTRUCTIONA	7,077.68
						CHECK TOTAL:	7,077.68
00389481	02/10/17	UPS	POSTAGE	0109397150	5910	POSTAGE	119.27
						CHECK TOTAL:	119.27
00389482	02/10/17	VERTICAL TRANSPORT INC	CONTRACT SERVICES	0105477408	5610	CONTRACT SERVICES	895.00
						CHECK TOTAL:	895.00
00389483	02/10/17	Waste Management of OC	TRASH - UTILITIES	0106477409	5540	TRASH - UTILITIES	617.00
			TRASH - UTILITIES	0107477409	5540	TRASH - UTILITIES	429.64

SELECT Check ID's and Numbers: 75@ ; Check Dates: 021017

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
			TRASH - UTILITIES	0105477409	5540	TRASH - UTILITIES	1,316.48
			TRASH - UTILITIES	0108477409	5540	TRASH - UTILITIES	429.64
			TRASH - UTILITIES	0102477409	5540	TRASH - UTILITIES	275.33
						CHECK TOTAL:	3,068.09
00389484	02/10/17	State of CA Nutrition	FOOD	1302277426	4700	FOOD	725.40
						CHECK TOTAL:	725.40
						TOTAL FOR STOCK 76 Laguna Beach's check stock ID	40,203.77
			GRAND TOTAL				40,203.77

SELECT Check ID's and Numbers: 760 ; Check Dates: 021417

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00389485	02/14/17	ALL CITY MANAGEMENT SE	MISC OUTSIDE VENDOR	0106098040	5860	MISC OUTSIDE VENDOR	685.60
			MISC OUTSIDE VENDOR	0106098040	5860	MISC OUTSIDE VENDOR	342.80
			MISC OUTSIDE VENDOR	0106098040	5860	MISC OUTSIDE VENDOR	599.90
						CHECK TOTAL:	1,628.30
00389486	02/14/17	ANCHOR ELECTRIC	ELECTRICAL REPAIRS	0102477408	5661	ELECTRICAL REPAIRS	753.00
			ELECTRICAL REPAIRS	0102477408	5661	ELECTRICAL REPAIRS	3,831.00
						CHECK TOTAL:	4,584.00
00389487	02/14/17	Dan's Thermal Services	CONTRACT SERVICES	0106477408	5610	CONTRACT SERVICES	200.00
			CONTRACT SERVICES	0105477408	5610	CONTRACT SERVICES	200.00
			CONTRACT SERVICES	0107477408	5610	CONTRACT SERVICES	200.00
						CHECK TOTAL:	600.00
00389488	02/14/17	Laguna Beach Water Dis	WATER - UTILITIES	0108477409	5530	WATER - UTILITIES	1,679.82
						CHECK TOTAL:	1,679.82
00389489	02/14/17	SimplexGrinnell	ALARM MONITORING	0107477409	5560	ALARM MONITORING	1,542.94
			ALARM MONITORING	0105477409	5560	ALARM MONITORING	178.09
			ALARM MONITORING	0105477409	5560	ALARM MONITORING	1,485.92
			ALARM MONITORING	0107477409	5560	ALARM MONITORING	327.25
			ALARM MONITORING	0108477409	5560	ALARM MONITORING	272.25
			ALARM MONITORING	0102477409	5560	ALARM MONITORING	186.00
			ALARM MONITORING	0106477409	5560	ALARM MONITORING	482.25
						CHECK TOTAL:	4,474.70
00389490	02/14/17	VERTICAL TRANSPORT INC	CONTRACT SERVICES	0107477408	5610	CONTRACT SERVICES	277.50
						CHECK TOTAL:	277.50
00389491	02/14/17	RUHNAU RUHNAU CLARKE	ARCHITECTURAL DESIGN FEES	2508498410	6220	ARCHITECTURAL DESIGN FEE	2,900.00
			ARCHITECTURAL DESIGN FEES	2505498410	6220	ARCHITECTURAL DESIGN FEE	1,880.00
						CHECK TOTAL:	4,780.00
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							18,024.32
GRAND TOTAL							18,024.32

SELECT Check ID's and Numbers: 76@ ; Check Dates: 021517

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00389492	02/15/17	Acorn Media	COMPUTER SUPPLIES	0113457175	4320	COMPUTER SUPPLIES	374.43
						CHECK TOTAL:	374.43
00389493	02/15/17	Apple Computer Inc.	EQUIPMENT-COMPUTER	0102397406	4460	EQUIPMENT-COMPUTER	182.10
			EQUIPMENT-COMPUTER	0102397406	4460	EQUIPMENT-COMPUTER	1,051.12
			EQUIPMENT-COMPUTER	0102397406	4460	EQUIPMENT-COMPUTER	85.12
						CHECK TOTAL:	1,318.34
00389494	02/15/17	Apple Computer Inc.	EQUIPMENT-COMPUTER	0113457175	4460	EQUIPMENT-COMPUTER	239.00
			EQUIPMENT-COMPUTER	0113457175	4460	EQUIPMENT-COMPUTER	2,277.37
						CHECK TOTAL:	2,516.37
00389495	02/15/17	BLICK ART MATERIALS	MATERIALS & SUPPLIES-INSTRUCT	0107015040	4310	MATERIALS & SUPPLIES-INS	297.73
			MATERIALS & SUPPLIES-INSTRUCT	0107015040	4310	MATERIALS & SUPPLIES-INS	25.39
						CHECK TOTAL:	323.12
00389496	02/15/17	CDW GOVERNMENT LLC	COMPUTER SUPPLIES	0113457175	4320	COMPUTER SUPPLIES	214.57
			EQUIPMENT-COMPUTER	0113017175	4460	EQUIPMENT-COMPUTER	5,112.69
			EQUIPMENT-COMPUTER	0113017175	4460	EQUIPMENT-COMPUTER	3,336.14
						CHECK TOTAL:	8,663.40
00389497	02/15/17	Cindy Cottier	JANUARY 2017	0104192430	5895	OUTSIDE ASSESSMENT FEES	155.00
						CHECK TOTAL:	155.00
00389498	02/15/17	County of Orange Treas	OUTSIDE ASSESSMENT FEES	0101377100	5895	OUTSIDE ASSESSMENT FEES	22,808.08
						CHECK TOTAL:	22,808.08
00389499	02/15/17	Durinda Klein	REFRESHMENTS - NOT FOOD SERV	0105091012	4325	REFRESHMENTS - NOT FOOD	96.44
						CHECK TOTAL:	96.44
00389500	02/15/17	Flinn Scientific	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	56.44
						CHECK TOTAL:	56.44
00389501	02/15/17	Ganahl Lumber	MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES	213.44
			MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES	48.77
			MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES	410.24
			MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES	42.46
						CHECK TOTAL:	714.91
00389502	02/15/17	Hunnicuttt, Dawn	REFRESHMENTS - NOT FOOD SERV	0105015040	4325	REFRESHMENTS - NOT FOOD	200.00
						CHECK TOTAL:	200.00
00389503	02/15/17	Jonathan Todd	MISC OUTSIDE VENDOR	0105015590	5860	MISC OUTSIDE VENDOR	1,885.00
						CHECK TOTAL:	1,885.00

SELECT Check ID's and Numbers: 76@ ; Check Dates: 021517

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00389504	02/15/17	Laguna Digital Lab	OUTSIDE PRINTING	0108091005	5870	OUTSIDE PRINTING	171.32
						CHECK TOTAL:	171.32
00389505	02/15/17	Mystery Science Inc.	ANNUAL SOFTWARE LICENSE FEE	0113017175	5805	ANNUAL SOFTWARE LICENSE	499.00
						CHECK TOTAL:	499.00
00389506	02/15/17	NASCO MODESTO	MATERIALS & SUPPLIES-INSTRUCT	0106015040	4310	MATERIALS & SUPPLIES-INS	207.78
						CHECK TOTAL:	207.78
00389507	02/15/17	NICK RAIL MUSIC	EQUIPMENT - NEW	0102015940	4410	EQUIPMENT - NEW	990.99
						CHECK TOTAL:	990.99
00389508	02/15/17	OCDE	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	73.65
						CHECK TOTAL:	73.65
00389509	02/15/17	Office Depot	GENERAL SUPPLIES-NON INSTRUCT	0109397150	4340	GENERAL SUPPLIES-NON INS	475.66
			GENERAL SUPPLIES-NON INSTRUCT	0101377100	4340	GENERAL SUPPLIES-NON INS	40.34
						CHECK TOTAL:	516.00
00389510	02/15/17	PAPER RECYCLING AND SH	OTHER MAINTENANCE SERVICES	0101377100	5692	OTHER MAINTENANCE SERVIC	50.00
						CHECK TOTAL:	50.00
00389511	02/15/17	Saddleback Golf Cars	VEHICLE REPAIR	0108477408	5640	VEHICLE REPAIR	90.50
			VEHICLE REPAIR	0108477408	5640	VEHICLE REPAIR	2,948.56
						CHECK TOTAL:	3,039.06
00389512	02/15/17	Sparkletts	MISC OUTSIDE VENDOR	0102397400	5860	MISC OUTSIDE VENDOR	238.71
						CHECK TOTAL:	238.71
00389513	02/15/17	TCI America	MATERIALS & SUPPLIES-INSTRUCT	0105015060	4310	MATERIALS & SUPPLIES-INS	79.23
						CHECK TOTAL:	79.23
00389514	02/15/17	The Academy for Sport	OTHER BOOKS	0101377350	4220	OTHER BOOKS	2,925.00
						CHECK TOTAL:	2,925.00
00389515	02/15/17	UNIVERSAL AWARDS PROGR	MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	217.50
						CHECK TOTAL:	217.50
00389516	02/15/17	US Games	ANNUAL SOFTWARE LICENSE FEE	0113017175	5805	ANNUAL SOFTWARE LICENSE	599.00
						CHECK TOTAL:	599.00
00389517	02/15/17	Waterboy Sports LLC	EQUIPMENT - NEW	0105011075	4410	EQUIPMENT - NEW	1,557.00
						CHECK TOTAL:	1,557.00

LAGUNA BEACH USD 02/15/17 Commercial Check Register Page 3
WED, FEB 15, 2017, 8:27 AM --req: ADMIN-----leg: 76 -----loc: ISSTAFF---job: 10660941 #J302--prog: CK514 <1.02>--report id: CKOCLIST

SELECT Check ID's and Numbers: 76@ ; Check Dates: 021517

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							50,275.77
GRAND TOTAL							50,275.77

SELECT Check ID's and Numbers: 760 ; Check Dates: 021617

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00389518	02/16/17	A-Z Office Resource In	GENERAL SUPPLIES-NON INSTRUCT	0107091005	4340	GENERAL SUPPLIES-NON INS	375.55
						CHECK TOTAL:	375.55
00389519	02/16/17	CATHEDRAL HOME FOR CHI	JANUARY 2017	0104632210	5875	TUITION	3,392.80
			JANUARY 2017	0104632210	5889	OTHER THERAPY	5,731.28
			JANUARY 2017	0104632210	5898	AB3632 ROOM & BOARD	7,967.00
						CHECK TOTAL:	17,091.08
00389520	02/16/17	CDW GOVERNMENT LLC	CONSULTANTS-COMPUTER SERVICES	0113457175	5832	CONSULTANTS-COMPUTER SER	2,269.68
						CHECK TOTAL:	2,269.68
00389521	02/16/17	Cox Communications	FEBRUARY 2017	0113457175	5940	INTERNET CONNECTIVITY	192.46
			JANUARY 2017	0113457175	5940	INTERNET CONNECTIVITY	1,423.76
			FEBRUARY 2017	0113457175	5940	INTERNET CONNECTIVITY	8,366.40
			FEBRUARY 2017	0113457175	5940	INTERNET CONNECTIVITY	133.24
			FEBRUARY 2017	0113457175	5940	INTERNET CONNECTIVITY	312.61
			FEBRUARY 2017	0113457175	5940	INTERNET CONNECTIVITY	23.06
						CHECK TOTAL:	10,451.53
00389522	02/16/17	Durham School Services	SUBAGREEMENTS FOR SERVICES	0102256700	5100	SUBAGREEMENTS FOR SERVIC	115,485.82
			SUBAGREEMENTS FOR SERVICES	0102256700	5100	SUBAGREEMENTS FOR SERVIC	91,554.62
						CHECK TOTAL:	207,040.44
00389523	02/16/17	Ganahl Lumber	MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES	89.50
						CHECK TOTAL:	89.50
00389524	02/16/17	HIDDLESON LISTENING LA	JANUARY 2017	0104632900	5889	OTHER THERAPY	750.00
			JANUARY 2017	0104632900	5889	OTHER THERAPY	1,050.00
						CHECK TOTAL:	1,800.00
00389525	02/16/17	Igné Optometric Corpor	VISION THERAPY	0104632900	5888	VISION THERAPY	714.79
						CHECK TOTAL:	714.79
00389526	02/16/17	Jim's Music Center Inc	MATERIALS & SUPPLIES-INSTRUCT	0106015040	4310	MATERIALS & SUPPLIES-INS	45.18
						CHECK TOTAL:	45.18
00389527	02/16/17	Leader Services	CONSULTANTS-OTHER	0104292600	5831	CONSULTANTS-OTHER	196.94
						CHECK TOTAL:	196.94
00389528	02/16/17	Maintex	OTHER CUSTODIAL SUPPLIES	0107477409	4361	OTHER CUSTODIAL SUPPLIES	1,724.36
						CHECK TOTAL:	1,724.36
00389529	02/16/17	PT FOR KIDS	JANUARY 2017	0104632900	5886	PHYSICAL THERAPY	1,395.00
						CHECK TOTAL:	1,395.00

SELECT Check ID's and Numbers: 76@ ; Check Dates: 021617

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00389530	02/16/17	Staples Advantage	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	0.48
			MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	247.61
			COPIER PAPER	0105011012	4312	COPIER PAPER	1,334.38
			MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	213.60
			MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	0.48
			MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	151.93
			MATERIALS & SUPPLIES-INSTRUCT	0105015040	4310	MATERIALS & SUPPLIES-INS	160.40
						CHECK TOTAL:	2,108.88
00389531	02/16/17	TOTAL RECALL CAPTIONIN	JANUARY 2017	0104622510	5860	MISC OUTSIDE VENDOR	1,950.00
						CHECK TOTAL:	1,950.00
00389532	02/16/17	UPS	POSTAGE	0113457175	5910	POSTAGE	152.36
						CHECK TOTAL:	152.36
00389533	02/16/17	Ward's Natural Science	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	256.29
						CHECK TOTAL:	256.29
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							247,661.58
GRAND TOTAL							247,661.58

SELECT Check ID's and Numbers: 760 ; Check Dates: 022117

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00389534	02/21/17	A-Z Office Resource In	GENERAL SUPPLIES-NON INSTRUCT	0107091005	4340	GENERAL SUPPLIES-NON INS	299.35
						CHECK TOTAL:	299.35
00389535	02/21/17	Apple Computer Inc.	EQUIPMENT-COMPUTER	0113457175	4460	EQUIPMENT-COMPUTER	28.08
						CHECK TOTAL:	28.08
00389536	02/21/17	Arrow Lift Rentals	RENTAL EXPENSE	0105477408	5620	RENTAL EXPENSE	228.75
						CHECK TOTAL:	228.75
00389537	02/21/17	Grainger	MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES	122.29
						CHECK TOTAL:	122.29
00389538	02/21/17	Maintex	OTHER CUSTODIAL SUPPLIES	0105477409	4361	OTHER CUSTODIAL SUPPLIES	63.50
						CHECK TOTAL:	63.50
00389539	02/21/17	NICK RAIL MUSIC	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	106.68
						CHECK TOTAL:	106.68
00389540	02/21/17	Office Depot	MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	154.02
			GENERAL SUPPLIES-NON INSTRUCT	0109397150	4340	GENERAL SUPPLIES-NON INS	59.38
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	117.44
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	83.89
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	18.31
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	27.79
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	6.44
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	19.40
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	3.22
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	143.38
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	42.00
						CHECK TOTAL:	675.27
00389541	02/21/17	SOCIAL THINKING	TRAVEL & CONFERENCE	0107111005	5220	TRAVEL & CONFERENCE	196.00
						CHECK TOTAL:	196.00
00389542	02/21/17	Staples Advantage	MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	37.68
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	24.58
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	27.13
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	4.67
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	12.97
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	224.22
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	4.18
						CHECK TOTAL:	335.43
00389543	02/21/17	STEMfinity	EQUIPMENT - NEW	0107015040	4410	EQUIPMENT - NEW	2,518.72

SELECT Check ID's and Numbers: 76@ ; Check Dates: 022117

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
CHECK TOTAL:							2,518.72
00389544	02/21/17	Thompson Engineering	MISC REPAIR	0106477408	5690	MISC REPAIR	130.00
CHECK TOTAL:							130.00
00389545	02/21/17	Ward's Natural Science	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	79.50
CHECK TOTAL:							79.50
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							4,783.57
GRAND TOTAL							4,783.57

LAGUNA BEACH USD 02/24/17 Commercial Check Register Page 1
 FRI, FEB 24, 2017, 8:17 AM --req: ADMIN-----leg: 76 ----loc: ISSTAFF---job: 10660941 #J302--prog: CK514 <1.02>--report id: CKOCLIST

SELECT Check ID's and Numbers: 763 ; Check Dates: 022417

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00389546	02/24/17	AMERICAN LOGISTICS COM	JANUARY 2017	0104256700	5100	SUBAGREEMENTS FOR SERVIC	32,242.50
						CHECK TOTAL:	32,242.50
00389547	02/24/17	CDW GOVERNMENT LLC	EQUIPMENT - NEW	0113017175	4410	EQUIPMENT - NEW	1,548.37
			COMPUTER SUPPLIES	0113457175	4320	COMPUTER SUPPLIES	544.41
			EQUIPMENT-COMPUTER	0113017175	4460	EQUIPMENT-COMPUTER	10,564.44
						CHECK TOTAL:	12,657.22
00389548	02/24/17	First Student Inc.	CHARTER BUS-ATHLETIC/FIELD TRP	0105311075	5865	CHARTER BUS-ATHLETIC/FIE	4,862.95
						CHECK TOTAL:	4,862.95
						TOTAL FOR STOCK 76 Laguna Beach's check stock ID	49,762.67
			GRAND TOTAL				49,762.67

SELECT Check ID's and Numbers: 76@ ; Check Dates: 022717

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00389549	02/27/17	Advanced Alarm Inc.	ALARM MONITORING	0106477408	5560	ALARM MONITORING	1,510.00
						CHECK TOTAL:	1,510.00
00389550	02/27/17	AT&T	TELEPHONE SERVICE	0102477409	5920	TELEPHONE SERVICE	29.57
			TELEPHONE SERVICE	0106477409	5920	TELEPHONE SERVICE	34.99
			TELEPHONE SERVICE	0105477409	5920	TELEPHONE SERVICE	6.31
						CHECK TOTAL:	70.87
00389551	02/27/17	B & H Photo Video Inc.	MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	755.90
						CHECK TOTAL:	755.90
00389552	02/27/17	Blue Ice Air and Heati	HVAC	0106477408	5660	HVAC	340.00
						CHECK TOTAL:	340.00
00389553	02/27/17	BrightBytes Inc.	ANNUAL SOFTWARE LICENSE FEE	0113017175	5805	ANNUAL SOFTWARE LICENSE	3,591.18
						CHECK TOTAL:	3,591.18
00389554	02/27/17	BrightView Landscape S	LANDSCAPE/IRRIGATION	0102477409	5680	LANDSCAPE/IRRIGATION	400.00
			LANDSCAPE/IRRIGATION	0105477409	5680	LANDSCAPE/IRRIGATION	248.67
			LANDSCAPE/IRRIGATION	0106477409	5680	LANDSCAPE/IRRIGATION	140.72
			LANDSCAPE/IRRIGATION	0108477409	5680	LANDSCAPE/IRRIGATION	206.35
			LANDSCAPE/IRRIGATION	0102477409	5680	LANDSCAPE/IRRIGATION	58.33
			LANDSCAPE/IRRIGATION	0108477409	5680	LANDSCAPE/IRRIGATION	669.79
			LANDSCAPE/IRRIGATION	0102477409	5680	LANDSCAPE/IRRIGATION	600.00
			LANDSCAPE/IRRIGATION	0108477409	5680	LANDSCAPE/IRRIGATION	3,500.00
			LANDSCAPE/IRRIGATION	0107477409	5680	LANDSCAPE/IRRIGATION	4,100.00
			LANDSCAPE/IRRIGATION	0107477409	5680	LANDSCAPE/IRRIGATION	3,000.00
			LANDSCAPE/IRRIGATION	0105477409	5680	LANDSCAPE/IRRIGATION	3,950.00
			LANDSCAPE/IRRIGATION	0105477409	5680	LANDSCAPE/IRRIGATION	1,495.00
						CHECK TOTAL:	18,368.86
00389555	02/27/17	Cintas Corporation Loc	GENERAL SUPPLIES-NON INSTRUCT	0105477408	4340	GENERAL SUPPLIES-NON INS	45.65
						CHECK TOTAL:	45.65
00389556	02/27/17	Dan's Thermal Services	CONTRACT SERVICES	0106477408	5610	CONTRACT SERVICES	27.79
						CHECK TOTAL:	27.79
00389557	02/27/17	Durham School Services	SUBAGREEMENTS FOR SERVICES	0102256700	5100	SUBAGREEMENTS FOR SERVIC	104,601.63
						CHECK TOTAL:	104,601.63
00389558	02/27/17	FIVE STAR TROPHIES	GENERAL SUPPLIES-NON INSTRUCT	0101377100	4340	GENERAL SUPPLIES-NON INS	12.93
						CHECK TOTAL:	12.93
00389559	02/27/17	Forensic Analytical Co	CONTRACT SERVICES	0102477408	5610	CONTRACT SERVICES	400.00

SELECT Check ID's and Numbers: 76@ ; Check Dates: 022717

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
CHECK TOTAL:							400.00
00389560	02/27/17	Ganahl Lumber	PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	13.67
CHECK TOTAL:							13.67
00389561	02/27/17	Grainger	MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES	12.69
			MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES	625.11
CHECK TOTAL:							637.80
00389562	02/27/17	Head Rush Technologies	ATHLETIC FIELD SUPPLIES	0106477408	5685	ATHLETIC FIELD SUPPLIES	9,049.98
CHECK TOTAL:							9,049.98
00389563	02/27/17	Holtz, Alexandra	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	204.72
CHECK TOTAL:							204.72
00389564	02/27/17	Maria Hoffman	MATERIALS & SUPPLIES-INSTRUCT	0106015040	4310	MATERIALS & SUPPLIES-INS	17.99
			MATERIALS & SUPPLIES-INSTRUCT	0106015040	4310	MATERIALS & SUPPLIES-INS	125.91
CHECK TOTAL:							143.90
00389565	02/27/17	MEYERS, KATHLEEN	REFRESHMENTS - NOT FOOD SERV	0106091008	4325	REFRESHMENTS - NOT FOOD	26.27
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	35.84
CHECK TOTAL:							62.11
00389566	02/27/17		RE-ISSUE LOST CHECK SEPT-NOV	0104632900	5878	PARENT REIMBURSEMENT (LE	18,450.00
CHECK TOTAL:							18,450.00
00389567	02/27/17	Office Depot	GENERAL SUPPLIES-NON INSTRUCT	0101377100	4340	GENERAL SUPPLIES-NON INS	4.30
			GENERAL SUPPLIES-NON INSTRUCT	0102397406	4340	GENERAL SUPPLIES-NON INS	33.76
			GENERAL SUPPLIES-NON INSTRUCT	0101377100	4340	GENERAL SUPPLIES-NON INS	84.51
			GENERAL SUPPLIES-NON INSTRUCT	0101377100	4340	GENERAL SUPPLIES-NON INS	202.21
			GENERAL SUPPLIES-NON INSTRUCT	0102397406	4340	GENERAL SUPPLIES-NON INS	78.67
CHECK TOTAL:							403.45
00389568	02/27/17	Randi Beckley	MATERIALS & SUPPLIES-INSTRUCT	0106015040	4310	MATERIALS & SUPPLIES-INS	35.23
CHECK TOTAL:							35.23
00389569	02/27/17	Safety 1st Pest Contro	PEST CONTROL	0105477409	5550	PEST CONTROL	120.00
			PEST CONTROL	0106477409	5550	PEST CONTROL	120.00
			PEST CONTROL	0102477409	5550	PEST CONTROL	120.00
			PEST CONTROL	0108477409	5550	PEST CONTROL	120.00
			PEST CONTROL	0107477409	5550	PEST CONTROL	120.00
CHECK TOTAL:							600.00
00389570	02/27/17	Sand Canyon Urgent Car	MISC OUTSIDE VENDOR	0110397140	5860	MISC OUTSIDE VENDOR	75.00

SELECT Check ID's and Numbers: 760 ; Check Dates: 022717

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
						CHECK TOTAL:	75.00
00389571	02/27/17	SC Fuels	FUEL FOR VEHICLES	0102477408	4375	FUEL FOR VEHICLES	285.36
			FUEL FOR VEHICLES	0105477408	4375	FUEL FOR VEHICLES	36.01
						CHECK TOTAL:	321.37
00389572	02/27/17	SCHAEFFER, SARAH	MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	96.00
						CHECK TOTAL:	96.00
00389573	02/27/17	SFS Transportation	CONTRACT SERVICES	0105477408	5610	CONTRACT SERVICES	350.00
						CHECK TOTAL:	350.00
00389574	02/27/17	Southern Calif Gas Co.	UTILITIES - HEAT	0107477409	5510	UTILITIES - HEAT	390.17
						CHECK TOTAL:	390.17
00389575	02/27/17	Tech-24	CONTRACT SERVICES	0105477408	5610	CONTRACT SERVICES	392.16
						CHECK TOTAL:	392.16
00389576	02/27/17	Verizon California	TELEPHONE SERVICE	0102477409	5920	TELEPHONE SERVICE	0.14
						CHECK TOTAL:	0.14
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							160,950.51
GRAND TOTAL							160,950.51

SELECT Check ID's and Numbers: 76@ ; Check Dates: 022817

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00389577	02/28/17		NOVEMBER 2016	0104072000	5878	PARENT REIMBURSEMENT (LE	150.00
			JANUARY 2017	0104072000	5878	PARENT REIMBURSEMENT (LE	350.00
			PARENT REIMBURSEMENT (LEGAL)	0104072000	5878	PARENT REIMBURSEMENT (LE	210.00
			JANUARY 2017	0104256700	5880	TRANSPORTATION-IN LIEU	45.60
						CHECK TOTAL:	755.60
00389578	02/28/17	CDW GOVERNMENT LLC	COMPUTER SUPPLIES	0113457175	4320	COMPUTER SUPPLIES	203.78
			COMPUTER SUPPLIES	0113457175	4320	COMPUTER SUPPLIES	53.65
						CHECK TOTAL:	257.43
00389579	02/28/17	Fisher Scientific	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	-240.42
			MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	270.11
						CHECK TOTAL:	29.69
00389580	02/28/17	Ganahl Lumber	MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES	156.35
						CHECK TOTAL:	156.35
00389581	02/28/17	Handwriting Without Te	MATERIALS & SUPPLIES-INSTRUCT	0102014100	4310	MATERIALS & SUPPLIES-INS	725.45
						CHECK TOTAL:	725.45
00389582	02/28/17	Jim's Music Center Inc	MATERIALS & SUPPLIES-INSTRUCT	0106015040	4310	MATERIALS & SUPPLIES-INS	32.65
						CHECK TOTAL:	32.65
00389583	02/28/17	Maintex	OTHER CUSTODIAL SUPPLIES	0107477409	4361	OTHER CUSTODIAL SUPPLIES	248.38
						CHECK TOTAL:	248.38
00389584	02/28/17	Office Depot	GENERAL SUPPLIES-NON INSTRUCT	0107091005	4340	GENERAL SUPPLIES-NON INS	37.65
						CHECK TOTAL:	37.65
00389585	02/28/17	On Call Event Rentals	MISC OUTSIDE VENDOR	0106011008	5860	MISC OUTSIDE VENDOR	4,546.00
						CHECK TOTAL:	4,546.00
00389586	02/28/17	Seaside Solutions	JANUARY 2017	0104132980	5889	OTHER THERAPY	550.00
						CHECK TOTAL:	550.00
00389587	02/28/17	Toner Campus Inc	PRINTERS <\$250 & INK/SUPPLIES	0108011005	4322	PRINTERS <\$250 & INK/SUP	2,290.80
						CHECK TOTAL:	2,290.80
00389588	02/28/17	WittFitt LLC	MATERIALS & SUPPLIES-INSTRUCT	0108015040	4310	MATERIALS & SUPPLIES-INS	856.61
						CHECK TOTAL:	856.61
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							10,486.61

LAGUNA BEACH USD 02/28/17 Commercial Check Register Page 2
TUE, FEB 28, 2017, 7:55 AM --req: ADMIN-----leg: 76 ----loc: ISSTAFF---job: 10660941 #J302--prog: CK514 <1.02>--report id: CKOCLIST

SELECT Check ID's and Numbers: 76@ ; Check Dates: 022817

<u>Check #</u>	<u>Register</u>	<u>Payee Name</u>	<u>Description</u>	<u>Key</u>	<u>Object</u>	<u>Object Description</u>	<u>Check Amount</u>
			GRAND TOTAL				10,486.61

SELECT Check ID's and Numbers: 76@ ; Check Dates: 030117

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00389589	03/01/17	Cintas Corporation Loc	GENERAL SUPPLIES-NON INSTRUCT	0105477408	4340	GENERAL SUPPLIES-NON INS	45.05
						CHECK TOTAL:	45.05
00389590	03/01/17	Hunnicuttt, Dawn	TRAVEL & CONFERENCE	0105011012	5220	TRAVEL & CONFERENCE	153.96
						CHECK TOTAL:	153.96
00389591	03/01/17	Konica Minolta	SOFTWARE/COPIER MAINTENANCE FE	0102397400	5650	SOFTWARE/COPIER MAINTENA	57.58
						CHECK TOTAL:	57.58
00389592	03/01/17	Sarah Pearlman	TRAVEL & CONFERENCE	0102397400	5220	TRAVEL & CONFERENCE	132.49
						CHECK TOTAL:	132.49
00389593	03/01/17	School Services of CA	TRAVEL & CONFERENCE	0102397406	5220	TRAVEL & CONFERENCE	205.00
						CHECK TOTAL:	205.00
00389594	03/01/17	RUHNAU RUHNAU CLARKE	ARCHITECTURAL DESIGN FEES	2508498410	6220	ARCHITECTURAL DESIGN FEE	65.76
			ARCHITECTURAL DESIGN FEES	2508498410	6220	ARCHITECTURAL DESIGN FEE	244.87
						CHECK TOTAL:	310.63
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							904.71
GRAND TOTAL							904.71

SELECT Check ID's and Numbers: 76@ ; Check Dates: 030317

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00389595	03/03/17	3 DAY BLINDS LLC	CONTRACT SERVICES	0105477408	5610	CONTRACT SERVICES	23,217.71
						CHECK TOTAL:	23,217.71
00389596	03/03/17	A-Z Office Resource In	GENERAL SUPPLIES-NON INSTRUCT	0107091005	4340	GENERAL SUPPLIES-NON INS	220.39
						CHECK TOTAL:	220.39
00389597	03/03/17	American Red Cross - H	MISC CUTSIDE VENDOR	0110397140	5860	MISC OUTSIDE VENDOR	486.00
						CHECK TOTAL:	486.00
00389598	03/03/17	AmScope	EQUIPMENT - NEW	0108015600	4410	EQUIPMENT - NEW	169.98
						CHECK TOTAL:	169.98
00389599	03/03/17		FEBRUARY 2017	0104632900	5878	PARENT REIMBURSEMENT (LE	2,916.66
						CHECK TOTAL:	2,916.66
00389600	03/03/17	Atkinson Anderson Loya	LEGAL EXPENSE	0110397140	5835	LEGAL EXPENSE	208.69
			LEGAL EXPENSE	0102397400	5835	LEGAL EXPENSE	1,585.50
						CHECK TOTAL:	1,794.19
00389601	03/03/17	Bravo Music Inc.	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	502.00
						CHECK TOTAL:	502.00
00389602	03/03/17	Cox Communications	MARCH 2016	0113457175	5940	INTERNET CONNECTIVITY	162.91
						CHECK TOTAL:	162.91
00389603	03/03/17	Coyne & Associates Inc	JANUARY 2017	0104602140	5894	IBI SUPERVISION	360.00
			JANUARY 2017	0104602140	5894	IBI SUPERVISION	7,412.08
						CHECK TOTAL:	7,772.08
00389604	03/03/17	Digital Networks Corp.	CONSULTANTS-COMPUTER SERVICES	0113457175	5832	CONSULTANTS-COMPUTER SER	6,563.91
						CHECK TOTAL:	6,563.91
00389605	03/03/17	Durham School Services	SUBAGREEMENTS FOR SERVICES	0102256700	5100	SUBAGREEMENTS FOR SERVIC	86,801.52
						CHECK TOTAL:	86,801.52
00389606	03/03/17	Durham School Services	12/16 - MISSION SAN JUAN	0108015570	5865	CHARTER BUS-ATHLETIC/FIE	342.25
			CHARTER BUS-ATHLETIC/FIELD TRP	0108015060	5865	CHARTER BUS-ATHLETIC/FIE	379.60
			DECEMBER 2016	0106011008	5855	CHARTER BUS-HOME TO SCHO	573.29
			DECEMBER 2016	0107011005	5855	CHARTER BUS-HOME TO SCHO	558.15
			JANUARY 2017	0108011005	5855	CHARTER BUS-HOME TO SCHO	434.21
			DECEMBER 2016	0106015600	5855	CHARTER BUS-HOME TO SCHO	573.29
			1/24 - PERFORMONING ARTS	0108015570	5855	CHARTER BUS-HOME TO SCHO	412.04
			JANUARY 2017	0104256700	5100	SUBAGREEMENTS FOR SERVIC	21,056.06
			2/1 - PACIFIC MAMMAL CNTR	0107015600	5865	CHARTER BUS-ATHLETIC/FIE	107.55

SELECT Check ID's and Numbers: 76@ ; Check Dates: 030317

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
			JANUARY 2017	0108011005	5855	CHARTER BUS-HOME TO SCHO	560.24
			JANUARY 2017	0108015600	5855	CHARTER BUS-HOME TO SCHO	324.27
			JANUARY 2017	0106011008	5855	CHARTER BUS-HOME TO SCHO	444.83
			JANUARY 2017	0106015600	5855	CHARTER BUS-HOME TO SCHO	444.83
						CHECK TOTAL:	26,210.61
00389607	03/03/17	FAGEN, FRIEDMAN & FULF	LEGAL EXPENSE	0101377100	5835	LEGAL EXPENSE	467.50
						CHECK TOTAL:	467.50
00389608	03/03/17	Fisher Scientific	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	63.26
						CHECK TOTAL:	63.26
00389609	03/03/17	Follett School Solutio	MATERIALS & SUPPLIES-INSTRUCT	0102013045	4310	MATERIALS & SUPPLIES-INS	84.63
						CHECK TOTAL:	84.63
00389610	03/03/17	Frontier California In	TELEPHONE SERVICE	0106477409	5920	TELEPHONE SERVICE	203.45
			TELEPHONE SERVICE	0105477409	5920	TELEPHONE SERVICE	59.27
			TELEPHONE SERVICE	0108477409	5920	TELEPHONE SERVICE	65.34
			TELEPHONE SERVICE	0108477409	5920	TELEPHONE SERVICE	440.85
			TELEPHONE SERVICE	0102477409	5920	TELEPHONE SERVICE	6.83
			TELEPHONE SERVICE	0102477409	5920	TELEPHONE SERVICE	83.17
			TELEPHONE SERVICE	0105477409	5920	TELEPHONE SERVICE	20.60
			TELEPHONE SERVICE	0105477409	5920	TELEPHONE SERVICE	153.47
			TELEPHONE SERVICE	0107477409	5920	TELEPHONE SERVICE	153.46
			TELEPHONE SERVICE	0102477409	5920	TELEPHONE SERVICE	176.41
			TELEPHONE SERVICE	0102477409	5920	TELEPHONE SERVICE	115.05
			TELEPHONE SERVICE	0105477409	5920	TELEPHONE SERVICE	127.20
			TELEPHONE SERVICE	0106477409	5920	TELEPHONE SERVICE	440.87
			TELEPHONE SERVICE	0102477409	5920	TELEPHONE SERVICE	153.46
			TELEPHONE SERVICE	0105477409	5920	TELEPHONE SERVICE	53.48
			TELEPHONE SERVICE	0105477409	5920	TELEPHONE SERVICE	58.78
			TELEPHONE SERVICE	0105477409	5920	TELEPHONE SERVICE	61.95
			TELEPHONE SERVICE	0102477409	5920	TELEPHONE SERVICE	59.27
			TELEPHONE SERVICE	0105477409	5920	TELEPHONE SERVICE	60.33
			TELEPHONE SERVICE	0102477409	5920	TELEPHONE SERVICE	449.73
			TELEPHONE SERVICE	0102477409	5920	TELEPHONE SERVICE	170.83
			TELEPHONE SERVICE	0108477409	5920	TELEPHONE SERVICE	56.18
			TELEPHONE SERVICE	0108477409	5920	TELEPHONE SERVICE	74.25
			TELEPHONE SERVICE	0105477409	5920	TELEPHONE SERVICE	50.75
			TELEPHONE SERVICE	0106477409	5920	TELEPHONE SERVICE	53.48
			TELEPHONE SERVICE	0105477409	5920	TELEPHONE SERVICE	153.46
						CHECK TOTAL:	3,501.92
00389611	03/03/17	Houghton Mifflin Harco	TRAVEL & CONFERENCE	0104613150	5220	TRAVEL & CONFERENCE	-598.00

SELECT Check ID's and Numbers: 760 ; Check Dates: 030317

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
			TRAVEL & CONFERENCE	0104613150	5220	TRAVEL & CONFERENCE	-598.00
			SOFTWARE - \$5,000 + PER ITEM	0102011500	6470	SOFTWARE - \$5,000 + PER	102,128.35
			SOFTWARE - \$5,000 + PER ITEM	0102011500	6470	SOFTWARE - \$5,000 + PER	12,021.37
			SOFTWARE - \$5,000 + PER ITEM	0102011500	6470	SOFTWARE - \$5,000 + PER	5,077.55
			SOFTWARE - \$5,000 + PER ITEM	0102011500	6470	SOFTWARE - \$5,000 + PER	72,061.84
			SOFTWARE - \$5,000 + PER ITEM	0102011500	6470	SOFTWARE - \$5,000 + PER	-1,048.14
			SOFTWARE - \$5,000 + PER ITEM	0102011500	6470	SOFTWARE - \$5,000 + PER	-29,142.13
			SOFTWARE - \$5,000 + PER ITEM	0102011500	6470	SOFTWARE - \$5,000 + PER	-1,141.57
			SOFTWARE - \$5,000 + PER ITEM	0102011500	6470	SOFTWARE - \$5,000 + PER	-46,478.61
						CHECK TOTAL:	112,282.66
00389612	03/03/17	Ignite Optometric Corpor	FEBRUARY 2017	0104632900	5888	VISION THERAPY	176.00
						CHECK TOTAL:	176.00
00389613	03/03/17		FEBRUARY 2017	0104632900	5878	PARENT REIMBURSEMENT (LE	2,680.00
						CHECK TOTAL:	2,680.00
00389614	03/03/17	Jim's Music Center Inc	MATERIALS & SUPPLIES-INSTRUCT	0106015040	4310	MATERIALS & SUPPLIES-INS	31.54
						CHECK TOTAL:	31.54
00389615	03/03/17	Kristi Matheson	GENERAL SUPPLIES-NON INSTRUCT	0104613150	4340	GENERAL SUPPLIES-NON INS	255.96
						CHECK TOTAL:	255.96
00389616	03/03/17	KRUGER TEAM SPORT	MATERIALS & SUPPLIES-INSTRUCT	0106015040	4310	MATERIALS & SUPPLIES-INS	805.18
						CHECK TOTAL:	805.18
00389617	03/03/17	KYA SERVICES LLC	SITE IMPROVEMENT	0108497408	6110	SITE IMPROVEMENT	80,031.29
						CHECK TOTAL:	80,031.29
00389618	03/03/17	Laguna Digital Lab	OUTSIDE PRINTING	0108091005	5870	OUTSIDE PRINTING	171.32
						CHECK TOTAL:	171.32
00389619	03/03/17	Lakeshore Learning Mat	MATERIALS & SUPPLIES-INSTRUCT	0107015040	4310	MATERIALS & SUPPLIES-INS	199.99
						CHECK TOTAL:	199.99
00389620	03/03/17	Lara Greco-Ohana	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	70.46
			MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	96.53
						CHECK TOTAL:	166.99
00389621	03/03/17	Lux Bus America Co.	CHARTER BUS-ATHLETIC/FIELD TRP	0105311075	5865	CHARTER BUS-ATHLETIC/FIE	1,350.00
						CHECK TOTAL:	1,350.00
00389622	03/03/17	Mardan Center of Educa	JANUARY 2017	0104632210	5875	TUITION	7,899.30
			FEBRUARY 2017	0104632210	5875	TUITION	8,425.92

SELECT Check ID's and Numbers: 760 ; Check Dates: 030317

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
						CHECK TOTAL:	16,325.22
00389623	03/03/17	Nasco Scientific	MATERIALS & SUPPLIES-INSTRUCT	0108015040	4310	MATERIALS & SUPPLIES-INS	76.70
						CHECK TOTAL:	76.70
00389624	03/03/17	National Construction	RENTAL EXPENSE	0105477408	5620	RENTAL EXPENSE	170.55
						CHECK TOTAL:	170.55
00389625	03/03/17	OCDE	9/23- CLASSFLOW	0113017175	5830	CONSULTANTS-INSTRUCTIONA	300.00
						CHECK TOTAL:	300.00
00389626	03/03/17	Ocean View School	JANUARY 2017	0104632210	5875	TUITION	192.00
						CHECK TOTAL:	192.00
00389627	03/03/17	Pitney Bowes	MARCH 2017	0106091008	5620	RENTAL EXPENSE	26.94
						CHECK TOTAL:	26.94
00389628	03/03/17	REAL INSPIRATIONS INC.	MISC OUTSIDE VENDOR	0106015040	5860	MISC OUTSIDE VENDOR	500.00
						CHECK TOTAL:	500.00
00389629	03/03/17	Robby Ibelle and Lucia	JULY 2016 - JAN 2017 MILEAGE	0104256700	5880	TRANSPORTATION-IN LIEU	1,168.90
						CHECK TOTAL:	1,168.90
00389630	03/03/17		SPRING 2017	0104632900	5878	PARENT REIMBURSEMENT (LE	14,073.50
						CHECK TOTAL:	14,073.50
00389631	03/03/17	Rutan & Tucker	LEGAL EXPENSE	0104072000	5835	LEGAL EXPENSE	312.00
						CHECK TOTAL:	312.00
00389632	03/03/17		FEBRUARY 2017	0104632900	5878	PARENT REIMBURSEMENT (LE	2,680.00
						CHECK TOTAL:	2,680.00
00389633	03/03/17	Seneca Family of Agenc	JANUARY 2017	0104132430	5895	OUTSIDE ASSESSMENT FEES	2,271.00
						CHECK TOTAL:	2,271.00
00389634	03/03/17	Sigma Aldrich Corp.	MATERIALS & SUPPLIES-INSTRUCT	0105015060	4310	MATERIALS & SUPPLIES-INS	59.37
						CHECK TOTAL:	59.37
00389635	03/03/17	Staples Advantage	MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	204.70
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	119.30
			MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	34.67
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	55.21
			MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	585.96
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	24.42

SELECT Check ID's and Numbers: 76@ ; Check Dates: 030317

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
			MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	10.67
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	168.52
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	7.75
						CHECK TOTAL:	1,211.20
00389636	03/03/17	Televideo Service	COMPUTER REPAIRS/MAINTENANCE	0113457175	5630	COMPUTER REPAIRS/MAINTEN	90.00
			COMPUTER REPAIRS/MAINTENANCE	0113457175	5630	COMPUTER REPAIRS/MAINTEN	495.50
						CHECK TOTAL:	585.50
00389637	03/03/17	TYCO INTEGRATED SECURI	ALARM MONITORING	0102477409	5560	ALARM MONITORING	312.50
			ALARM MONITORING	0102477409	5560	ALARM MONITORING	250.00
						CHECK TOTAL:	562.50
00389638	03/03/17	U.S. Bank National Ass	MATERIALS & SUPPLIES-INSTRUCT	0102017400	4310	MATERIALS & SUPPLIES-INS	15,277.04
						CHECK TOTAL:	15,277.04
00389639	03/03/17	ULINE INC.	OTHER CUSTODIAL SUPPLIES	0107477409	4361	OTHER CUSTODIAL SUPPLIES	108.83
						CHECK TOTAL:	108.83
00389640	03/03/17	Vavrinek Trine Day & C	AUDITS	0102377102	5840	AUDITS	800.00
			AUDITS	0102377102	5840	AUDITS	1,600.00
			AUDITS	0102377102	5840	AUDITS	1,100.00
						CHECK TOTAL:	3,500.00
00389641	03/03/17	VERTICAL TRANSPORT INC	CONTRACT SERVICES	0107477408	5610	CONTRACT SERVICES	185.00
						CHECK TOTAL:	185.00
00389642	03/03/17	Waste Management of OC	TRASH - UTILITIES	0108477409	5540	TRASH - UTILITIES	429.64
			TRASH - UTILITIES	0105477409	5540	TRASH - UTILITIES	1,316.48
			TRASH - UTILITIES	0107477409	5540	TRASH - UTILITIES	523.88
			TRASH - UTILITIES	0106477409	5540	TRASH - UTILITIES	604.60
			TRASH - UTILITIES	0102477409	5540	TRASH - UTILITIES	275.33
						CHECK TOTAL:	3,149.93
00389643	03/03/17		FEBRUARY 2016	0104632900	5878	PARENT REIMBURSEMENT (LE	1,802.50
						CHECK TOTAL:	1,802.50
00389644	03/03/17	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							424,210.88
GRAND TOTAL							424,210.88

Laguna Beach Unified School District

14.j. CONSENT/ACTION

March 14, 2017

**Approval: Ratification of Certificated Payroll 8A in the Amount of \$2,199,492.73
Ratification of Classified Payroll 8B in the Amount of \$690,748.66
Ratification of Classified Payroll 8C in the Amount of \$917.82**

Proposal

It is proposed that the Board of Education ratify the expenditure of funds from the General Fund to cover:

1. Certificated Payroll 8A in the amount of \$2,199,492.73; and,
2. Classified Payroll 8B in the amount of \$690,748.66; and,
3. Certificated Payroll 8C in the amount of \$917.82 for the month of February 2017 totaling \$2,892,159.21.

Background

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

Recommended Action

It is recommended that the Board of Education approve:

1. Certificated Payroll 8A in the amount of \$2,199,492.73; and,
2. Classified Payroll 8B in the amount of \$690,748.66; and,
3. Certificated Payroll 8C in the amount of \$917.82 for the month of February 2017 totaling \$2,892,159.21.

Laguna Beach Unified School District

14.k. **CONSENT/ACTION**

March 14, 2017

**Approval/Ratification: Community Facilities District 98-1 (Crystal Cove) Administrative
Expense Fund Disbursements Totaling \$1,367.50**

Proposal

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

Background

A separate Administrative Fund was established pursuant to the Indenture by and between Laguna Beach Unified School District and Community Facilities District No.98-1 (Crystal Cove) 2012 Special Tax Refunding Bonds. Administrative expenses are for the actual or reasonably estimated costs directly related to the administration of CFD No. 98-1. Staff requests approval of the payment detailed on the Administrative Funds Disbursement list.

Budget Impact

The \$1,367.50 payment will be made from the CFD 98-1 Administrative Expense Fund located at U.S. Bank. After the disbursement, the remaining fund balance will be \$21,063.61.

	Payee Name & Address	Purpose	Revenue	Expense	Balance
1	Beginning Balance				\$22,425.32
2	David Taussig & Assoc.	Inv. 1701074		\$1,367.50	
3	Interest Earned	Nov - Jan 2017	\$5.79		
3	Ending Fund Balance				\$ 21,063.61

Recommended Action

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

Laguna Beach Unified School District

15. INFORMATION

March 14, 2017

Board Policies – First Reading of Board Policies

Proposal

The Superintendent recommends a first reading by the Board of Education of the policies listed below. The Board may waive a second reading or require an additional reading if necessary. Board policies are brought forward for a first reading by the Board, as described in Board Bylaw 9310.

	Policy/Bylaw	Title	Recommendation	Comment
a.	B.P. 5145.3	Nondiscrimination/ Harassment	Recommend for second reading.	Policy updated in accordance with new laws and regulations.
b.	B.B. 9222	Resignation	Recommend for second reading.	Bylaw updated to clarify several areas regarding Board member resignation.
c.	B.B. 9270	Conflict of Interest	Recommend for second reading.	Bylaw updated to expand definitions and explanations of requirements.

Recommended Action

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

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

NONDISCRIMINATION/HARASSMENT

BP 5145.3

Students

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, **extracurricular**, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying **targeted at any student by anyone, of any student** based on the student's actual **or perceived** race, color, ancestry, national origin, **nationality, ethnicity**, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; ~~the perception of one or more of such characteristics~~; or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

~~Prohibited~~ **Unlawful discrimination, including** discrimination, harassment, intimidation, or bullying ~~includes~~ **may result from** physical, verbal, nonverbal, or written conduct based on one of the categories listed above. **Unlawful discrimination also includes the creation of a hostile environment through prohibited conduct** that is so severe or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against **any student who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. regarding an incident of discrimination, harassment, intimidation, or bullying.** Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

~~The Superintendent or designee shall provide age-appropriate training and information to students, parents/guardians, and employees regarding discrimination, harassment, intimidation, and bullying, including, but not limited to, the district's nondiscrimination policy, what constitutes~~

~~prohibited behavior, how to report incidents, and to whom such reports should be made.~~

~~In providing instruction, guidance, supervision, or other services to district students, employees and volunteers shall carefully guard against segregating or stereotyping students.~~

~~The principal or designee shall develop a plan to provide students with appropriate accommodations when necessary for their protection from threatened or potentially harassing or discriminatory behavior.~~

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. He/she shall report his/her findings and recommendations to the Board after each review.

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, up to and including counseling, suspension, and/or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

Grievance Procedures

The following position is the designated Coordinator for Nondiscrimination to handle complaints regarding discrimination, harassment, intimidation, or bullying, and to answer inquiries regarding the district's nondiscrimination policies:

Director, Assistant Superintendent, Human Resources and Public Communications
550 Blumont Street, Laguna Beach, CA 92651
949-497-7700 ext. 5219

Any student who feels that he/she has been subjected to discrimination, harassment, intimidation, or bullying should immediately contact the Coordinator, the principal, or any other staff member. In addition, any student who observes any such incident should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Any school employee who observes an incident of discrimination, harassment, intimidation, or bullying or to whom such an incident is reported shall report the incident to the Coordinator or principal, whether or not the victim files a complaint.

In addition, the employee shall immediately intervene when safe to do so.

Upon receiving a complaint of discrimination, harassment, intimidation, or bullying, the Coordinator shall immediately investigate the complaint in accordance with the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures.

The Superintendent or designee shall ensure that the student handbook clearly describes the district's nondiscrimination policy, procedures for filing a complaint regarding discrimination, harassment, intimidation, or bullying, and the resources that are available to students who feel that they have been the victim of any such behavior. The district's policy shall also be posted on the district web site or any other location that is easily accessible to students.

When required pursuant to Education Code 48985, complaint forms shall be translated into the student's primary language.

Continued on next page

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

48900.3 Suspension or expulsion for act of hate violence

48900.4 Suspension or expulsion for threats or harassment

48904 Liability of parent/guardian for willful student misconduct

48907 Student exercise of free expression

48950 Freedom of speech

48985 Translation of notices

49020-49023 Athletic programs

51500 Prohibited instruction or activity

51501 Prohibited means of instruction

60044 Prohibited instructional materials

CIVIL CODE

1714.1 Liability of parents/guardians for willful misconduct of minor

PENAL CODE

422.55 Definition of hate crime

422.6 Crimes, harassment

CODE OF REGULATIONS, TITLE 5

432 Student record

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

12101-12213 Title II equal opportunity for individuals with disabilities

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

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

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age Discrimination Act of 1975

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.31 Disclosure of personally identifiable information

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130

Date Policy Adopted by the Board: August 27, 2013

(Replaced BP 5001)

Revised:

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Updated Bylaw 9222 –
First Reading

RESIGNATION

BB 9222

Board Bylaws

A Governing Board member who wishes to resign may do so by filing a written resignation with the County Superintendent of Schools.

The resigning Board member shall also notify the Board and give a copy of his/her written resignation to the Board secretary. ~~A copy shall be given to the Board secretary.~~

The resignation shall become effective when filed with the County Superintendent, except when a deferred effective date is specified in the resignation. A Board member may not defer the effective date of his/her resignation for more than 60 days after he/she files the resignation with the County Superintendent. ~~The written resignation is effective when filed, except when a deferred effective date is specified in the resignation.~~

Once filed, a written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable.

A Board member who tenders his/her resignation with a deferred effective date shall, until the effective date of the resignation, continue to exercise all the powers of the office, except that he/she shall not have the right to vote for his/her successor in an action taken by the Board to make a provisional appointment. ~~A Board member may not defer the effective date of his/her resignation for more than 60 days after filing~~

~~A written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable upon being filed.~~

~~Upon resignation, the Board member may continue to exercise all his/her powers, save that of voting for a successor, until the effective date of resignation.~~

A Board member who resigns shall file, within 30 days of leaving office, a revised Statement of Economic Interest/Form 700 covering the period of time between the closing date of the last statement required to be filed and the date he/she leaves office.

Legal Reference:

EDUCATION CODE

5090 Definition (vacancy)

5091 Special Election

35178 Resignation with deferred effective date

Date approved by the Board: April 8, 2014

Revised:

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

CONFLICT OF INTEREST

BB 9270

Board Bylaws

The Governing Board desires to maintain the highest ethical standards and help ensure that decisions are made in the best interest of the district and the public. Accordingly, no Board member, district employee, or other person in a designated position shall participate in the making of any decision for the district when, as defined by applicable law, the decision will or may be affected by his/her financial, family, or other personal interest or consideration. ~~In accordance with law, Board members and designated employees shall disclose any conflict of interest and, as necessary, shall abstain from participating in the decision.~~

Even if a prohibited conflict of interest does not exist, a Board member shall abstain from voting on personnel matters that uniquely affect his/her relatives. However, a Board member may vote on collective bargaining agreements and personnel matters that affect a class of employees to which his/her relative belongs. Relative means an adult who is related to the Board member by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree.

A relationship within the third degree includes an individual's parents, grandparents, great-grandparents, children, grandchildren, great-grandchildren, brothers, sisters, aunts, uncles, nieces, nephews, and the similar family of the individual's spouse/registered domestic partner unless the individual is widowed or divorced.

~~The Board shall maintain policy that specifies the terms of the district's conflict of interest code, the district's designated positions, and the disclosure categories required for each position.~~

The Board shall adopt for the district a conflict of interest code that incorporates the provisions of 2 CCR 18730 by reference, specifies the district's designated positions, and provides the disclosure categories required for each position. The conflict of interest code shall be submitted to the district's code reviewing body for approval, in accordance with Government Code 87303 and within the deadline for submission established by the code reviewing body.

Upon direction by the code reviewing body, the Board shall review the district's conflict of interest code and submit any changes to the code reviewing body or, if no change is required, the Board shall submit a written statement to that effect.

When a change in the district's conflict of interest code is necessitated due to changed circumstances, such as the creation of new designated positions, changes to the duties assigned to existing positions, amendments, or revisions, the amended code shall be submitted to the code reviewing body within 90 days after the changed circumstances necessitating the amendments have become apparent.

When reviewing and preparing the district's conflict of interest code, the Superintendent or designee shall provide officers, employees, consultants, and members of the community adequate notice and a fair opportunity to present their views.

Board members and designated employees shall annually file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories specified in the district's conflict of interest code. A Board member who leaves office or a designated employee who leaves district employment shall, within 30 days, file a revised statement covering the period of time between the closing date of the last statement and the date of leaving office or district employment.

Conflict of Interest under the Political Reform Act

A Board member, ~~or~~ designated employee, **or other person in a designated position** shall not make, participate in making, or in any way use or attempt to use his/her official position to influence a governmental decision in which he/she knows or has reason to know that he/she has a disqualifying conflict of interest. **A disqualifying conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect," which is distinguishable from the effect on the public generally, on the Board member, designated employee, or other person in a designated position, his/her immediate family, or any financial interest described in 2 CCR 18700.** ~~A conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect" on one or more of the Board member's or designated employee's "economic interests," unless the effect is indistinguishable from the effect on the public generally or the Board member's or designated employee's participation is legally required~~

A Board member, designated employee, **or other person in a designated position** makes a governmental decision when, acting within the authority of his/her office or position, he/she **authorizes or directs any action** ~~votes~~ on a matter, **votes or provides information or opinion on it, contacts or appears before a district official for the purpose of affecting the decision, or takes other action as specified in 2 CCR 18704.** ~~appoints a person, obligates or commits the district to any course of action, or enters into any contractual agreement on behalf of the district.~~

However, a Board member shall participate in the making of a contract in which he/she has a financial interest if his/her participation is required by the rule of necessity or legally required participation pursuant to Government Code 87101 and 2 CCR 18705.

A Board member who has a disqualifying conflict of interest on an agenda item that will be heard in an open meeting of the Board shall abstain from voting on the matter. He/she may remain on the dais, but his/her presence shall not be counted towards achieving a quorum for that matter. A Board member with a disqualifying conflict of interest shall not be present during a closed session meeting of the Board when the decision is considered and shall not obtain or review a recording or any other nonpublic information regarding the issue.

Additional Requirements for Boards that Manage Public Investments

A Board member who manages public investments pursuant to Government Code 87200 and who has a financial interest in a decision shall, upon identifying a conflict or potential conflict of interest and immediately prior to the consideration of the matter, do all of the following:

1. Publicly identify each financial interest that gives rise to the conflict or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required.
2. Recuse himself/herself from discussing and voting on the matter, or otherwise acting in violation of Government Code 87100. The Board member shall not be counted toward

achieving a quorum while the item is discussed.

However, the Board member may speak on the issue during the time that the general public speaks on it and may leave the dais to speak from the same area as members of the public. He/she may listen to the public discussion of the matter with members of the public.

3. Leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters.

If the item is on the consent calendar, the Board member must recuse himself/herself from discussing or voting on that matter, but the Board member is not required to leave the room during consideration of the consent calendar.

4. If the Board's decision is made during closed session, disclose his/her interest orally during the open session preceding the closed session. This disclosure shall be limited to a declaration that his/her recusal is because of a conflict of interest pursuant to Government Code 87100. He/she shall not be present when the item is considered in closed session and shall not knowingly obtain or review a recording or any other nonpublic information regarding the Board's decision.

Conflict of Interest under Government Code 1090

Board members, employees, or district consultants shall not be financially interested in any contract made by the Board on behalf of the district, including in the development, preliminary discussions, negotiations, compromises, planning, reasoning, and specifications and solicitations for bids. If a Board member has such a financial interest, the district is barred from entering into the contract. **If a contract is made by the Board, the contract is void.**

A Board member shall not be considered to be financially interested in a contract if his/her interest is a "noninterest" as defined in Government Code 1091.5. One such noninterest is when a Board member's spouse/registered domestic partner has been a district employee for at least one year prior to the Board member's election or appointment.

A Board member shall not be considered to be financially interested in a contract if he/she has only a "remote interest" in the contract as specified in Government Code 1091 and if the remote interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract.

~~Even if there is not a prohibited conflict of interest, a Board member shall abstain from voting on personnel matters that uniquely affect his/her relatives. However, a Board member may vote on collective bargaining agreements and personnel matters that affect a class of employees to which his/her relative belongs. Relative means an adult who is related to the Board member by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree.~~

~~A relationship within the third degree includes an individual's parents, grandparents, great-grandparents, children, grandchildren, great grandchildren, brothers, sisters, aunts, uncles, nieces, nephews, and the similar family of the individual's spouse/registered domestic partner unless the individual is widowed or divorced.~~

Common Law Doctrine Against Conflict of Interest

A Board member shall abstain from any official action in which his/her private or personal interest may conflict with his/her official duties.

Rule of Necessity or Legally Required Participation

On a case-by-case basis and upon advice of legal counsel, a Board member with a financial interest in a contract may participate in the making of the contract if the rule of necessity or legally required participation applies pursuant to Government Code 87101 and 2 CCR 18708.

Incompatible Offices and Activities

Board members shall not engage in any employment or activity or hold any office which is inconsistent with, incompatible with, in conflict with, or inimical to the Board member's duties as an officer of the district.

Gifts

Board members and designated employees may accept gifts only under the conditions and limitations specified in Government Code 89503 and 2 CCR 18730.

The limitation on gifts does not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays, and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value.

In addition, the limitation on gifts does not apply to informational materials such as books, reports, pamphlets, calendars, and periodicals.

Gifts of travel and related lodging and subsistence shall be subject to the current gift limitation, except when: (Government Code 89506)

1. The travel is in connection with a speech given by a Board member or designated employee, provided the lodging and subsistence expenses are limited to the day immediately preceding, the day of, and the day immediately following the speech and the travel is within the United States.
2. The travel is provided by a person or agency specified in Government Code 89506, including a government, governmental agency or authority, bona fide public or private educational institution, as defined in Revenue and Taxation Code 203, or nonprofit organization exempt from taxation under section 501(c)(3) of the Internal Revenue Code.

Gifts of travel exempted from the gift limitation, as described in items #1 and 2 above, shall nevertheless be reportable on the recipient's Statement of Economic Interest/Form 700 as required by law.

Gifts of travel and related lodging and subsistence shall be subject to the current gift limitation except as described in Government Code 89506.

A gift of travel does not include travel provided by the district for Board members and designated employees.

Honoraria

Board members and designated employees shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, in accordance with law. (Government Code 89501, 89502)

The term honorarium does not include:

1. Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade, or profession is making speeches.
2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the district for donation into the general fund without being claimed as a deduction from income for tax purposes.

Legal Reference:

EDUCATION CODE

1006 Qualifications for holding office

35107 School district employees

35230-35240 Corrupt practices, especially:

35233 Prohibitions applicable to members of governing boards

41000-41003 Moneys received by school districts

FAMILY CODE

297.5 Rights, protections, and benefits of registered domestic partners

GOVERNMENT CODE

1090-1099 Prohibitions applicable to specified officers

1125-1129 Incompatible activities

81000-91014 Political Reform Act of 1974, especially:

82011 Code reviewing body

87100-87103.6 General prohibitions

87200-87210 Disclosure

87300-87313 Conflict of interest code

87500 Statements of economic interests

89501-89503 Honoraria and gifts

91000-91014 Enforcement

Date Bylaw Adopted By the Board: June 10, 2014

Revised:

Laguna Beach Unified School District

16. ACTION

March 14, 2017

Approval: Positive Certification of Second Interim Report

Proposal

Staff proposes the Board of Education approve a positive certification of the Second Interim Financial Report for 2016/2017.

Background

This positive certification of the Second Interim Report is submitted to the Board for approval pursuant to Education Code Section 42130.

This report certifies that the District will be able to meet its financial obligations for the current fiscal year and subsequent two fiscal years.

The financial projections have been updated to reflect new information received and board action taken since the original budget adoption. In addition, projections are provided of revenue and expenditures for the remainder of this fiscal year and for two additional fiscal years.

Revenue

- a. Property Tax/LCFF – LCFF sources remain the same. Projection for current year secured property tax continues to be 7.67% over prior year collections.
- b. Federal Revenue – Based on the most recent grant information, federal funding is projected to increase by \$4,599.
- c. Other State Revenue – Other State revenue increased by \$43,588 as a result of additional funding for career technical education.
- d. Other Local Revenues – Other local revenue increased by \$244,287. The majority of the increase is due to donations received from SchoolPower, PTA, Boosters, as well as upward adjustments to interest and other local income.

Expenditures

- a) Certificated Salaries – This category increased by \$26,227 primarily for staff development and professional growth. The budget includes 190 Certificated Full-Time Equivalents (FTE). This includes 174 LaBUFA represented FTE and 16 unrepresented FTE positions.
- b) Classified Salaries – This category decreased by \$8,544 as a result of classified personnel adjustments. The budget includes 134 Classified Full-Time Equivalents (FTE). This includes 121 CSEA represented FTE and 13 unrepresented FTE positions.
- c) Employee Benefits – The benefit category decreased by \$1,788 as a direct result of the classified salary adjustments mentioned above.

- d) Books and Supplies – An increase of \$125,078 in books and supplies is a result of budgeting for expenditures due to receipt of donations.
- e) Services and Other Operating Expenditures – This category has increased expenditures of \$340,408 as a result of facility projects and special education services.
- f) Capital Outlay – A decrease of \$409,710 in capital outlay is due to the shifting of some facilities projects to fund 40 FRRP.
- g) Other Outgo – No changes at Second Interim.
- h) Transfer of Indirect/Direct Support Costs – No changes at Second Interim.

There are no changes in other outgoing costs, transfers of direct/indirect costs, or inter-fund transfers from the previously approved district budget. The Second Interim also reflects that the district is able to meet fund balance requirements this year through the 2018-19 fiscal year.

Budget Impact

Approval of the Second Interim Report by the Board will authorize staff to meet State Education Code requirements, submit the report to the County Office of Education ahead of deadline and update, adjust and account for changes reflected in the Second Interim Report.

Recommended Action

Staff recommends the Board of Education approve a positive certification of the Second Interim Financial Report for 2016/2017.

Laguna Beach Unified School District

17. ACTION

March 14, 2017

Approval: California School Board Association (CSBA) 2017 Delegate Assembly Election

Proposal

Staff proposes the Board of Education vote for up to nine candidates for the 2017 CSBA Region 15 Delegate Assembly.

Background

California School Boards Association (CSBA), Region 15, is holding elections for the 2017 Delegate Assembly. The Board as a whole votes for up to the number of vacancies in the region. Region 15 has nine vacancies for the 2017 election year. The Board may cast no more than one vote for any one candidate. The Board has received the biographical information on the candidates as provided by CSBA.

The official ballot must be postmarked on or before Wednesday, March 15, 2017. All districts and candidates are notified of the results no later than April 1. Delegates serve two-year terms beginning April 1. Delegates meet twice a year to conduct business and may also meet with the other Delegates and the Director within their Region.

The 2017 CSBA Delegate Assembly Nominees are:

Alfonso Alvarez (Sana Ana USD)

Carrie Buck (Placentia-Yorba Linda USD)

Bonnie Castrey (Huntington Beach UHSD)*

Jeff Cole (Anaheim ESD)*

Ian Collins (Fountain Valley SD)*

Karin M. Freeman (Placentia-Yorba Linda USD)*

Ira Glasky (Irvine USD)

Diana D. Hill (Los Alamitos USD)

Al Jabbar (Anaheim USHD)

Shari Kowalke (Huntington Beach City SD)

Robert A. Singer (Fullerton Joint UHSD)*

Suzie R. Swartz (Saddleback Valley USD)*

Dolores Winchell (Saddleback Valley USD)*

**Incumbent*

Recommended Action

Staff recommends the Board vote for up to nine candidates for the 2017 CSBA Region 15 Delegate Assembly.

Laguna Beach Unified School District

18. ACTION

March 14, 2017

Approval: Support for Assembly Bill 235: An Act to Amend Section 42127.01 of the Education Code, Relating to School Finance

Proposal

Staff proposes the Board of Education approve to support Assembly Bill 235, an act to amend section 42127.01 of the Education Code, relating to school finance.

Background

A reserve cap was created for school districts in 2014 as part of the State's budget approval. For most districts, the maximum allowable reserve under the new cap would be approximately 6%. There are four preconditions that must be met before the reserve cap is initiated for districts:

- Fully pay outstanding Maintenance Factor of \$6.2 billion from 2014-15
 - Not met: \$543 million outstanding at the end of 2017-18 per current State budget proposal
- Proposition 98 funding based on Test 1
 - Not met: funding based on Test 3 in 2017-18 per current State budget proposal
- Fully fund ADA growth/decline and statutory COLA
 - Met: Per current State budget proposal
- Capital gains tax revenues account for more than 8% of tax revenues
 - Met: per current State budget proposal

Since only two of the four preconditions are met based on the 2017-18 State Budget proposal there is no immediate threat of the reserve cap being initiated. However, despite not being imposed in the near future the reserve cap remains a looming threat to district budgets.

The reserve cap was created with a "one-size-fits-all" approach and does not consider the different funding model associated with being a basic aid school district. As a basic aid district Laguna Beach USD receives most of its revenue from local property taxes, which is primarily distributed twice per year. It is important to maintain a large reserve to manage the volatile property tax revenues each year, as well as manage cash flow since most of the funding only arrives twice annually.

Assembly Bill 235 (AB 235) will make much needed and very reasonable changes to the current reserve cap on school district reserves. Specifically, AB 235 would exempt basic aid districts from the reserve cap when it is triggered.

Budget Impact

There is no fiscal impact associated with this item.

Recommended Action

Staff recommends the Board of Education approve to support Assembly Bill 235, an act to amend section 42127.01 of the Education Code, relating to school finance.

ASSEMBLY BILL

No. 235

Introduced by Assembly Member O'Donnell

January 30, 2017

An act to amend Section 42127.01 of the Education Code, relating to school finance.

LEGISLATIVE COUNSEL'S DIGEST

AB 235, as introduced, O'Donnell. School finance: school district annual budgets: reserve balances.

Existing law, unless the school district is granted an exemption, limits the amount of the combined assigned or unassigned ending fund balance contained in a school district's annual budget in any fiscal year immediately after a fiscal year in which a transfer is made into the Public School System Stabilization Account, and establishes a formula for calculating the maximum amount allowable for school districts with less than 400,000 units of average daily attendance, and a formula for school districts with more than 400,000 units of average daily attendance, as specified.

This bill would instead make the formula for school districts with less than 400,000 units of average daily attendance applicable to school districts with 400,000 units of average daily attendance or less. The bill would exclude from the requirements of those provisions basic aid school districts and small school districts, as defined. The bill would also make a technical change by deleting an obsolete provision. To the extent the bill would impose additional duties on school districts, the bill would impose a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to the statutory provisions noted above.

Vote: majority. Appropriation: no. Fiscal committee: yes.
State-mandated local program: yes.

The people of the State of California do enact as follows:

1 SECTION 1. Section 42127.01 of the Education Code is
2 amended to read:

3 42127.01. (a) In a fiscal year immediately after a fiscal year
4 in which a transfer is made into the Public School System
5 Stabilization Account, a school district budget that is adopted or
6 revised pursuant to Section 42127 shall not contain a combined
7 assigned or unassigned ending fund balance that is in excess of
8 the following:

9 (1) For school districts with ~~fewer than~~ 400,000 *or fewer* units
10 of average daily attendance, the sum of the school district's
11 applicable minimum recommended reserve for economic
12 uncertainties adopted by the state board pursuant to subdivision
13 (a) of Section 33128, multiplied by two.

14 (2) For school districts with more than 400,000 units of average
15 daily attendance, the sum of the school district's applicable
16 minimum recommended reserve for economic uncertainties adopted
17 by the state board pursuant to subdivision (a) of Section 33128,
18 multiplied by three.

19 (b) A county superintendent of schools may grant a school
20 district under its jurisdiction an exemption from the requirements
21 of subdivision (a) for up to two consecutive fiscal years within a
22 three-year period if the school district provides documentation
23 indicating that extraordinary fiscal circumstances, including, but
24 not limited to, multiyear infrastructure or technology projects,
25 substantiate the need for a combined assigned or unassigned ending
26 fund balance that is in excess of the minimum recommended
27 reserve for economic uncertainties. As a condition of receiving an
28 exception, a school district shall do all of the following:

1 (1) Provide a statement that substantiates the need for an
2 assigned and unassigned ending fund balance that is in excess of
3 the minimum recommended reserve for economic uncertainties.

4 (2) Identify the funding amounts in the budget adopted by the
5 school district that are associated with the extraordinary fiscal
6 circumstances.

7 (3) Provide documentation that no other fiscal resources are
8 available to fund the extraordinary fiscal circumstances.

9 (c) ~~This section shall become operative on December 15, 2014,~~
10 ~~only if Assembly Constitutional Amendment No. 1 of the 2013-14~~
11 ~~Second Extraordinary Session is approved by the voters at the~~
12 ~~November 4, 2014, statewide general election. If Assembly~~
13 ~~Constitutional Amendment No. 1 of the 2013-14 Second~~
14 ~~Extraordinary Session is not approved by the voters at the~~
15 ~~November 4, 2014, statewide general election, this section shall~~
16 ~~not become operative and is repealed on January 1, 2015. not apply~~
17 ~~to a basic aid school district, defined as a school district that does~~
18 ~~not receive funding from the state pursuant to Section 42238.02~~
19 ~~or 42238.03, or to a small school district, as defined in Section~~
20 ~~44046.~~

21 SEC. 2. If the Commission on State Mandates determines that
22 this act contains costs mandated by the state, reimbursement to
23 local agencies and school districts for those costs shall be made
24 pursuant to Part 7 (commencing with Section 17500) of Division
25 4 of Title 2 of the Government Code.

O

Jason Vilorio, Ed.D., Superintendent of Schools
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Email: jvilorio@lbUSD.org

Board of Education

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

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

March 15, 2017

The Honorable Patrick O'Donnell
Chair, Assembly Education Committee
1020 N Street, Room 159
Sacramento, CA 95814

Re: AB 235 (O'Donnell)

Position: SUPPORT

Dear Chairman O'Donnell:

On behalf of Laguna Beach Unified School District, I am writing in support of your Assembly Bill (AB) 235. This bill would amend section 42127.01 of the Education Code to exempt community-funded school districts like ours from the provisions of the cap on school district reserves.

Community-funded school districts are largely supported by local, rather than state, resources. A "one-size-fits-all" cap could never account for the significantly different cash-flow requirements faced by school districts that are mainly funded from local tax revenues that are distributed only twice a year. Furthermore, large swings in property tax revenues, like we saw during the recent housing-driven recession, can significantly impact our district, which cause community-funded districts to be vigilant in their need for adequate reserves. Community-funded school districts have no safety net when property tax revenues—their main sources of funding—fall short, unlike state-funded districts, which are automatically backfilled by the state.

As we understand it, the main rationale for the reserve cap is that if the Proposition 98 reserve is funded, it will subsequently be used to soften the blow of an economic downturn, negating the need for local reserves; however, it is very unlikely those funds would be provided to community-funded districts since the state has not historically funded local revenue shortfalls. AB 235 would allow community-funded school districts to maintain their reserves by exempting them from the reserve cap if and when it is triggered.

This bill would make much needed and very reasonable changes to the ill-conceived cap on school district reserves enacted by Senate Bill 858 (Chapter 32/2014). While we believe that a comprehensive solution is needed to resolve the reserve cap policy for all districts, AB 235 is an important step in the right direction. For these reasons, we strongly support AB 235 and urge committee members to vote "aye" on this measure.

Respectfully submitted on behalf of the LBUSD Board of Education,

Jan Vickers, School Board President
Laguna Beach Unified School District

cc: Members, Assembly Education Committee

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

Laguna Beach Unified School District

19. ACTION

March 14, 2017

Approval: Approval of Curriculum Committee Recommendation for Textbook Adoption for Laguna Beach High School and Thurston Middle School Mandarin Language Courses

Proposal

Staff proposes the Board of Education approve the adoption of textbooks for Mandarin I and Mandarin II courses at LBHS and TMS. The textbooks were presented to the Curriculum Council on February 6, 2017, by Ermei Fan, Mandarin Teacher at both schools. The Curriculum Council recommends these textbooks for adoption.

Background

Beginning with the 2016/17 school year, Laguna Beach Unified School District added Mandarin to the foreign languages that are offered at our secondary schools. Our Mandarin teacher piloted curriculum for these new courses during this school year. After piloting two textbooks, it is recommended by the teacher that we adopt the following textbooks:

Course Title: Mandarin I (TMS and LBHS)

Zhen Bang! Level 1

Publisher: EMC Publishing LLC

Authors: Margaret M. Wong, Tiffany Fang

Course Title: Mandarin II (LBHS)

Zhen Bang! Level 2

Publisher: EMC Publishing LLC

Author: Margaret M. Wong

In accordance with District Board Policy 6161.1, the textbooks have been on display for public inspection in the LBUSD Office from February 28, 2017, through March 14, 2017. The Notice of Textbook Adoption has been posted on the LBUSD website since February 28, 2017.

Budget Impact

The estimated expense for the adoption of the proposed textbooks is \$7,000.00. This estimate includes a textbook and digital access for all students enrolled in the classes. This estimate would increase to cover the cost of increased enrollment in the Mandarin classes.

Recommended Action

Staff recommends Board of Education approve the textbook adoptions as proposed by our teacher and recommended by the Curriculum Council on February 6, 2017.

Laguna Beach Unified School District

20. ACTION

March 14, 2017

Approval: Board Policies – Second Reading of Board Policies

Proposal

The following Board policies were brought before the Board for a first reading on February 14, 2017. Board members agreed to move all policies forward for a second reading.

	Policy/Bylaw	Title	Recommendation
a.	B.P. 0450	Comprehensive Safety Plans (Replaces BP 6021 – Emergency Plans)	Recommend approval and deletion of BP 6021 – Emergency Plans
b.	B.P. 1240	Volunteer Assistance (Replaces BP 1005 – Volunteer Assistance)	Recommend approval of policy and deletion of BP 1005 – Volunteer Assistance
c.	B.P. 5141.21	Administering Medication and Monitoring Health Conditions (Replaces BP 5026 – Students Taking Medication)	Recommend approval and deletion of BP 5026 – Students Taking Medication

Background

Board policies are brought forward for a second reading by the Board as described in Board Bylaw 9310.

Recommended Action

Staff recommends the Board approve all policies as listed for adoption, revision, and deletion.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

COMPREHENSIVE SAFETY PLAN

**New BP 0450 – Second
Reading
Replaces BP 6021**

BP 0450

Philosophy, Goals, Objectives, and Comprehensive Plans

The Governing Board recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others.

The school site council at each district school shall develop a comprehensive school safety plan relevant to the needs and resources of that particular school. New school campuses shall develop a safety plan within one year of initiating operations.

The school safety plan shall take into account the school's staffing, available resources, and building design, as well as other factors unique to the site.

The comprehensive safety plan(s) shall be reviewed and updated by March 1 of each year and forwarded to the Board for approval.

The Board shall review the comprehensive safety plan(s) in order to ensure compliance with state law, Board policy, and administrative regulation and shall approve the plan(s) at a regularly scheduled meeting.

By October 15 of each year, the Superintendent or designee shall notify the California Department of Education of any schools that have not complied with the requirements of Education Code 32281.

Tactical Response Plan

Notwithstanding the process described above, any portion of a comprehensive safety plan that includes tactical responses to criminal incidents that may result in death or serious bodily injury at the school site, including steps to be taken to safeguard students and staff, secure the affected school premises, and apprehend the criminal perpetrator(s), shall be developed by district administrators in accordance with Education Code 32281. In developing such strategies, district administrators shall consult with law enforcement officials and with a representative of an employee bargaining unit, if he/she chooses to participate.

When reviewing the tactical response plan, the Board may meet in closed session to confer with law enforcement officials, provided that any vote to approve the tactical response plan is announced in open session following the closed session.

Public Access to Safety Plan(s)

The Superintendent or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public.

However, those portions of the comprehensive safety plan that include tactical responses to criminal incidents shall not be publicly disclosed.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32260-32262 Interagency School Safety Demonstration Act of 1985

32270 School safety cadre

32280-32289 School safety plans

32290 Safety devices

35147 School site councils and advisory committees

35183 School dress code; uniforms

35291 Rules

35291.5 School-adopted discipline rules

35294.10-35294.15 School Safety and Violence Prevention Act

48900-48927 Suspension and expulsion

48950 Speech and other communication

49079 Notification to teacher; student act constituting grounds for suspension or expulsion

67381 Violent crime

PENAL CODE

422.55 Definition of hate crime

626.8 Disruptions

11164-11174.3 Child Abuse and Neglect Reporting Act

CALIFORNIA CONSTITUTION

Article 1, Section 28(c) Right to Safe Schools

CODE OF REGULATIONS, TITLE 5

11987-11987.7 School Community Violence Prevention Program requirements

11992-11993 Definition, persistently dangerous schools

UNITED STATES CODE, TITLE 20

7111-7122 Student Support and Academic Enrichment Grants

7912 Transfers from persistently dangerous schools

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

Date Policy Adopted by the Board:

Board Policy No. 6021: **EMERGENCY PLANS**

General Provisions

A Civil Defense, Emergencies and Disaster Preparedness Plan shall be developed by the Superintendent. The Plan shall reflect building diagrams, architecture, site location and special environment, ages of students, transportation facilities, and other appropriate concerns. The Plan will include the specific courses of action to be taken in case of disaster, including an earthquake. The plan shall also include emergency and community agency phone lists, emergency equipment lists, procedures for review of plan by all staff and drills. The Plan shall be provided to all employees who shall be responsible for studying the plan and being prepared to operate effectively within its framework.

A. Earthquake Emergency Procedures

The earthquake emergency procedure system shall include, but not limited to, all of the following:

1. A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staff.
1. A drop procedure, which means an activity whereby students and staff members take cover under a table or desk, dropping to the knees with the head protected by the arms, and the back to the windows. A drop procedure practice shall be held at least once each school quarter.
3. Protective measures to be taken before, during and following an earthquake.
4. A program to ensure that the students and staff are aware of and properly trained in the earthquake emergency procedure system.

C. Fire Drills

The Superintendent shall ensure that regular fire drills are conducted.

D. Smog Episodes

The Superintendent has the authority to declare a smog episode even though there has not been notification of one from the South Coast Air Quality Management District.

Legal Reference:

Education Code section 35295 et seq.

CCR, Title 5, § 560

Date Policy Adopted By The Board: October 8, 2002

VOLUNTEER ASSISTANCE

BP 1240

Community Relations

The Governing Board recognizes that volunteer assistance in schools can enrich the educational program and strengthen the schools' relationships with the community. The Board encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with students.

The Superintendent or designee shall develop and implement a plan for recruiting, screening, and placing volunteers, including strategies for reaching underrepresented groups of parents/guardians and community members. He/she may also recruit community members to serve as mentors to students and/or make appropriate referrals to community organizations.

The Board prohibits harassment of any volunteer on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. (Government Code 12940)

As appropriate, the Superintendent or designee shall provide volunteers with information about school goals, programs, and practices and an orientation or other training related to their specific responsibilities. Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that utilize their skills and expertise and maximize their contribution to the educational program.

Volunteer work shall be limited to those projects that do not replace the normal duties of classified staff. The Board nevertheless encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school and comply with employee negotiated agreements.

The Superintendent or designee shall establish procedures for determining whether volunteers possess the qualifications, if any, required by law and administrative regulation for the types of duties they will perform.

Volunteers shall act in accordance with district policies, regulations, and school rules. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

The Board encourages principals to develop a means for recognizing the contributions of each school's volunteers.

The Superintendent or designee shall periodically report to the Board regarding the district's volunteer assistance program.

Workers' Compensation Insurance

The Board desires to provide a safe environment for volunteers and minimize the district's exposure to liability.

Upon the adoption of a resolution by the Board, volunteers shall be entitled to workers' compensation benefits for any injury sustained while engaged in the performance of service for the district.

Legal Reference:

EDUCATION CODE

8482-8484.6 After School Education and Safety program

8484.7-8484.9 21st Century Community Learning Center program

35021 Volunteer aides

35021.1 Automated records check

35021.3 Registry of volunteers for before/after school programs

44010 Sex offense; definition

44814-44815 Supervision of students during lunch and other nutrition periods

45125 Fingerprinting requirements

45125.01 Interagency agreements for criminal record information

45340-45349 Instructional aides

45360-45367 Teacher aides

48981 Parental notifications

49024 Activity Supervisor Clearance Certificate

49406 Examination for tuberculosis

GOVERNMENT CODE

3543.5 Prohibited interference with employees' rights

12940 Prohibited discrimination and harassment

HEALTH AND SAFETY CODE

1596.871 Fingerprints of individuals in contact with child day care facility clients

LABOR CODE

1720.4 Public works; exclusion of volunteers from prevailing wage law

3352 Workers' compensation; definitions

3364.5 Authority to provide workers' compensation insurance for volunteers

PENAL CODE

290 Registration of sex offenders

290.4 Information re: sex offenders

290.95 Disclosure by person required to register as sex offender

626.81 Sex offender; permission to volunteer at school

CODE OF REGULATIONS, TITLE 22

101170 Criminal record clearance

101216 Health screening, volunteers in child care centers

Date Policy Adopted by the Board:

(Replaces BP 1005)

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Board Policy No. 1005: VOLUNTEER ASSISTANCE

- A. The Superintendent may authorize the use of unpaid volunteers for the following purposes:
1. To serve as a non-teaching volunteer aide under the immediate supervision and direction of a Certificated employee of the District to perform non-instructional work which serves to assist Certificated personnel in performance of teaching and administrative responsibilities;
 2. To supervise the pupils of the District during the school lunch period;
- B. It is the policy of the School District that any unpaid volunteer be deemed an employee of the District for the purpose of the Workers' Compensation Statutes of the State of California for any injury sustained by him or her while engaged in their performance of any service under the direction and control of the Board of the School District.

Legal Reference:

Education Code sections 35021, 44814, 44815, 45349.

Labor Code section 3364.5

Date Policy Adopted By The Board: January 25, 2000.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS

BP 5141.21

Students

The Governing Board believes that regular school attendance is critical to student learning and that students who need to take medication prescribed or ordered for them by their authorized health care providers should have an opportunity to participate in the educational program.

Any medication prescribed for a student with a disability who is qualified to receive services under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 shall be administered in accordance with the student's individualized education program or Section 504 services plan as applicable.

For the administration of medication to other students during school or school-related activities, the Superintendent or designee shall develop protocols which shall include options for allowing a parent/guardian to administer medication to his/her child at school, designate other individuals to do so on his/her behalf, and, with the child's authorized health care provider's approval, request the district's permission for his/her child to self-administer a medication or self-monitor and/or self-test for a medical condition. Such processes shall be implemented in a manner that preserves campus security, minimizes instructional interruptions, and promotes student safety and privacy.

The Superintendent or designee shall make available epinephrine auto-injectors at each school for providing emergency medical aid to any person suffering, or reasonably believed to be suffering, from an anaphylactic reaction.

The Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators, to design procedures or measures for addressing an emergency such as a public disaster or epidemic.

Administration of Medication by School Personnel

When allowed by law, medication prescribed to a student by an authorized health care provider may be administered by a school nurse or, when a school nurse or other medically licensed person is unavailable and the physician has authorized administration of medication by unlicensed personnel for a particular student, by other designated school personnel with appropriate training. School nurses and other designated school personnel shall administer medications to students in accordance with law, Board policy, administrative regulation, and, as applicable, the written statement provided by the student's parent/guardian and authorized health care provider. Such personnel shall be afforded appropriate liability protection.

The Superintendent or designee shall ensure that school personnel designated to administer any medication receive appropriate training and, as necessary, retraining from qualified medical personnel before any medication is administered. At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment,

emergency follow-up procedures, and the proper documentation and storage of medication. Such trained, unlicensed designated school personnel shall be supervised by, and provided with immediate communication access to, a school nurse, physician, or other appropriate individual. The Superintendent or designee shall maintain documentation of the training and ongoing supervision, as well as annual written verification of competency of other designated school personnel.

Legal Reference:

EDUCATION CODE

- 48980 Notification at beginning of term
- 49407 Liability for treatment
- 49408 Emergency information
- 49414 Emergency epinephrine auto-injectors
- 49414.5 Providing school personnel with voluntary emergency training
- 49414.7 Emergency medical assistance: administration of epilepsy medication
- 49422-49427 Employment of medical personnel, especially:
- 49423 Administration of prescribed medication for student
- 49423.1 Inhaled asthma medication
- 49480 Continuing medication regimen; notice

BUSINESS AND PROFESSIONS CODE

- 2700-2837 Nursing, especially:
- 2726 Authority not conferred
- 2727 Exceptions in general
- 3501 Definitions

Date Policy Adopted by the Board: December 9, 2014

Revised:

(Deleted BP 5026)

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

**Delete BP 5026
Refer to Updated BP
5141.21**

Board Policy No. 5026: **STUDENTS TAKING MEDICATION**

- A. Any student who is required to take, during the regular school day, medication prescribed for the student by a licensed physician or licensed practitioner, may be assisted by a school nurse or other employee designated by the Superintendent only if:
1. The District receives a written statement from the prescribing licensed physician or licensed practitioner detailing the method, amount and time schedules by which such medication is to be taken; and
 2. The District receives a written statement from the parent/guardian of the student specifically requesting that the District assist the student in the matters set forth in the physician's or licensed practitioner's statement.

No employee shall assist a student take medication unless this Board Policy is complied with.

- B. Any student who is required to take, during the regular school day, medication prescribed for the student by a licensed physician or licensed practitioner, who does not seek assistance from the District must file a written statement with the District regarding the need for the student to take medication at school.
- C. No student may carry prescribed medication during the school day, but must give it to the designated employee(s) who will maintain it in a secure place. All such medication must be in clearly identified containers with the following information: student's name, physician's or licensed practitioner's name, physician's or licensed practitioner's telephone number, name of medication, warnings about improper use, dosage and schedule for medication.

Legal Reference:
Education Code sections 49423, 49480

Date Policy Adopted By The Board: October 10, 2000.

Laguna Beach Unified School District

21. ACTION

March 14, 2017

Approval: Revised Job Descriptions and Re-classifications of CSEA Positions

Proposal

Staff recommends that the Board of Education approve revisions to job descriptions and titles along with the re-classification of CSEA positions.

Background

The LBUSD Re-Classification Committee has convened quarterly during this school year to conduct reclassification reviews. This year, the Committee is reviewing two series of job classifications (Special Education and School Assistant), selected positions in the clerical series and individual re-classification requests from employees in the CSEA bargaining group, in accordance with the provisions in the collective bargaining agreement. The Committee consists of three representatives from CSEA and three District management representatives. The Committee determined it should review these job classification series to consider whether or not the job descriptions, titles, pay ranges, and organizational structures were clear and comparable to like districts.

At its December 2016 and January 2017 meetings, the Committee reviewed positions in the Special Education Series, three clerical/technical positions, and made the following recommendations:

Current Position Title	Proposed Position Title	Current Salary Range	Proposed Salary Range	Revisions to Job Description
a. Instructional Assistant, Special Education	No change	23 (\$19.07 to \$24.63 per hour)	25 (\$20.08 to \$25.93 per hour)	Yes
b. Instructional Assistant, Preschool/IBI	Instructional Assistant, Special Education	25 (\$20.08 to \$25.93 per hour)	No change	Yes
c. Transition Services Coordinator	No change	27 (\$3649 to \$4713 per month)	28 (\$3741 to \$4832 per month)	Yes
d. Reception and Counseling Office Assistant	Receptionist and Counseling Office Assistant	31 (\$4,035 to \$5,212 per month)	No change	Yes
e. Accounting Specialist	No change	39 (\$4916 to \$6349 per month)	No change	Yes
f. Accounting Specialist	Payroll Specialist	39 (\$4916 to \$6349 per month)	No change	Yes

Budget Impact

The proposed re-classification of these positions will cost approximately \$58,000 per year.

Recommended Action

Staff recommends the Board of Education approve revisions to the job descriptions, titles, and re-classifications of the specified positions.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Instructional Assistant, Special Education

BASIC FUNCTION:

Under direct supervision of the site administrator and general direction of the Director of Special Education and assigned special ed./classroom teacher(s), the IA will assist certificated personnel in the preparation and delivery of instructional activities assist in managing student behavior, complete a variety of clerical and supportive activities as directed, and perform other related work as required.

ESSENTIAL DUTIES:

- Assist certificated personnel with the preparation of instructional materials.
- Instruct/teach individual students and small groups of students with unique needs using research based programs as directed.
- Monitor and assist students in directed study activities as a follow-up to the presentation of instructional lessons by certificated personnel.
- Assist in the management of student behavior through the use of positive reinforcement strategies and techniques.
- Oversee and supervise assigned students during in and outside of classroom activities.
- Assist children in the developing independence including but not limited to basic self-care skills and social skills.
- Assist students in the remediation of specific learning problems using directed strategies as requested.
- Implement behavior plans as requested.
- Collect behavior data or other data requested electronically or as requested.
- Provide social facilitation for identified students as well as other children in need.
- Assist certificated staff by reading, grading, and recording student work.
- Perform routine first aid which may include assisting children experiencing seizures or respiratory problems and/or other medical issues.
- Assist in implementing District procedures related to physical and medical needs (seizures, suctioning, first aid, etc.)
- Maintain a variety of records and files, including confidential student information.

OTHER REPRESENTATIVE DUTIES:

- Maintain or assist in maintaining an orderly, attractive, and positive learning environment.
- Participate in parent conferences and Individual Education Planning meetings as requested.
- Attend in-service trainings and implement programs and strategies as requested.
- Assist students with dressing, feeding and grooming as directed by classroom teacher.
- Provide one on one Intensive Behavioral Instruction to assigned students in school or alternate setting as directed.
- Implement program modifications, administer drills, and conduct probes as needed.
- Maintain and organize program notebooks.
- Provide information to the supervisor, review student data, report concerns and progress.
- Attend clinic and IEP meetings as requested.
- Perform other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Child growth and development patterns including understanding of State eligibility categories for Special Education.

- Basic strategies for working with students with learning disabilities, Autism, and/or communication disorders.
- Behavior management strategies for addressing problem behavior.
- Appropriate English usage, punctuation, spelling, and grammar.
- Basic arithmetical concepts.
- Routine record storage, retrieval, and management procedures.

Ability to:

- Demonstrate an understanding, patient, and receptive attitude toward students of varied age groups, particularly those exhibiting needs of a specialized nature.
- Appropriately manage student behavior and guide student toward more acceptable social behaviors.
- Communicate effectively in oral and written form.
- Perform routine clerical tasks and operate a variety of educational and office related machines and equipment.
- Learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of a training and educational environment.
- Understand and carryout oral and written directions.
- Establish and maintain cooperative working relationships with children and adults.
- Demonstrate initiative and independence is recognizing a need and taking action.

MINIMUM QUALIFICATIONS:

Experience:

One year of paid or volunteer experience working with children identified with unique needs. Training and experience in Intensive Behavior Instruction or Discrete Trial training is preferred, but may be provided as needed upon hire.

Education:

Equivalent to the completion of the twelfth grade, preferably with training or coursework in child growth and development, special education, instructional technology, or a closely related field.

Certificate Requirement:

Must possess a valid first aid certificate issued by the American Red Cross, including CPR training. May receive CPR/First Aid training within first six months of employment.

Personal Qualities:

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

WORKING CONDITIONS

Instructional Assistant, Special Education (~~3/2015~~2/2017)

Environment:

- Indoor or outdoor school classroom or playground environment
- Moderate to intense noise level
- Outdoor weather conditions

Physical Requirements:

- Ability to frequently stand, sit, reach, grasp, stoop, bend, twist, kneel, squat, and twist.
- Ability to frequently lift, push, pull and/or move up to 30 pounds, and occasionally lift, push, pull and/or move up to 75 pounds with assistance.
- Ability to climb stairs.
- Ability to see for the purposes of reading instructional materials, documents and other printed matter, for observing students and for the safe operation of equipment.
- Ability to hear and understand speech at normal levels in person or on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to operate technology, computer, calculator, copy machine, telephone and other office equipment with dexterity and in a safe and efficient manner.

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.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Transition Service Coordinator

BASIC FUNCTION:

Under direct supervision of the Director of Special Education and assigned site administrator, performs a variety of tasks facilitating Special Education students' transition from high school to career; including, but limited to assisting students in developing appropriate job skills, social skills, and independence.

ESSENTIAL DUTIES

- Manages overall Workability I and Transition Partnership Program (TPP) Program.
- Coordinates and monitors TPP referrals and intakes.
- Completes and monitors budget requirements for Workability I and TPP programs.
- Processes student worker timesheets.
- Collaborates with Human Resources department in the student hiring process.
- Aids in community/school outreach for Workability I and TPP programs.
- 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 County and State level meetings related to Workability and for TPP.
- Interfaces with the Local and Regional DOR Offices and administrators.
- Coordinates employers and job sites for Workability I and TPP.
- Develops program worksites/Job Placement for DOR students/clients.
- Develop and maintain TPP budget and TPP contract requirements.
- Participate in DOR student intakes and client IEPs as requested.
- Assist in tracking monthly budget expenditures.
- Process expenditures in LBUSD system.
- Provides student job coaching.
- Prepare and maintain a variety of records and files including assessments, observations, progress and other related records.
- Provides support for students as needed in the classroom as well as at the job site, utilizing behavior strategies including and positive reinforcement techniques.
- Contacts parents regarding student TPP's development and implementation.
- Match students to appropriate training sites and work environments.
- Monitor the performance of students at the work site and in the classroom; report behaviors and performance to instructors and parents as appropriate; participate in evaluations with employers and employees.
- Performs follow-up activities with employers and students as assigned.
- Provides seminars for students, including but not limited to resume writing, completing job applications, interviewing techniques, appropriate dress and hygiene, and job search strategies.
- Communicate with outside agencies including the Department of Rehabilitation, community colleges and universities to coordinate activities, resolve issues or concerns or exchange information.
-
- Coordinate field trips for career exploration, meetings, presentations and other activities.

OTHER REPRESENTATIVE DUTIES

- Assists students in the development of their Individual Transition Plans as well as the ~~plans-~~ implementation of each student's plan.
- Interacts and collaborates with Special Education and General Education teachers.
- Collaborates with Workability 1/TPP Employment Specialist
- Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:**Knowledge of:**

- Basic concepts of growth and development and developmental behavior characteristics, particularly pertaining to pupils with special learning needs.
- General purposes and goals of public education.
- Local community opportunities.
- Basic career development methods.
- Basic knowledge of the learning process.
- Basic office procedures: Word and Excel
- Methods and computer equipment.
- Routine record keeping techniques.

Ability to:

- Speak clearly and distinctly.
- Communicate with students, parents, employers, and the public.
- Recruit students and make presentations in front of small groups.
- Promote the need for transition/career development services.
- Maintain working relationships with employers, coworkers, and students.
- Motivate students.
- Instruct students in work skills and behaviors.
- Relate to community businesses to develop new jobs within the community.
- Demonstrate patience, warmth and liking for handicapped students.
- Assist students in basic care activities including dressing, toileting, feeding and grooming.
- Learn and utilize simple methods and procedures to be followed in instructional settings.
- Perform clerical work.
- Work directly with special needs individuals in training or employment settings.
- Conduct task analysis.
- Understand and carry-out oral and written instructions.
- Establish and maintain cooperative working relationships.
- Comply with the District's customer service standards, as outlined in Board policy.
- Follow regulations and controls of specially-funded programs, and work flexible hours including evenings and weekends.

MINIMUM QUALIFICATIONS:**Experience/Education:**

One year of responsible experience in some combination of related activities with the developmentally disabled. Experience in vocational job training and placement is preferred.
BA OR BS in related field is preferred

Education: Equivalent to the completion of the twelfth grade.

License/Certificate Requirement: Possession of a valid California Driver's License.

Personal Qualities:

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

WORKING CONDITIONS:**Environment:**

- Indoor office and/or classroom environment.
- Moderate noise level.
- Frequent interruptions.

Physical Requirements:

- Ability to frequently stand, sit, reach, grasp, stoop, bend, push, pull, kneel, squat, and twist.
- Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment.
- Ability to hear and understand speech at normal levels in person and on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.
- Ability to operate computer, typewriter, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.
- Ability to frequently lift and move items weighing up to 25 pounds.
- 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.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Receptionist and Counseling Office Assistant

BASIC FUNCTION:

Under the direction of a site administrator, serve as the high school receptionist, coordinate the flow of operations and communications for the high school Counseling Office; perform a variety of confidential and complex secretarial, technical, and administrative functions in support of counselors and psychologists, serve as the high school receptionist and to do other related work as required.

ESSENTIAL DUTIES:

- Receive, greet, screen phone calls and visitors; receive, screen, sort and route mail; compose replies or handle correspondence independently, as directed.
- Answer telephone inquiries pertaining to routine policies, regulations, and operational procedures or by referring those making inquiries to appropriate offices or personnel.
- Provide detailed and technical information concerning policies and procedures where judgment, knowledge and interpretation of procedures and regulations are required; using independent judgment and initiative, problem-solve, provide service, answer questions, bringing critical or difficult issues to attention of supervisors.
- Plan, coordinate and organize the flow of activities and communications for the High School Counseling Office and interact with other departments related to Counseling such as attendance, records, and activities as well as other school sites, central office, and outside agencies.
- Perform a variety of secretarial, technical and administrative responsibilities to relieve the administrators of administrative and clerical detail; assure smooth operations of the Counseling Office.
- Research, compile, produce, process, and coordinate aspects of programs such as College Round Up, senior college application packets, freshman registration, grade level presentations, ~~and~~ assist with preparation for summer school program.
- Compose, independently or from notes, a variety of materials including correspondence, schedules, lists, forms, special projects; maintain accurate files and records.
- ~~Provide detailed and technical information concerning policies and procedures where judgment, knowledge and interpretation of procedures and regulations are required; using independent judgment and initiative, problem-solve, provide service, answer questions, bringing critical or difficult issues to attention of supervisors.~~
- Perform a variety of functions and tasks related to the enrollment of students and prepare materials and records for students who leave the District.
- Schedule and coordinate counseling appointments; calendar all meetings, events, student appointments for individual counselors.
- Assist counselors in monitoring the progress reports of students, ~~producing~~ data reports, communications with parents and students to track progress to graduation.
- Monitor LBHS Counseling Website; generate and update website materials, documents, calendars, newsletters and forms.
- Establish and maintain numerical, alphabetical, and subject matter files, which may contain highly sensitive and privileged material.
- ~~Receive, greet, screen phone calls and visitors; receive, screen, sort and route mail; compose replies or handle correspondence independently, as directed.~~
- ~~Answer telephone inquiries pertaining to routine policies, regulations, and operational procedures or by referring those making inquiries to appropriate offices or personnel.~~
- Prepare input data for a computerized record management, storage, and retrieval system and utilize the output reports in the operational functions of the office to which assigned.

- Assist by following up on administrative or clerical detail, which may include contact with members of the educational community.

OTHER REPRESENTATIVE DUTIES:

- Issue and prepare Work Permits as needed and in the absence of Career Center personnel.
- Engage in cross training on office functions, including attendance, records, and activities, and demonstrate use of knowledge to support office needs.
- Participates in job-related or District trainings as required.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Modern office practices, methods, and procedures
- Appropriate English usage, spelling, grammar, punctuation, and arithmetical concepts
- Basic techniques and strategies of function organization and follow-through
- Standard office machines and equipment (fax, printer, copier), including computer and applicable software.
- Operational procedures, policies, rules, and regulations specific to the assignment

Ability to:

- Perform complex and technical clerical work requiring accuracy and attention to detail
- Prepare clear and concise reports
- Accurately interpret legal mandates, District policies, rules and regulations, and apply them to a variety of operational procedures
- Compose correspondence independently; compile data and prepare reports
- Analyze situations correctly and adopt an effective course of action
- Assure efficient and timely and accurate completion of projects and activities
- Perform duties effectively with many demands on time and constant interruptions
- Operate technology, including a personal computer
- Understand and carry out oral and written directions
- Establish and maintain cooperative working relationships
- Make arithmetic calculations quickly and accurately
- Work independently with little direction
- Work confidentially with discretion

MINIMUM QUALIFICATIONS:

Experience:

Two years of responsible and technical clerical experience, including experience in organizing and coordinating clerical functions.

Education:

Equivalent to the completion of the twelfth grade, including coursework or training in business practices, automated record management, storage, and retrieval systems, and other related functional areas.

Valid CPR and First Aid certifications issued by an authorized agency and on file in the Human Resources Office.

Personal Qualities:

- Independent worker
- Maturity and good judgment

- Personal appearance which establishes a desirable example for students.
- Willingness to assume a wide range of responsibilities
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high moral standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:

Environment:

- Indoor office environment.
- Moderate noise level.
- Constant interruptions.

Physical Requirements:

- Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment.
- Ability to hear and understand speech at normal levels in person and on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.
- Ability to operate computer, typewriter, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.
- Ability to frequently lift and move items weighing up to 20 pounds, including office supplies and printed materials.
- Ability to climb stairs.

Operation of Vehicles, Machinery and Equipment Requirements:

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

Mental and Emotional Requirements:

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

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: ACCOUNTING SPECIALIST

BASIC FUNCTION:

Under the direct supervision of the Director of Fiscal Services and the general supervision of the Assistant Superintendent of Business Services, perform specialized and technical ~~payroll~~ accounting and fiscally related clerical functions in maintaining ~~payroll~~ accounts payable, financial, employee-mandated benefit and statistical records utilizing manual and computer-assisted processes; to plan, organize and perform audit monitoring and lead technical functions; and to do other related work as required.

ESSENTIAL DUTIES:

- Initiates collaboration and communication with business services division members to provide consistent, excellent customer services and facilitates cross training to support office, especially as needed during the absence of other team members.
- Performs specialized, technical lead functions in assembling, tabulating, calculating, verifying and reconciling ~~payroll, employee benefit and~~ fiscally related information and data.
- Performs technical fiscal audit and management operations related to one or more specialized payroll control functions.
- Assists in the revision, formulation and implementation of improved ~~payroll and fiscally-related~~ fiscal record management systems and procedures.
- ~~▪ Coordinates the classifying, posting, balancing, and verification of payroll and employee benefit records.~~
- ~~▪ Prepares payroll, employee benefit, and other fiscally related record analyses.~~
- ~~▪ Reviews, monitors, and verifies the accuracy and completeness of payroll transaction records and reports.~~
- Print accounts payable checks and registers.
- Match invoices and receiving documents to purchase orders.
- Perform accounts payable functions relating to supporting documentation to bids, contracts, legal agreements, leases and maintenance agreements.
- Work effectively with vendors, other departments and school personnel including outside agencies.
- Participate in year-end procedures and liability reports, including accruals.
- Utilizes business software, and involved in continuous improvement process of staff development and product implementation.
- Prepares fiscal data management input material and analyzes, verifies, and reconciles system output reports.
- Makes complex arithmetical calculations and verifies the computations for completeness and accuracy.
- Prepares and assists in the preparation of required State and Federal reports including 1099s and 941s, as assigned.
- Distribute and balance duties periodically with focus on targeted tasks such as ~~payroll,~~ accounts payable and other related business functions as assigned by management.
- Performs a variety of technical tasks and provides a general understanding of business office functions during business hours by supporting and collaborating with the business office
- ~~▪ Maintains, processes, and reconciles a wide variety of payroll documents and materials in compliance with established policies and regulatory guidelines (e.g. time sheets, PAs,~~

~~direct deposits, W-4's, withholding information, involuntary contributions, workers compensations, etc.)~~

- Maintains critical internal control functions to support strong fiscal responsibility.
- Engage in cross training on business functions and demonstrate use of knowledge to support office needs.

OTHER REPRESENTATIVE DUTIES:

- ~~May c~~Coordinates the classifying, posting, balancing, and verification of payroll and employee benefit records.
- ~~May p~~Prepares payroll, employee benefit, and other fiscally related record analyses.
- ~~May r~~Reviews, monitors, and verifies the accuracy and completeness of payroll transaction records and reports.
- ~~May m~~Maintains, processes, and reconciles a wide variety of payroll documents and materials in compliance with established policies and regulatory guidelines (e.g. time sheets, PARs, direct deposits, W-4's, withholding information, involuntary contributions, workers compensations, etc.)
- ~~Engage in cross training on business functions and demonstrate use of knowledge to support office needs.~~
- Participates in job-related or District trainings as required.
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Methods, practices, and procedures pertaining to and educational organization, payroll, accounting, and fiscally related record management systems.
- Automated payroll-accounting record management, storage, and retrieval systems.
- Financial and payroll related report preparation and format.
- Legal mandates, policies, and operational guidelines pertaining to payroll-accounting and fiscally related matters.
- Organization and planning methods, trends, techniques, and practices.
- Basic Excel report preparation and formatting.

Ability to:

- Perform specialized, technical and lead payroll-accounting clerical functions.
- Monitor, review, and analyze fiscal and financial files, records, summaries, and reports.
- Perform elementary accounting and payroll audit and analyses.
- Effectively and efficiently operate computer terminals and other business machines and equipment.
- Make complex arithmetical calculations with speed and accuracy and verify the results.
- Understand and carry out oral and written directions.
- Establish and maintain collaborative and cooperative working relationships with students, staff, and public.
- Perform critical and analytical thinking.

MINIMUM QUALIFICATIONS:

Experience:

Three years of increasingly responsible experience in accounting, fiscal record management and reporting, payroll or budget control record management and reporting, including one year in a lead capacity.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in accounting, business office organization and planning processes, or closely related fields.

Personal Qualities:

- Independent worker
- Good organizational skills
- 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
- Commitment to professional courtesy
- Belief in high moral standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:

Environment:

- Indoor office environment.
- Moderate noise level.

Physical Requirements:

- Ability to frequently stand, reach, grasp, stoop, bend, push, pull, kneel, squat, and twist.
- Ability to frequently bend at the waist, kneel or crouch to retrieve and file materials.
- Ability to sit for extended periods of time.
- Ability to frequently lift and move up to 15 pounds.
- Dexterity of hands and fingers to operate standard office equipment.
- Seeing to read, post and assure the accuracy of accounting records.
- Hearing and speaking to exchange information.
- Ability to climb stairs.

Operation of Vehicles, Machinery and Equipment Requirements:

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

Mental and Emotional Requirements:

- Ability to understand, and follow oral and written directions
- Ability to work independently with little direction
- Ability to concentrate to meet numerous deadlines
- Ability to establish and maintain effective working relationships with others
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments

- Ability to exchange information
- Ability to learn the procedures, functions and limitations of assigned cross trained duties
- Ability to collaborate and contribute to continuous improvement of business department
- Ability to identify office needs and engage in cross training to provide seamless customer service during team member absences.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: PAYROLL SPECIALIST

BASIC FUNCTION:

Under the direct supervision of the Director of Fiscal Services and the general supervision of the Assistant Superintendent of Business Services, perform specialized and technical payroll and fiscally related clerical functions in maintaining payroll, financial, employee-mandated benefit and statistical records utilizing manual and computer-assisted processes; to plan, organize and perform audit monitoring and lead technical functions; and to do other related work as required.

ESSENTIAL DUTIES:

- Initiates collaboration and communication with business services division members to provide consistent, excellent customer services and facilitates cross training to support office, especially as needed during the absence of other team members.
- Performs specialized, technical lead functions in assembling, tabulating, calculating, verifying and reconciling payroll, employee benefit and fiscally related information and data.
- Performs technical fiscal audit and management operations related to one or more specialized payroll control functions.
- Assists in the revision, formulation and implementation of improved payroll and fiscally related record management systems and procedures.
- Coordinates the classifying, posting, balancing, and verification of payroll and employee benefit records.
- Prepares payroll, employee benefit, and other fiscally related record analyses.
- Reviews, monitors, and verifies the accuracy and completeness of payroll transaction records and reports.
- Work effectively with vendors, other departments and school personnel including outside agencies.
- Participate in year-end procedures and liability reports, including accruals.
- Utilizes business software, and involved in continuous improvement process of staff development and product implementation.
- Prepares fiscal data management input material and analyzes, verifies, and reconciles system output reports.
- Makes complex arithmetical calculations and verifies the computations for completeness and accuracy.
- Prepares and assists in the preparation of required State and Federal reports including 1099s and 941s, as assigned.
- Distribute and balance duties periodically with focus on targeted tasks such as payroll and other related business functions as assigned by management.
- Performs a variety of technical tasks and provides a general understanding of business office functions during business hours by supporting and collaborating with the business office
- Maintains, processes, and reconciles a wide variety of payroll documents and materials in compliance with established policies and regulatory guidelines (e.g. time sheets, PARs, direct deposits, W-4's, withholding information, involuntary contributions, worker's compensation, etc.)
- Maintains critical internal control functions to support strong fiscal responsibility.

- Engage in cross training on business functions and demonstrate use of knowledge to support office needs.

OTHER REPRESENTATIVE DUTIES:

- May print accounts payable checks and registers.
- May match invoices and receiving documents to purchase orders.
- May perform accounts payable functions relating to supporting documentation to bids, contracts, legal agreements, leases and maintenance agreements.
- Participates in job-related or District trainings as required.
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Methods, practices, and procedures pertaining to and educational organization, payroll, accounting, and fiscally related record management systems.
- Automated payroll record management, storage, and retrieval systems.
- Financial and payroll related report preparation and format.
- Legal mandates, policies, and operational guidelines pertaining to payroll and fiscally related matters.
- Organization and planning methods, trends, techniques, and practices.
- Basic Excel report preparation and formatting.

Ability to:

- Perform specialized, technical and lead payroll clerical functions.
- Monitor, review, and analyze fiscal and financial files, records, summaries, and reports.
- Perform elementary accounting and payroll audit and analyses.
- Effectively and efficiently operate computer terminals and other business machines and equipment.
- Make complex arithmetical calculations with speed and accuracy and verify the results.
- Understand and carry out oral and written directions.
- Establish and maintain collaborative and cooperative working relationships with students, staff, and public.
- Perform critical and analytical thinking.

MINIMUM QUALIFICATIONS:

Experience:

Three years of increasingly responsible experience in accounting, fiscal record management and reporting, payroll or budget control record management and reporting, including one year in a lead capacity.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in accounting, business office organization and planning processes, or closely related fields.

Personal Qualities:

- Independent worker
- Good organizational skills
- 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
- Commitment to professional courtesy
- Belief in high moral standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:

Environment:

- Indoor office environment.
- Moderate noise level.

Physical Requirements:

- Ability to frequently stand, reach, grasp, stoop, bend, push, pull, kneel, squat, and twist.
- Ability to frequently bend at the waist, kneel or crouch to retrieve and file materials.
- Ability to sit for extended periods of time.
- Ability to frequently lift and move up to 15 pounds.
- Dexterity of hands and fingers to operate standard office equipment.
- Seeing to read, post and assure the accuracy of accounting records.
- Hearing and speaking to exchange information.
- Ability to climb stairs.

Operation of Vehicles, Machinery and Equipment Requirements:

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

Mental and Emotional Requirements:

- Ability to understand, and follow oral and written directions
- Ability to work independently with little direction
- Ability to concentrate to meet numerous deadlines
- Ability to establish and maintain effective working relationships with others
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments
- Ability to exchange information
- Ability to learn the procedures, functions and limitations of assigned cross trained duties
- Ability to collaborate and contribute to continuous improvement of business department
- Ability to identify office needs and engage in cross training to provide seamless customer service during team member absences.

Laguna Beach Unified School District

22. ACTION

March 14, 2017

Approval: Agreement for Student Transportation Services between the Orange County School Districts

Proposal

Staff proposes the Board of Education approve the Agreement for Student Transportation Services between the Orange County School Districts.

Background

Laguna Beach Unified School District utilizes the services from Durham Transportation for home-to-school and field trip transportation and will continue to provide our main transportation services. However, if a situation should arise where additional transportation services are required, Orange County Department of Education (OCDE) has facilitated an agreement with other participating districts. This agreement provides the flexibility to utilize transportation services from participating districts within Orange County in the event Durham is unable to provide transportation for last minute changes or needs.

This agreement is for five years beginning July 1, 2017 – June 30, 2022.

Budget Impact

There is no fiscal impact as a result of this item.

Recommended Action

Staff recommends the Board of Education approve the Agreement for Student Transportation Services between the Orange County School Districts.

**AGREEMENT
FOR STUDENT TRANSPORTATION SERVICES
BETWEEN THE ORANGE COUNTY SCHOOL DISTRICTS**

This Agreement is made by and between the Orange County School Districts (hereinafter referred to as “Districts”) listed on Exhibit A.

RECITALS

WHEREAS, the Districts are mutually interested in and concerned with the provision of adequate student transportation services during peak demand periods;

WHEREAS, certain Districts have personnel, vehicles, equipment and support facilities which are potentially available and suitable for special education, athletic, field trip, and special event activity student transportation services;

WHEREAS, other Districts are in need of such student transportation services;

WHEREAS, all the Districts wish to avoid any disruption of student transportation services necessary for such activities; and

WHEREAS, the Districts wish to enter into a cooperative effort to provide these student transportation services on an as needed and when available basis.

NOW, THEREFORE, the Districts agree as follows:

1. The recitals stated above are true and correct and are made a part of this Agreement.
2. Student Transportation Services.
 - 2.1 Each District listed on Exhibit A, which is incorporated herein by reference, agrees to participate in this Agreement for the purpose of ensuring that students will be able to have transportation in the event that an emergency need arises of another District that is a party to this Agreement for special education, athletic, field trip or special event activity.
 - 2.2 When one District (“Requesting District”) lacks the necessary school buses and licensed school bus drivers to transport its students for special education, athletic, field trip or special event activities, the Requesting District may contact one of the Transporting Districts listed on Exhibit A. If the Transporting District has available extra school bus(es) and licensed school bus driver(s), then the Transporting District, in its sole discretion, may provide to the Requesting District the student transportation services and Requesting District agrees to pay the rate and/or mileage set by the Transporting District.
 - 2.3 Transporting Districts have sole discretion to decide whether to provide student transportation services to a Requesting District. Any Transporting District may also be a Requesting District.

- 2.4 Each Transporting District agrees to provide approved school buses and properly licensed school bus drivers and to perform regular preventive maintenance services on their school buses.
 - 2.5 The Requesting District agrees that transportation outside of the Transporting District's normal business hours, weekends and holidays, shall be at the rate and/or mileage set by the Transporting District.
 - 2.6 Districts agree that the Transporting District shall not be compelled by this Agreement to create any new transportation routes or to hire additional school bus drivers or to acquire additional school buses to service the Requesting District's student bus transportation needs.
 - 2.7 The Districts shall cooperatively arrange for the required student transportation services and specific details of the required student transportation services shall be decided between the Requesting District and Transporting District.
 - 2.8 Districts agree that this Agreement shall not prohibit, prevent or restrict any District from entering into any separate or alternative student transportation services agreement.
3. Compensation.
 - 3.1 The Requesting District agrees that the compensation for student transportation services shall be at the hourly rate and/or mileage set by the Transporting District.
 - 3.2 Each Transporting District has the sole discretion to change the hourly rate and/or mileage at any time without notice.
 - 3.3 Transporting District shall invoice the Requesting District and shall itemize costs payable by Requesting District. Requesting District shall pay Transporting District within forty five (45) days of receipt of an invoice.
 4. Student Behavior Guidelines. A Requesting District shall follow the Student Behavior Guidelines established by the selected Transporting District.
 5. Term of the Agreement. This term of the Agreement will be July 1, 2017, through June 30, 2022, subject to termination as set forth herein.
 6. Termination. Participation in this Agreement may be unilaterally terminated by any District at any time. A District wishing to terminate shall provide thirty (30) days prior written notice to Orange Unified School District, Attention: Pam McDonald, Transportation Director, who will notify all remaining Districts to this Agreement of the decision of a terminating District and the date of effective termination. Termination by one District will not terminate this Agreement as to the remaining Districts.
 7. Indemnification. A Requesting District agrees to defend, indemnify and hold harmless a Transporting District, its governing board, officers and employees from every claim or demand made and every liability, loss, damage, cost, expense, action, cause of action, or judgment of any nature whatsoever, arising from the intentional or negligent act or negligent omission of the Requesting District.

A Transporting District agrees to defend, indemnify and hold harmless a Requesting District, its governing board, officers and employees from every claim or demand made and every liability, loss, damage, cost, expense, action, cause of action, or judgment of any nature whatsoever, arising from the intentional or negligent act or negligent omission of the Transporting District.

8. Insurance. Each District has and agrees to maintain, in full force and effect, a policy or policies of insurance evidencing all coverages and endorsements necessary, in its sole discretion, for purposes of effectuating the purposes of this Agreement. An appropriate self-insurance program shall be acceptable. Copies of the certificates of insurance for each District shall be provided upon written request of any District that is a party to this Agreement.
9. Independent Contractors. Each District, in the performance of services pursuant to this Agreement, shall be and act as an independent contractor. Each District understands and agrees that it and all of its employees shall not be considered officers, employees or agents of any of the participating Districts to this Agreement. Each District assumes the full responsibility for the acts and/or omissions of its employees as they relate to the services to be provided under this Agreement. Each District shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to District's employees.
10. Assignment. This Agreement and the services provided herein shall not be assigned by any District.
11. Notice. Notice shall be in writing and be given by personal service, interdistrict mail service, or by U.S. Mail, postage prepaid. Notice shall be considered given when received, if personally served; if provided by interdistrict mail, on the following business day; or, if mailed, on the third day after deposit in any U.S. Post Office. The address to which notices are to be sent and the individual who will receive such notices are set forth in Exhibit A.
12. Applicable Laws. Each District agrees to comply with all laws, rules and regulations applicable to providing student bus transportation services in the State of California.
13. Governing Law. This Agreement shall be governed by the laws of the State of California, with venue in Orange County, California.

14. Entire Agreement. This Agreement and Exhibit A attached hereto constitute the entire agreement between the Districts. However, it does not supersede any prior, current or subsequent written agreement entered into by the Districts with regard to student transportation services. This Agreement may be amended only by a written amendment executed by the Districts.

Print School District Name

Signature

Print Name and Title

Date

Exhibit A
Participating Districts

Anaheim Elementary School District
1001 South East Street
Anaheim, CA 92805
Attn: Rick Lewis
(Transporting District)

Anaheim Union High School District
501 N. Crescent Way
Anaheim, CA 92803
Attn: Matt Thomas
(Transporting District)

Brea Olinda Unified School District
1 Civic Center Circle
Brea, CA 92822
Attn: Jean Alderete
(Transporting District)

Buena Park School District
6885 Orangethorpe Avenue
Buena Park, CA 90620
Attn: Alfonso Perez
(Transporting District)

Capistrano Unified School District
33122 Valle Road
San Juan Capistrano, CA 92675
Attn: Carlos Chicas
(Transporting District)

Centralia School District
6625 La Palma Avenue
Buena Park, CA 90620
Attn: Carla Nossett
(Transporting District)

Cypress School District
9470 Moody Street
Cypress, CA 90630
Attn: Robert Daley
(Transporting District)

Fountain Valley School District
10055 Slater Avenue
Fountain Valley, CA 92708
Attn: Jennifer Hawes

Fullerton Joint Union High School District
1051 West Bastanchury Road
Fullerton, CA 92833
Attn: Rafael Delgado
(Transporting District)

Fullerton School District
1401 West Valencia Drive
Fullerton, CA 92833
Attn: Debbie Vasquez

Garden Grove Unified School District
10331 Stanford Avenue
Garden Grove, CA 92840
Attn: Javier Rodriguez
(Transporting District)

Huntington Beach City School District
17011 Beach Boulevard
Huntington Beach, CA 92647
Attn: Jo-Lynn Wesolek
(Transporting District)

Huntington Beach Union High School District
5832 Bolsa Avenue
Huntington Beach, CA 92649
Attn: Pat Stellhorn
(Transporting District)

Irvine Unified School District
5050 Barranca Parkway
Irvine, CA 92604
Attn: Rose Clegg

Exhibit A
Participating Districts

La Habra City School District
500 North Walnut Street
La Habra, CA 90631
Attn: Mary Allen

Laguna Beach Unified School District
550 Blumont Street
Laguna Beach, CA 92651
Attn: Jeff Dixon

Los Alamitos Unified School District
10293 Bloomfield Street
Los Alamitos, CA 90720
Attn: John Eclevia
(Transporting District)

Lowell Joint School District
11019 Valley Home Avenue
Whittier, CA 90603
Attn: Andrea Reynolds

Magnolia School District
2705 West Orange Avenue
Anaheim, CA 92804
Attn: Pam Odiorne
(Transporting District)

Newport-Mesa Unified School District
2985-A Bear Street
Costa Mesa, CA 92626
Attn: Pete Meslin
(Transporting District)

Ocean View School District
17200 Pinehurst Lane
Huntington Beach, CA 92647
Attn: Gingi Borg
(Transporting District)

Orange County Superintendent of Schools
200 Kalmus Drive
Costa Mesa, CA 92626
Attn: Pat McCaughey

Orange Unified School District
726 West Collins Avenue
Orange, CA 92867
Attn: Pam McDonald
(Transporting District)

Placentia-Yorba Linda Unified School District
1301 East Orangethorpe Avenue
Placentia, CA 92870
Attn: Richard Jimenez
(Transporting District)

Saddleback Valley Unified School District
25631 Peter A. Hartman Way
Mission Viejo, CA 92691
Attn: Kimberly Seiver
(Transporting District)

Santa Ana Unified School District
1601 East Chestnut Avenue
Santa Ana, CA 92701
Attn: Shelley Humphrey

Savanna School District
1330 South Knott Avenue
Anaheim, CA 92804
Attn: Jim Harris

Tustin Unified School District
300 South "C" Street
Tustin, CA 92780
Attn: Doug Heckathorn

Westminster School District
14121 Cedarwood Avenue
Westminster, CA 92683
Attn: Donna Rivard
(Transporting District)

Laguna Beach Unified School District

23. ACTION

March 14, 2017

Approval: Consulting Services Contract with Raptor Technologies

Proposal

Staff proposes the Board of Education approve a consulting services contract with Raptor Technologies for the implementation of a visitor management system.

Background

Safety of our students is our highest priority. Raptor Technologies will provide a consistent system to track visitors while identifying people who present a potential danger to students and staff. This system will help protect our children by tracking visitors, contractors and volunteers who come into our school, thus providing a safer, more monitored environment for the students. Upon entering a building, all visitors will be asked to report to the office and present a valid state issued driver's license which will be entered into the Raptor system in order to issue a badge identifying the name of the visitor, as well as the time and date of their visit. The system has the ability to provide alerts on people who may jeopardize the safety of our school.

Guests will return the badge prior to exiting the building and will be signed out of the system. However, subsequent visits will not require a license. The visitor will report to the office, state his/her name and a badge will be printed from the individual's information already in the system. The safety of our students is our highest priority and the Raptor visitor management system provides a consistent way to aid in keeping our campus safer.

Budget Impact

The projected cost for implementation is \$8,250.00 with an ongoing annual software access cost of \$2,700.00.

Recommendation

Staff recommends the Board of Education approve the consulting services contract with Raptor Technologies for the implementation of a visitor management system.



CONSULTING SERVICES CONTRACT
between
LAGUNA BEACH UNIFIED SCHOOL DISTRICT
and
RAPTOR TECHNOLOGIES

This Consulting Services Contract ("Contract") is made by and between Laguna Beach Unified School District ("District") and Raptor Technologies ("Contractor"). The parties agree as follows:

CONTRACTOR DATA

Contractor Name: Raptor Technologies
Address: PO Box 7966
City, State, ZIP: Houston, TX 77270-796
Telephone: 713-880-8902
Facsimile: 713-880-2577
Email: ekenna@raptortech.com

Contractor must submit a completed "Request for Taxpayer Identification Number and Certification" (Form W-9) with this signed contract. Payment information will be reported to the Internal Revenue Service under the name and TIN or SSN, whichever is applicable, provided by Contractor. Contractor certifies under penalty of perjury that Contractor is a

☐ Sole Proprietor ☐ Corporation ☒ Limited Liability Company
☐ Partnership ☐ Nonprofit Corporation ☐ Other [describe: _____]

TERMS AND CONDITIONS

1. **Term and Termination.** This Contract becomes effective on March 1, 2017. Unless earlier terminated as provided below, this Contract shall continue through March 1, 2018.
2. **Detailed Description of Services / Statement of Work.** Describe fully the services that Contractor will provide, or add "See Exhibit A (Statement of Work)" and attach Exhibit A to these Terms and Conditions.
3. **Recitals.**
 - a. Consultant. Contractor is a professional consultant, experienced and properly certified/licensed to provide the professional services described herein, and is familiar with the plans of District.
 - b. Project. District desires to engage Consultant to render its services for Visitor Management System (the "Project").
 - c. General Scope of Services. Consultant promises and agrees to furnish all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply professional services, as more particularly described in Exhibit A (Statement of Work) attached hereto and incorporated herein by reference (collectively "Services"). All Services shall be subject to, and performed in accordance with, this Contract, the exhibits attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules and regulations.
4. **Contract Documents.** This Contract consists of these Terms and Conditions and the documents ("Exhibits") listed below in descending order of precedence. A conflict in these documents shall be resolved in the priority listed below with these Terms and Conditions taking precedence over all other documents. The Exhibits to this Contract include the following documents:

Exhibit A Payment Terms

Exhibit B Statement of Work

Exhibit C Non-Disclosure Agreement ("NDA")

5. **Reimbursable Expenses; Maximum Total Payment; Invoicing.** District will make no payment until this Contract is fully executed by the authorized representatives of both parties.

a. Reimbursable Expenses (please check all that apply): District shall reimburse Contractor for the following Contractor expenses:

☒ \$0; no expenses will be reimbursed under this Contract.

b. Maximum Total Payment: ***Including the reimbursable expenses shown above (if any)***, the maximum total payment under this Contract is **\$0.00**; this is a not-to-exceed amount, and the District will not pay more than this amount unless specifically agreed to in an amendment executed by the parties.

c. Payment Calculation (Please select the pay rate from the drop down box):

☒ District shall pay Contractor as described in attached Exhibit A

d. Invoicing (please check one):

☒ Contractor shall invoice District monthly. Upon work completion and acceptance, invoice approval, and according to this Contract's Terms and Conditions, District shall pay invoices net 30 days. District reserves the right to withhold payments to Contractor for amounts reasonable and sufficient to cover District's costs in processing invoices more than 60 days late.

INVOICES MUST INCLUDE:

- Invoice Date
- Contract number
- Dates of service
- Detailed description of service
- Payment rate
- Total payment due
- Remit to Address
- Vendor Name
- Contact Information

6. Other Payment Issues.

a. Method of Payment: Unless otherwise specified in Section 4 (Reimbursable Expenses; Maximum Total Payment; Invoicing) District shall pay Contractor net 30 days upon invoice approval and work acceptance.

b. Payment on Early Termination: Upon termination pursuant to Section 14 (Early Termination), District shall pay Contractor as follows:

- (i) If District terminates this Contract for its convenience under Section 14(a) or 14(b), then District must pay Contractor for work performed before the termination date if and only if Contractor performed in accordance with this Contract. District shall not be liable for any direct, indirect, or consequential damages. Termination by District shall not constitute a waiver of any other claim District may have against Contractor.
- (ii) If Contractor terminates this Contract under Section 14(c) due to District's breach, then District shall pay Contractor for work performed before the termination date if and only if Contractor performed in accordance with this Contract.
- (iii) If District terminates this Contract under Sections 14(c) or 14(d) due to Contractor's breach, then District must pay Contractor for work performed before the termination date less any setoff to which District is entitled and if and only if Contractor performed such work in accordance with this Contract.

7. **Cost Adjustments.** Both parties agree that contracted prices shall be fixed for the first 12 months of this Contract. Contractor must submit to District any proposed cost adjustments at least 60 days before the proposed effective date of such increases with a detailed explanation for each adjustment. District alone reserves the right to reject any changes to this Contract it deems unacceptable.

8. **Independent Contractor Status.** By its signature on this contract, Contractor certifies that the service or services to be performed under this Contract are those of an independent contractor, and that Contractor is solely responsible for the work performed under this Contract. Contractor represents and warrants that Contractor, its subcontractors, employees, and agents are not "officers, agents, or employees" of the District. Contractor shall be responsible for all

federal, state, and local taxes and any and all fees applicable to payments for services under this Agreement. Any additional personnel performing the Services under this Contract on behalf of Contractor shall at all times be under Contractor's exclusive direction and control. Contractor shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Contract and as required by law including, but not limited to, the payment of prevailing wage, as applicable, and in accordance with Labor Code sections 1720 et seq. and 1770 et seq. The Contractor shall obtain a copy of the prevailing rates of per diem wages applicable to the work to be performed under this Agreement from the website of the Division of Labor Statistics and Research of the Department of Industrial Relations located at www.dir.ca.gov/dlsr/. In the alternative, the District shall provide Consultant with a copy of the prevailing rates of per diem wages. Contractor shall be responsible for all reports and obligations respecting such employees, including, but not limited to, social security taxes, income tax withholding, unemployment insurance, and workers' compensation insurance.

If the District is using State funds for the Project and is required to enforce a Labor Compliance Program ("LCP"), then Contractor will be required to enforce the District's Labor Compliance Program ("LCP"), as applicable.

- 9. Subcontracts and Assignment.** Contractor shall not subcontract, assign, delegate, or transfer any of its duties, rights, or interests under this Contract without the prior written consent of District. District may withhold such consent for any or no reason. If District consents to an assignment or subcontract, then in addition to any other provisions of this Contract, Contractor shall require any permitted subcontractor to be bound by all the terms and conditions of this Contract that would otherwise bind Contractor. The parties agree that any such subcontracts shall be construed as matters solely between the Contractor and its subcontractor and shall have no binding effect on District.
- 10. Successors in Interest.** This Contract shall bind and inure to the benefit of the parties, their successors, and approved assigns, if any.
- 11. No Third Party Beneficiaries.** District and Contractor are the only parties to this Contract and are the only parties entitled to enforce its terms. Nothing in this Contract provides any benefit or right, directly or indirectly, to third parties unless they are individually identified by name in this Contract and expressly described as intended beneficiaries of this Contract.
- 12. Other Contractors.** District reserves the right to enter into other agreements for work additional or related to the subject matter of this Contract, and Contractor agrees to cooperate fully with these other contractors and with the District. When requested by District, Contractor shall coordinate its performance under this Contract with such additional or related work. Contractor shall not interfere with the work performance of any other contractor or District employees.
- 13. Nonperformance.** As used in this Contract, "failure to perform" means failure, for whatever reason, to deliver goods and/or perform work as specified and scheduled in this Contract. If Contractor fails to perform under this Contract, then District, after giving seven days' written notice and opportunity to cure to Contractor, has the right to complete the work itself, to obtain the contracted goods and/or services from other contractors, or a combination thereof, as necessary to complete the work. Both parties agree that Contractor shall bear any reasonable cost difference, as measured against any unpaid balance due Contractor, for these substitute goods or services.
- 14. Early Termination.** This Contract may be terminated as follows unless otherwise specified herein:

 - a. Mutual: District and Contractor may terminate this Contract at any time by their written agreement.
 - b. District's Sole Discretion: District in its sole discretion may terminate this Contract for any reason on 30 days' written notice to Contractor.
 - c. Breach: Either party may terminate this Contract in the event of a breach by the other party. To be effective, the party seeking termination must give to the other party written notice of the breach and its intent to terminate. If the breaching party does not entirely cure the breach within 15 days of the date of the notice, then the non-breaching party may terminate this Contract at any time thereafter by giving a written notice of termination.
 - d. Contractor Licensing, etc.: Notwithstanding Section 14.c, District may terminate this Contract immediately by written notice to Contractor upon denial, suspension, revocation, or non-renewal of any license, permit, or certificate that Contractor must hold to provide services under this Contract.
 - e. Furlough: District reserves the right to terminate or otherwise suspend this Contract if District's Board determines that funding is insufficient to remain fully open and calls for a District-wide furlough or similar temporary District reduction in operations. Any temporary closure shall not affect amounts due Contractor under this Contract, subject to a pro-rated adjustment for reduction in services or need for goods during the furlough.

15. Remedies. In case of Contractor breach and in addition to the provisions of Sections 13 and 14, District shall be entitled to any other available legal and equitable remedies. In case of District breach, Contractor's remedy shall be limited to termination of the Contract and receipt of Contract payments to which Contractor is entitled.

16. Errors. Contractor shall perform any and all additional work necessary to correct errors in the work required under this Contract without undue delays or additional cost to District.

17. Access to Records; Contractor Financial Records. Contractor agrees that District and its authorized representatives are entitled to review all Contractor books, documents, papers, plans, and records, electronic or otherwise ("Records"), directly pertinent to this Contract for the purpose of making audit, examination, excerpts, and transcripts.

Contractor shall maintain all Records, fiscal and otherwise, directly relating to this Contract in accordance with generally accepted accounting principles so as to document clearly Contractor's performance. Following final payment and termination of this Contract, Contractor shall retain and keep accessible all Records for a minimum of three years, or such longer period as may be required by law, or until the conclusion of any audit, controversy, or litigation arising out of or related to this Contract, whichever date is later.

18. Ownership of Work Products. Contractor agrees that all work products created or developed for District by Contractor pursuant to this Contract are intended as "works made for hire" and shall be the exclusive property of the District. If any such work products contain Contractor's intellectual property that is or could be protected by federal copyright, patent, or trademark laws, Contractor hereby grants District a perpetual, royalty-free, fully-paid, non-exclusive, and irrevocable license to copy, reproduce, deliver, publish, perform, dispose of, and use or re-use, in whole or in part, and to authorize others to do so, all such work products. *District claims no right to any pre-existing work product of Contractor provided to District by Contractor in the performance of this Contract, except to copy, use, or re-use any such work product for District use only.*

19. Work Performed on District Property. Contractor shall comply with the following:

- a. Identification: When performing work on District property, Contractor shall be in appropriate work attire (or uniform, if applicable) at all times. If Contractor does not have a specific uniform, then Contractor shall provide identification tags and/or any other mechanism the District in its sole discretion determines is required to easily identify Contractor. Contractor and its employees shall (i) display on their clothes the above-mentioned identifying information and (ii) carry photo identification and present it to any District personnel upon request. If Contractor cannot produce such identification or if the identification is unacceptable to District, District may provide at its sole discretion, District-produced identification tags to Contractor, costs to be borne by Contractor.
- b. Sign-in Required: As required by schools and other District locations, each day Contractor's employees are present on District property, those employees must sign into the location's main office to receive an in-school identification/visitors tag. Contractor's employees must display this tag on their person at all times while on District property.
- c. No Smoking: All District properties are tobacco-free zones; Contractor is prohibited from using any tobacco product on District property.
- d. No Drugs: All District properties are drug-free zones.
- e. No Weapons or Firearms: Except as provided by statute and District policy, all District properties are weapons- and firearms-free zones; Contractor is prohibited from possessing on its persons or in its vehicles any weapons or firearms while on District property.

20. Safety. Contractor shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Contractor shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of its employees and subcontractors appropriate to the nature of the Services and the conditions under which the Services are to be performed. Safety precautions as applicable shall include, but shall not be limited to: (1) adequate life protection and life saving equipment and procedures; (2) instructions in accident prevention for all employees and subcontractors, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (3) adequate facilities for the proper inspection and maintenance of all safety measures.

- 21. Unsupervised Contact with Students.** "Unsupervised contact" with students means contact that provides the person opportunity and probability for personal communication or touch with students when not under direct District supervision. As required by District policy, Contractor shall ensure that Contractor, any subcontractors, and their officers, employees, and agents will have no direct, unsupervised contact with students while on District property. Contractor will work with District to ensure compliance with this requirement. If Contractor is unable to ensure through a security plan that none of its officers, employees, or agents or those of its subcontractors will have direct, unsupervised contact with students in a particular circumstance or circumstances, then Contractor shall notify District before beginning any work that could result in such contact. Contractor authorizes District to obtain information about Contractor and its history and to conduct a criminal background check, including fingerprinting, of any Contractor officers, employees, or agents who may have unsupervised contact with students. Contractor shall cause its employees and/or subcontractors, if any, to authorize District to conduct these background checks. Contractor shall pay all fees for processing the background check. District may deduct the cost of such fees from a progress or final payment to Contractor under this Contract, unless Contractor elects to pay such fees directly.
- 22. Confidentiality; FERPA Re-disclosure. Family Education Rights and Privacy Act ("FERPA") prohibits the re-disclosure of confidential student information.** Except in very specific circumstances in accordance with the law, Contractor shall not disclose to any other party without prior consent of the parent/guardian any information or records regarding students or their families that Contractor may learn or obtain in the course and scope of its performance of this Contract. Any re-disclosure of confidential student information must be in compliance with the re-disclosure laws of FERPA. Contractor is not to re-disclose information without prior written notification to and written permission of District. If District grants permission, Contractor is solely responsible for compliance with the re-disclosure under §99.32(b). Consistent with FERPA's requirements, personally identifiable information obtained by Contractor in the performance of this Contract must be used only for the purposes identified in this Contract.
- 23. Security.** Any disclosure or removal of any District matter or property by Contractor shall be cause for immediate termination of this Contract. Contractor shall bear sole responsibility for any liability including, but not limited to attorney fees, resulting from any action or suit brought against District because of Contractor's willful or negligent release of information, documents, or property contained in or on District property. District hereby deems all information, documents, and property contained in or on District property privileged and confidential.
- 24. Employee Removal.** At District's request, Contractor shall immediately remove any Contractor employee from all District properties in cases where the District in its sole discretion determines that removal of that employee is in the District's best interests.
- 25. Compliance with Applicable Law.** For the services provided under this Contract, Contractor shall comply with all federal, state, and local laws applicable to public contracts and the work done under this Contract, and with all regulations and administrative rules established pursuant to those laws.
- 26. Indemnification.**
- Contractor shall defend, indemnify, and hold harmless ("Indemnification") the District, its trustees, officials, directors, officers, employees, volunteers, and agents from and against all liabilities, losses, expenses, claims, actions, or judgments (including attorney fees) recovered or made against District for any damage, injury, or death to persons or damage to property caused by the negligent or intentional acts or omissions of Contractor, its officers, employees, agents, or subcontractors (of all tiers) related to Contractor's performance under this Contract. Contractor's Indemnification extends to conditions created by this Contract or based upon violation of any statute, ordinance, or regulation. This provision is in addition to any common law or statutory liability and indemnification rights available to District. Contractor's Indemnification of District shall not apply to damage, injury, or death caused by the sole negligence or willful misconduct of District, its officers, directors, employees, volunteers, or agents. District will promptly notify Contractor in writing of any such claim or demand to indemnify and shall cooperate with Contractor in a reasonable manner to defend such claim.
 - Contractor shall defend, indemnify and hold harmless District, its officers, directors, agents, volunteers, and employees from and against all claims, liabilities, losses, expenses, actions, or judgments (including attorneys' fees) that the Products or Work Product or that the District's use of the Products or Work Product infringe or misappropriate the intellectual property rights of any third party. This provision requires, among other things, that Contractor defend the District in any such action. Contractor's Indemnification of District shall not apply to damage, injury, or death caused by the sole negligence or willful misconduct of District, its officers, directors, employees, volunteers, or agents.
- 27. Insurance.** The Contractor shall, at its sole cost and expense, procure and maintain, for the duration of this Contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, Contractor's agents, representatives, officers, employees, or

subcontractors (of all tiers). Payment for insurance shall be considered as included in the various items of work as bid or in the lump sum price bid (as the case may be), and no additional payment will be made. The following insurance coverage(s), as applicable, are required:

- a. Commercial general liability insurance in an amount not less than \$1,000,000 per occurrence and \$2,000,000 general aggregate. Such coverage shall include but shall not be limited to broad form contractual liability, products and completed operations liability, independent contractor's liability, and cross liability protection. The District, its Board of Trustees, and their officials, employees, and agents shall be named as additional insureds by endorsement. There shall be no limitations on the coverage afforded to the District, its Board of Trustees, and their officials, employees, and agents.
- b. If Contractor is providing services that require Contractor to transport District personnel, students, or property, commercial automobile liability insurance "Any Auto" in an amount not less than \$1,000,000 combined single limit. The District, its Board of Trustees, and their officials, employees, volunteers, and agents shall be named as additional insureds by endorsement. There shall be no limitation of coverage afforded to the District, its Board of Trustees, and their officials, employees, volunteers, and agents.
- c. Workers' compensation insurance as required by the California Labor Code and employer's liability insurance in an amount of not less than \$1,000,000 per accident or occupational illness.
- d. Professional Liability / Errors & Omissions (E&O) liability. If Contractor is providing services that require a state license (including, but not limited to, accounting, architectural, auditing, dental, legal, medical, and psychiatric), then Contractor shall maintain professional liability / E&O insurance coverage of at least \$1,000,000 for each claim, incident, or occurrence, and at least \$2,000,000 annual aggregate coverage. This policy shall provide extended reporting period coverage for claims made within three years after this Contract is completed or otherwise terminated according to its terms.
- e. Acceptability of Insurers. The insurance required herein must be placed with carriers as follows:
 - (i) Non-admitted in California and subject to Section 1763 of the Insurance Code (a current list of eligible surplus lines insurers is maintained by the California Department of Insurance at http://www.sla-cal.org/carrier_info/lesli/) with a current financial responsibility rating of A (Excellent) or better and a current financial size category (FSC) of VIII (capital surplus and conditional surplus funds of greater than \$100 million) or greater as reported by A.M. Best company or equivalent, or
 - (ii) Admitted (licensed) in the State of California with a current financial responsibility rating of A (Excellent) or better and a current financial size category (FSC) of V (capital surplus and conditional surplus funds of greater than \$10 million) or greater as reported by A.M. Best Company or equivalent, or
 - (iii) For Worker's Compensation only, admitted (licensed) in the State of California.
- f. Verification of Coverage. The Contractor shall furnish to the District the documentation set forth in paragraph g. below prior to the effective date of the Contract and, at least 30 days prior to expiration of the insurance required herein, furnish to the District renewal documentation. Each required document shall be signed by the insurer or a person authorized by the insurer to bind coverage on its behalf. The District reserves the right to require complete, certified copies of all insurance required herein at any time. The Contractor shall notify the District in writing within five business days if any insurance required herein is voided by the insurer or cancelled by the insured. This notice shall be sent by certified mail, return receipt requested, and shall include a certificate of insurance and the required endorsements for the replacement coverage.
- g. Documentation Required. The certificates and endorsements shall be received and approved by the District before Work commences. As an alternative, the Contractor may submit certified copies of any policy that includes the required endorsement language set forth herein.
- h. General liability insurance endorsement. The following are required:
 - (i) ADDITIONAL INSURED endorsement naming the District, its Board of Trustees, and their officials, employees, volunteers, and agents as additional insureds.
 - (ii) CANCELLATION endorsement which provides that the District is entitled to 30 days prior written notice of cancellation or nonrenewal of the policy, or reduction in coverage, by certified mail, return receipt requested.
 - (iii) CONTRIBUTION NOT REQUIRED endorsement which provides that the insurance afforded by the general liability policy is primary to any insurance or self-insurance of the District, its Board of Trustees, or their officials, employees, volunteers, or agents as respects operations of the Named Insured. Any insurance maintained by the District, its Board of trustees, or their officials, employees, volunteers, or agents shall be in excess of Contractor's insurance and shall not contribute to it.
 - (iv) SEVERABILITY OF INTEREST endorsement which provides that Contractor's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.
 - (v) ADDITIONAL INSURED COVERAGE NOT AFFECTED BY INSURED'S DUTIES AFTER ACCIDENT OR LOSS endorsement. The policy must be endorsed to provide that any failure to comply with the reporting provisions of the policy shall not affect coverage to the District, its Board of Trustees, or their officials, employees, volunteers, or agents.

- i. Automobile liability insurance endorsement. The following are required:
 - (i) ADDITIONAL INSURED endorsement naming the District, its Board of trustees, and their officials, employees, volunteers, and agents as additional insureds with respect to any auto owned, leased, hired, borrowed, or used by the Named Insured, in connection with this Contract.
 - (ii) CANCELLATION endorsement which provides that the District is entitled to 30 days prior written notice of cancellation or nonrenewal of the policy, or reduction in coverage, by certified mail, return receipt requested.
 - (iii) CONTRIBUTION NOT REQUIRED endorsement which provides that the insurance afforded by the general liability policy is primary to any insurance or self-insurance of the District, its Trustees, or their officials, employees, volunteers, or agents as respects operations of the Named Insured. Any insurance maintained by the District, its Trustees, or their officials, employees, volunteers, or agents shall be in excess of the Contractor's insurance and shall not contribute to it.
 - (iv) SEVERABILITY OF INTEREST endorsement, which provides that the Contractor's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.
 - (v) ADDITIONAL INSURED COVERAGE NOT AFFECTED BY INSURED'S DUTIES AFTER ACCIDENT OR LOSS endorsement. The policy must be endorsed to provide that any failure to comply with the reporting provisions of the policy shall not affect coverage to the District, its Trustees, or their officials, employees, volunteers, or agents.
- j. Workers' compensation and employer's liability insurance endorsements. The following are required:
 - (i) CANCELLATION endorsement which provides that the District is entitled to 30 days prior written notice of cancellation or nonrenewal of the policy, or reduction in coverage, by certified mail, return receipt requested.
 - (ii) WAIVER OF SUBROGATION endorsement which provides that the insurer will waive its right of subrogation against the District, its Trustees, and their officials, employees, volunteers, and agents with respect to any losses paid under the terms of the workers' compensation and employer's liability insurance policy which arise from work performed by the Named Insured for the District.
- k. Self-insured programs and self-insured retentions. Approval. Any self-insurance program, or self-insured retention must be approved separately in writing by the District's Risk Manager or designee and shall protect the District, its Board of Trustees, and their officials, employees, volunteers, and agents in the same manner and to the same extent as they would have been protected had the policy or policies not contained such self-insurance or self-insured retention provisions.
- l. Legal Defense. The Contractor is expressly obligated to provide for the legal defense and investigation of any claim against the District as an additional insured and for all costs and expense incidental to such defense or investigation.
- m. Subcontractors. The Contractor shall require that all subcontractors meet the requirements of this Section and Section 26 unless otherwise agreed in writing by the District's Risk Manager or designee.
- n. No Limitation on Liability. Such insurance as required herein shall not be deemed to limit Contractor's liability relating to performance under this Contract. District reserves the right to require complete certified copies of all said policies at any time. The procuring of insurance shall not be construed as a limitation on liability or as full performance of the indemnification and hold harmless provisions of this Contract. Contractor understands and agrees that, notwithstanding any insurance, Contractor's obligation to defend, indemnify, and hold District, its trustees, officials, agents, volunteers, and employees harmless hereunder is for the full and total amount of any damage, injuries, loss, expense, costs, or liabilities caused by or in any manner connected with or attributed to the acts or omissions of Contractor, its officers, agents, subcontractors (of all tiers), employees, licensees, patrons, or visitors, or the operations conducted by Contractor, or the Contractor's use, misuse, or neglect of the District's premises.
- o. Waivers and Modifications. Any modification or waiver of the insurance requirements herein shall be made only with the written approval of the District's Risk Manager or designee.
- p. Changes in Insurance Requirements. Not more frequently than once every three (3) years, if in the opinion of District the amount of the foregoing insurance coverages is not adequate or the type of insurance or its coverage adequacy is deemed insufficient, Contractor shall amend the insurance coverage as required by District's Risk Manager or designee.

28. Waiver; Severability. Waiver of any default or breach under this Contract by District does not constitute a waiver of any subsequent default or a modification of any other provisions of this Contract. If any term or provision of this Contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular term or provision held invalid.

- 29. Non-discrimination Clause.** Both parties agree that no person shall be subject to unlawful discrimination based on race; color; gender; age; religion; national origin; U.S. military veteran status; marital status; sexual orientation; disability; source of income; or political affiliation in programs, activities, services, benefits, or employment in connection with this Contract. The parties further agree not to discriminate in their employment or personnel policies.
- 30. Conflict of Interest.** Contractor shall disclose to District any outside activities or interests that conflict or may conflict with the interests of the District. Prompt disclosure is required if the activity or interest is related, directly or indirectly, to (1) any activity that Contractor may be involved with on behalf of the District, or (2) any activity that Contractor may be involved with on behalf of any other firm or agency. In addition, Contractor shall comply with all provisions of the Political Reform Act and implementing regulations, as applicable, and in accordance with the District's Conflict of Interest Code. Contractor shall be subject to the broadest disclosure category in the District's Conflict of Interest Code during the term of this Agreement, except to the extent specifically modified in writing by the Superintendent or designee. For the term of this Agreement, no member, officer or employee of District, during the term of his or her service with District, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.
- 31. Equal Opportunity Employment.** Contractor represents that it is an equal opportunity employer and it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, gender identity, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination. Contractor shall also comply with all relevant provisions of District's Minority Business Enterprise program, if any, or other related programs or guidelines currently in effect or hereinafter enacted. Contractor must make a good faith effort to contact and utilize DVBE subcontractors or subconsultants and suppliers in securing bids for performance of the Contract and shall be required to certify its good faith efforts towards retaining DVBE subcontractors or subconsultants and suppliers and identify DVBE firms utilized in performance of the Contract.
- 32. Fingerprinting Requirements.** Contractor hereby acknowledges that, if applicable, it is required to comply with the requirements of Education Code Section 45125.1 with respect to fingerprinting of employees who may have contact with the District's pupils. The Contractor shall also ensure that its consultants on the Project also comply with the requirements of Section 45125.1. If required by Education Code Section 45125.1, the Contractor must provide for the completion of a Fingerprint Certification form, in the District's required format, prior to any of the Contractor's employees, or those of any other consultants, coming into contact with the District's pupils. Contractor further acknowledges that other fingerprinting requirements may apply, as set forth in Education Code Section 45125 et seq., and will comply with any such requirements.
- 33. Confidentiality.** Contractor hereby acknowledges that certain records and information maintained by the District, or by Contractor on behalf of the District, are protected by law and shall not be released to third parties without express authorization from the District. Such records include, but are not limited to, student records (i.e., any item of information relating to an identifiable student) and personnel records. In addition, all ideas, memoranda, plans, strategies, and documents shared with Contractor by District in connection with the performance of this Contract, not generally known to the public, shall be held confidential by Contractor. Contractor agrees that information acquired by Contractor during meetings with the District's administrative team, or during closed session Board discussions are deemed confidential and, except to the extent required by law, shall not be shared with third parties without express authorization from the District.
- 34. Controlling Law; Venue.** The parties agree that California law will govern any dispute related to this Contract, and any litigation arising out of the Contract shall be conducted in courts located in Orange County, California.
- 35. Amendments; Renewal.** Any amendments, consents to or waivers of the terms of this Contract must be in writing and signed by both parties. The parties may renew this Contract by their signed, written instrument.
- 36. Counterparts.** The parties may execute this Contract in counterparts, each of which constitutes an original and all of which comprise one and the same Contract. Counterparts may be delivered by electronic means.
- 37. Entire Agreement.** When signed by both parties, this Contract (and any attached exhibits) is their final and entire agreement. As their final and entire expression, this Contract supersedes all prior and contemporaneous oral or written communications between the parties, their agents, and representatives. There are no representations, promises, terms, conditions, or obligations other than those contained herein.

38. Notices. All notices or demands of any kind required or desired to be given by District or Contractor must be in writing and shall be deemed delivered upon depositing the notice or demand in the United States mail, certified or registered, postage prepaid, addressed to the respective party at the addresses herein.

I HAVE READ THIS CONTRACT, INCLUDING ALL EXHIBITS. I CERTIFY THAT I HAVE THE AUTHORITY TO SIGN AND ENTER INTO THIS CONTRACT ON BEHALF OF THE PARTY I REPRESENT AND AGREE TO BE BOUND BY ITS TERMS.

CONTRACTOR

Signature

Contractor Printed Name and Title

Date

DISTRICT

Superintendent

Date

MAIL CORRESPONDENCE TO

Shannon Soto, Ed.D, Director, Fiscal Services
Laguna Beach Unified School District
550 Blumont
Laguna Beach, CA 92653

EXHIBIT A

PAYMENT TERMS

Contractor's price quote or equivalent follows this page.

The balance of this page is intentionally left blank.

EXHIBIT B

STATEMENT OF WORK

Contractor's Statement of Work follows this page.

The balance of this page is intentionally left blank.

EXHIBIT C

NON-DISCLOSURE AGREEMENT ("NDA")

District's NDA follows this page.

The balance of this page is intentionally left blank.

Laguna Beach Unified School District

24. ACTION

March 14, 2017

Approval: Lease Agreement with Class Leasing, LLC, for Two 24'x40' Relocatable Classrooms to be Located at Top of the World Elementary for a Fixed Fee of \$41,600

Proposal

Staff proposes the Board of Education approve a lease agreement with Class Leasing, LLC, for two 24'x'40' relocatable classrooms to be located at Top of the World Elementary for a fixed fee of \$41,600.

Background

The existing portable classrooms at Top of the World Elementary are planned to be replaced by the end of this summer with new permanent modular buildings. However, in order to complete the portable replacement project the current staff and students in the existing portables will need to be provided interim housing while the construction is taking place. Staff is proposing to lease two portables from Class Leasing, LLC, for a period of up to one year to insure the students and staff at Top of the World will not be displaced into non-classroom spaces.

Two portables are required for interim housing, which will be used to support the CLC programs that are currently housed in the existing portable buildings. Once the permanent modular building project is complete the temporary housing will be returned to Class Leasing, LLC.

Budget Impact

The fiscal impact to the District is \$41,600, which will be expended from the Special Reserve for Capital Improvement Plan (Fund 4042).

Recommended Action

Staff recommends the Board of Education approve a lease agreement with Class Leasing, LLC, for two 24'x'40' relocatable classrooms to be located at Top of the World Elementary for a fixed fee of \$41,600.

LEASE AGREEMENT

LEASE NUMBER: 1136

This Lease made and entered into as of this March 15, '17, by and between Class Leasing, LLC organized and existing under and by virtue of the laws of the State of California, hereinafter designated as "Lessor" and:

Laguna Beach Unified School District
550 Blumont Street
Laguna Beach, California 92651

a California public school district hereinafter designated as "Lessee".

In consideration of the mutual covenants and agreements herein contained, the Lessor does hereby demise and lease unto the Lessee and the Lessee does hereby rent from Lessor the following personal property:

Two (2) 24' x 40' Portable Classrooms
Serial Numbers 27026, 27027, 27030, 27031

which was/will be installed on or about _____, 2017, by the Lessor on the premises and as directed by the Lessee at Top of the World Elementary School, 21601 Treetop Lane, Laguna Beach, California 92651, for the use of said Lessee based upon the Proposal dated January 26, 2017, and upon the following terms and conditions which are hereby mutually agreed to by the parties hereto.

FIRST: The term of the Lease is for a period of one (1) year commencing _____, 2017 and ending on _____, 2018, of which \$8,800* per unit is payable within thirty (30) days of the satisfactory installation of both units for a total of \$17,600.00.

SECOND: The Lessee also agrees to pay for the following charges: Delivery Fees of \$2,000* per unit and Installation Fees of \$4,100* per unit to be paid within thirty (30) days after completion of the installation of both units. Dismantle Fees of \$4,100* per unit and Return Fees of \$1,800* per unit to be paid upon termination of Lease.

THIRD: The Lessor shall provide all labor, materials, and services required for the complete delivery and installation of each unit except that all site work, including connection to utilities, shall be done by the Lessee.

FOURTH: Lessee will furnish light, heat, custodial, and maintenance service to the unit(s) during the lease period.

FIFTH: Lessee may install school furniture and equipment as may be required for school purposes. All such furniture and equipment placed or installed in said unit(s) by the Lessee shall remain the property of the Lessee and upon termination of said Lease for any cause, shall be removed by said Lessee.

SIXTH: Lessee agrees that the said unit(s) will be used by Lessee for the ordinary and usual purpose for which it is designated and the Lessee shall not make or have made any alteration of said unit(s) without the prior written consent of the Lessor.

It is further agreed that during the term of this Lease, Lessee shall be responsible for and shall pay all charges for upkeep and/or storage of said unit(s) and shall make, at its own expense, any and all repairs, and supply and pay for any and all parts and accessories needed to maintain and operate said unit(s) in proper condition and in good running order, and at the end of the Lease period or upon earlier termination, the Lessee shall be responsible for and shall pay for the dismantling and return of the said unit(s) to Lessor in as good condition as when delivered to Lessee, reasonable wear and tear excepted.

*Includes any applicable taxes.

Lessor _____ Lessee _____

SEVENTH: Except for claims and liabilities arising from the negligence of Lessor, Lessee agrees to be liable for, and pay and satisfy every claim and liability arising from the negligence of Lessee in the lease of the unit(s) during the term of this Lease.

EIGHTH: Lessee will cause its own all risk insurance property policies to be extended to cover the said unit(s) for their full replacement cost (new for old without depreciation) and contents with endorsements in the name of the Lessor as its interest may appear. Lessee will also cause Lessor to be named as additional insured in its public liability policy to the extent of the Lessee's operations of the said unit(s), for as long as this Lease is in force.

NINTH: The unit(s) shall not be removed from the aforementioned location without prior written approval of the Lessor. The Lessee may elect to have the unit(s) re-located by CLASS LEASING, LLC (951) 943-1908. If an independent contractor is used, the Lessee shall obtain prior written approval from the Lessor stating the contractor's name and address, the date of the re-location, and the premises to where the unit(s) is/are to be moved. Lessee hereby covenants and agrees to indemnify and hold Lessor harmless against any and all liability for injury or damage to person or property, including the unit(s), removed by an independent contractor.

TENTH: In the event Lessee defaults in the payment of amount due and to become due under the terms of this Lease or defaults in the performance of any of the terms and conditions thereof, all the Lessee's rights hereunder are terminated and the Lessor shall become entitled to possession of the unit(s), to retain all rentals, and to demand from the Lessee all sums owing and unpaid. Lessee agrees that the Lessor can enter the site and repossess the unit(s) from the site upon written notice to Lessee.

ELEVENTH: This Lease is in every respect, binding on the parties hereto, and their respective successors and assigns and is governed by the laws of California.

TWELFTH: In the event any legal action is commenced to enforce or interpret the terms or conditions of this Lease, each party shall, in addition to any costs or other relief, be responsible for its own attorney's fees and costs.

IN WITNESS WHEREOF ON THE DATE AND YEAR FIRST ABOVE WRITTEN, THE LESSOR HAS CAUSED THIS LEASE TO BE EXECUTED BY HAVING ITS NAME AFFIXED BY ITS DULY AUTHORIZED OFFICER AND THE LESSEE HAS CAUSED THIS LEASE TO BE EXECUTED BY HAVING ITS NAME AFFIXED BY ITS DULY AUTHORIZED OFFICER.

Laguna Beach Unified School District
Lessee

Class Leasing, LLC
Lessor

Signature

Signature

Jeff Dixon
Print Name

Michael Bollero, Sr.
Print Name

Interim Chief Business Official
Title

President
Title

Date

Date

Lessor _____ Lessee _____

AGREEMENT TO FURNISH INSURANCE

LEASE NUMBER: 1136

The Lessee hereby agrees to furnish a Certificate of Insurance as required in the Lease for Lease Number 1136 naming, CLASS LEASING, LLC, RAM SPV IV, LLC and RAM SPV V, LLC, Ram SPV VI as additional insureds.

Laguna Beach Unified School District
LESSEE

SIGNATURE

Jeff Dixon
PRINT NAME

Interim Chief Business Official
TITLE

DATE

Lessor_____ Lessee_____

CERTIFICATE OF DELIVERY AND ACCEPTANCE

LEASE NUMBER: 1136

The Certificate of Delivery and Acceptance is issued pursuant to the Lease dated March 6, 2017 ("Lease") between Class Leasing, LLC ("Lessor") and the undersigned Laguna Beach Unified School District ("Lessee").

Lessee has inspected and fully accepts the property described below, which consists of all the property that is subject to the Lease:

**Two (2) 24' x 40' Portable Classrooms
Serial Numbers 27026, 27027, 27030, 27031**

Lessee hereby acknowledges and certifies that the above described property has been delivered to Lessee and installed in accordance with all applicable provisions of the Lease. To the best knowledge of the Lessee, the property is in good order and repair and in full compliance with the terms of the Lease and all agreements and representations of the Lessor (manufacturer).

Laguna Beach Unified School District
LESSEE

SIGNATURE

Jeff Dixon
PRINT NAME

Interim Chief Business Official
TITLE

DATE

Lessor_____ Lessee_____

NOTICE OF ASSIGNMENT OF LESSOR'S INTEREST IN LEASE

HOLD

Lessee: Laguna Beach Unified School District

DATE: January 31, 2017

ASSIGNOR:

Class Leasing, LLC
1320 W. Oleander Avenue
Perris, CA 92571

SECURED PARTY:

RAM SPV IV, LLC, RAM SPV V, LLC
RAM SPV VI, LLC
2900 S. Quincy St., Suite 425
Arlington, VA 22206

RAM SPV IV, LLC is a Delaware limited liability company formed 12/16/13 and has a Federal Tax ID #46-4380418. RAM SPV V, LLC is a Delaware limited liability company formed 4/26/16 and has a Federal Tax ID #81-2509265. RAM SPV VI, LLC, is _____ Class Leasing, LLC, RAM SPV IV, LLC and RAM SPV V, LLC, RAM SPV VI, LLC are wholly owned subsidiaries of Reliant Asset Management, LLC.

Notice is hereby given that Assignor has granted and assigned to Secured Party a security interest in all rights to payment and other proceeds now or at time hereafter due from Lessee to Assignor under that certain Lease Agreement Number _____ between Lessee and Assignor.

Notice is also given that Assignor has assigned to Secured Party, among other rights, the right to receive all such payments and other proceeds as they become due. Until Lessee receives other written instructions from Secured Party, Lessee shall make all such payments and deliver such other proceeds when due to Class Leasing, LLC (Assignor) at 1320 W. Oleander Avenue, Perris, CA 92571.

Lessee acknowledges receipt of this Notice by returning a copy to Assignor, dated and signed by Lessee in the space below.

The undersigned Assignor confirms and agrees to the terms and conditions of the foregoing Notice: CLASS LEASING, LLC

Signature: _____

Print Name: Jim Muller

TITLE: Controller

ACKNOWLEDGEMENT

The undersigned acknowledges receipt of the foregoing Notice of Assignment of Lessor's Interest in Lease and the grant and assignment to Secured Party of the security interest and rights described therein. The undersigned has no notice of any other assignment or purchase of, security interest in, or claims with respect to any portion of the payments of proceeds described in said Notice, and the undersigned has no reason to refuse to make any such payments or deliver any such proceeds when due to Secured Party in accordance with Secured Party's written instructions.

The undersigned acknowledges that the two (2) 24' x 40' portable classroom(s) which are the subject of the Lease Agreement are personal property of Assignor, and do not constitute fixtures of the undersigned. The undersigned further acknowledges that Secured Party shall not be liable for and does not assume responsibility for the performance of any of Assignor's covenants, agreements or obligations in the Lease Agreement.

DATE: _____

LESSEE: Laguna Beach Unified School District

SIGNATURE

Jeff Dixon

PRINT NAME

Interim Chief Business Official

TITLE

DATE

Lessor _____ Lessee _____

CLASS LEASING, LLC.

1320 W. Oleander Ave. Perris, CA 92571
Voice (951) 943-1908 * FAX (951) 943-5768

January 26, 2017

Quote #2289

Laguna Beach Unified School District

Attn: Jeff Dixon email: jdixon@lbusd.org

RE: Lease Proposal for the Straight Lease of (2) 24' x 40' Portable Classrooms, Right Hand Door Locations @ Top of the World Elementary School, 21601 Treetop Lane, Laguna Beach, CA 92651

The following proposal is to straight lease two (2)
24' x 40' refurbished portable classrooms as outlined below.

Item I – Pricing 24' x 40' Building (1 Year Straight Lease with Wood Foundation System) Per Unit

A)	Annual rental	\$ 8,800.00
B)	Delivery	\$ 2,000.00
C)	Installation	\$ 4,100.00
D)	Standard New Carpet (<i>new customer discount</i>)	\$ INC.
E)	Return	\$ 1,800.00
F)	Dismantle	\$ 4,100.00
G)	Sales Tax	\$ INC.
H)	Skirting	\$ INC.
I)	Standard Ramp and Landing	\$ INC.

General Note: Rental payments are annual in advance. Items A - C will be due 30 days after completion of installation. Lease documents will be provided for District signature. Executed Lease Agreements must be received prior to the start of delivery.

Item II – Inclusions

- Standard flooring and white marker boards in classroom(s)
- Standard ramp and landing
- Standard delivery and installation
- DSA drawings to Architect for DSA submittal. (DSA Stockpile approved drawings)
- Wood foundation
- Standard wall mount HVAC in classrooms, standard lights and electrical
- Exterior color selection per Class Leasing standards (wood siding)
- Standard door hardware for classroom(s)
- Right Hand Door Location Refurbished units as available in stock (selection by Class Leasing)

(Note: All classroom hardware, lights, carpet, etc. is per Class Leasing standards including door swings as available from existing stock.)

Item III – Exclusions

- DSA submittal, and final site & building approval
- Left hand door locations, if needed additional charges may apply
- Reverse and/or Side unload/load of floors
- City Permits, Pilot Cars; If required, we will invoice the District at Class Leasing's Cost
- Access in-out of site for all equipment, trucking & workmen
- Level asphalt or dirt pad for building & ramp
- Transition of ramp toe to grade
- 2' building close-offs
- Special 4" separations (if required)
- On site DSA Inspection's
- Connection of site utilities, FA & low voltage systems
- Low voltage systems, components & wire (including fire alarm)
- Craning, shuttling or special unloading of building, (if required due to poor access)
- Cabinetry, plumbing, building signage
- Bonds
- Fire sprinklers or rated building (if required)

If the above is acceptable, please sign below or provide a Letter of Intent and return by February 5, 2017.

If you have any questions please do not hesitate to contact me at (951) 943-1908 or on my cell at (951) 293-1589.

Sincerely,

CLASS LEASING, LLC.

ACCEPTED _____ DATE _____

BY _____

Lori Whittington

TITLE _____

Lori Whittington
Project Executive

ESTIMATED SITE READY DATE _____
(Month/Year)