

# San Ysidro School District Governing Board

## **AGENDA**

Thursday  
June 25, 2020  
5:00 p.m.  
Via Zoom Teleconference

Pursuant to Governor Newsom's Executive Order N-29-20, this Regular Meeting of the San Ysidro School District Board shall be held by teleconference. Trustees of San Ysidro School District Board and the public shall participate in this meeting via teleconference. The Public may view this meeting by accessing the following link <https://www.youtube.com/channel/UCGyF01068pwbhe-B5xnyl-A/videos>. Public comment may be submitted by email to [publiccomment@sysdschools.org](mailto:publiccomment@sysdschools.org) on or before Thursday, June 25, 2020 at 3:00 pm. To listen to this meeting in Spanish, please call 1 (650) 761-1617 and enter the access code 335 682 272# . Closed Session to be held at 5:00 p.m. to 6:00 p.m., and will reconvene into Open Session at 6:00 p.m. Closed Session will be conducted in accordance with applicable sections of California Law.

# **GENERAL ADMINISTRATION**

**SAN YSIDRO SCHOOL DISTRICT**  
4350 Otay Mesa Road San Ysidro, CA 92173  
Phone Number: (619) 428-4476 Fax Number: (619) 428-1505

**SPECIAL MEETING OF THE GOVERNING BOARD**  
**MONDAY, JUNE 8, 2020**  
**6:00 p.m.**  
**Via Zoom Teleconference**

Pursuant to Governor Newsom's Executive Order N-29-20, this Special Meeting of the San Ysidro School District Board was held by teleconference. Trustees of San Ysidro School District Board and the public participated in this meeting via teleconference. The Public viewed this meeting by accessing the following link <https://www.youtube.com/channel/UCGyF01068pwbhe-B5xnyl-A/videos>. Public comment may be submitted by email to [publiccomment@sysdschools.org](mailto:publiccomment@sysdschools.org) on or before Monday, June 8, 2020 at 4:00 pm. To listen to this meeting in Spanish, please call 1 (650) 479-1425 and enter the access code 907994524. Closed Session was conducted in accordance with applicable sections of California Law.

**MINUTES**

**1. CALL TO ORDER** Who: President Gurmilan Time: 6:01 p.m.

President Gurmilan announced that this Governing Board meeting is conducted pursuant to Governor Newsom's Executive Order N-29-20.

**2. ROLL CALL** by Gina A. Potter, Ed.D., Superintendent & Secretary to the Board

Mr. Humberto Gurmilan, Board President  
Mr. Antonio Martinez, Board Vice-President  
Mr. Rudy Lopez, Board Clerk  
Mrs. Irene Lopez, Member  
Mrs. Rosaleah Pallasigue, Member

**3. FLAG SALUTE** by Humberto Gurmilan, Board President

**4. AGENDA**

The Board approved the agenda for the Board meeting.

Motion: R. Lopez Second: Martinez Vote: 5 Ayes - 0 Noes

All votes during this meeting were completed by roll call.

**5. PUBLIC COMMENT/COMMUNICATIONS ON OPEN AND CLOSED SESSION ITEMS**

Persons who wanted to comment on topics not included on the agenda or comment on agenda items were invited to submit comments via email to the following email address [publiccomment@sysdschools.org](mailto:publiccomment@sysdschools.org) on or before Monday, June 8, 2020 at 4:00 pm. Please limit comments to 300 words or less. All comments submitted will be read aloud during the meeting. Please note, all email correspondence relating to this meeting will become part of the Board minutes. If your comment is related to a specific Agenda item, please identify the Agenda item in the subject of your email.

There were no public comments.

**6. GENERAL ADMINISTRATION**

**6.1 BUDGET PRESENTATION**

The district's Chief Business Official provided an overview of the state's May Revise Budget for 2020-2021 and the projected impact it will have on our school district's budget for fiscal years 2020-2021 and 2021-2022. The economic impact of the coronavirus pandemic induced recession on California's budget and on education is such that significant budget reductions to all school districts statewide are projected by the state over the next two fiscal years.

Vice-President Martinez made a motion to recess to Closed Session, seconded by Clerk R. Lopez. The vote was 5 Ayes - 0 Noes.

**7. GOVERNING BOARD – RECESSED to CLOSED SESSION at 7:01 p.m. in accordance with section 54954.5 regarding:**

**7.1 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (Potter)**

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9:  
No. of cases: 1

**7.2 GOVERNMENT CODE SECTION 54957 (Farkas)**

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/REASSIGNMENT

**7.3 PURSUANT TO GOVERNMENT CODE SECTION 54957 (Farkas)**

Public Employee Appointment/Employment  
Title: Principal

**7.4 GOVERNMENT CODE SECTION 54957.6 (Farkas)**

CONFERENCE WITH LABOR NEGOTIATORS

Agency Negotiators: David Farkas, Executive Director of Human Resources

Employee Organizations:

San Ysidro Education Association/CTA

California School Employees Association, Chapter 154

Unrepresented:

Administrators, Classified Management, Confidential/Supervisory

**RECONVENED into OPEN SESSION at 8:41 p.m.** to take action on items discussed in closed session, or to make disclosures of action taken in closed session, if any, as required by Government Code section 54957.7 and section 54957.1.

The Board had nothing to report from Closed Session.

Board President Gurmilan announced that Board Member Pallasigue excused herself from Closed Session at 7:05 p.m. due to a personal matter.

Vice-President Martinez made the motion to adjourn, seconded by Clerk R. Lopez. The vote was 4 Ayes -0 Noes.

**8. ADJOURNMENT** Time: 8:41 p.m.

Respectfully Submitted,

Gina A. Potter, Ed.D., Secretary  
Governing Board

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** June 25, 2020

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Business Services  
Marilyn Adrianzen, Chief Business Official

Informational  
 Action

**AGENDA ITEM:** RESOLUTION NO. 19/20-0055 EDUCATION PROTECTION ACCOUNT (EPA)  
FOR 2020-21 SPENDING PLAN

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**BACKGROUND INFORMATION:**

Proposition 55 amended Article XIII, Section 36 (*previously known as Proposition 30*) of the California Constitution effective November 8, 2016 which indicates that each school district, charter school, community college district, and county office of education must determine how monies received from the Education Protection Account (EPA) will be spent in its schools. It also requires the use of EPA funds to be determined by the governing board at an open public meeting. The goal of the EPA is to improve efficiency in current spending and obtain alternative sources of funding to support our educational programs.

The new revenues derived from Proposition 55 are deposited into a State account called Education Protection Account (EPA). Before June 30th of each year, the Chief Business Official will estimate the amount that will be transferred into the EPA. EPA revenue funds will be accounted for in Object Code 8012 and Resource Code 1400 and will be used for certificated teacher salary and benefits.

**RECOMMENDATION:**

Adopt Resolution No. 19/20-0055 and approve the Education Protection Account (EPA) spending plan for the 2020-21 school year.

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**LCAP GOAL AND ACTION/SERVICE (please indicate):**

Renewal     New     Amendment     Ratify     Other

Financial Implications?

Yes     No

Are funds for this item available in the 2020-2021 Budget?

Yes     No

Requisition #

REVENUE

**\$841,600.00**

(Amount)

**Education Protection Account**

(Name of funding source and/or location)

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Recommended for:     Approval     Denial    Certification Requested     Yes     No

**SAN YSIDRO SCHOOL DISTRICT  
RESOLUTION NO. 19/20-0055**

**EDUCATION PROTECTION ACCOUNT (EPA) FUNDS**

WHEREAS, the voters approved Proposition 55 on November 8, 2016;

WHEREAS, Proposition 55 amended Article XIII, Section 36 to the California Constitution effective November 8, 2016;

WHEREAS, the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f);

WHEREAS, before June 30<sup>th</sup> of each year, the Chief Business Official shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;

WHEREAS, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;

WHEREAS, all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools and community college districts;

WHEREAS, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor or any agency of state government;

WHEREAS, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

WHEREAS, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

WHEREAS, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;

WHEREAS, each community college district, county office of education, school district and charter school shall annually publish on its Internet website an accounting of how much money was received from the Education Protection Account and how that money was spent;

WHEREAS, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution;

WHEREAS, expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the Governing Board of June 25, 2020;
2. In compliance with Article XIII, Section 36(e), with the California Constitution, the Governing Board of the San Ysidro School District has determined to spend the monies received from the Education Protection Act for 2020-2021 fiscal year as attached.

DATED: June 25, 2020

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Humberto Gurmilan  
Board Member - President

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Antonio Martinez  
Board Member – Vice President

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Rodolfo Lopez  
Board Member - Clerk

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Irene Lopez  
Board Member

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Rosaleah Pallasigue  
Board Member

**San Ysidro School District**  
**2020-2021 Education Protection Account (EPA) Spending Plan**

**Expenditures by Function - Detail**

**Program by Resource Report**

**Expenditures through: June 30, 2021**

**For Fund 01, Resource 1400 Education Protection Account**

Description	Object Codes	Amount
<b>AMOUNT AVAILABLE FOR THIS FISCAL YEAR</b>		
Adjusted Beginning Fund Balance	9791-9795	-
LCFF	8010-8099	841,600.00
Federal Revenue	8100-8299	-
Other State Revenue	8300-8599	-
Other Local Revenue	8600-8799	-
All Other Financing Sources and Contributions	8900-8999	-
Deferred Revenue	9650	-
<b>TOAL AVAILABLE</b>		<b>841,600.00</b>
<b>EXPENDITURES AND OTHER FINANCING USES</b>		
<b>(Objects 1000-7999)</b>	<b>Function Codes</b>	
Instruction	1000-1999	841,600.00
Instruction-Related Services		
Instructional Supervision and Administration	2100-2150	-
AU of a Multidistrict SELPA	2200	-
Instructional Library, Media, and Technology	2420	-
Other Instructional Resources	2490-2495	-
School Administration	2700	-
Pupil Services		
Guidance and Counseling Services	3110	-
Psychological Services	3120	-
Attendance and Social Work Services	3130	-
Health Services	3140	-
Speech Pathology and Audiology Services	3150	-
Pupli Testing Services	3160	-
Pupil Transportation	3600	-
Food Services	3700	-
Other Pupil Services	3900	-
Ancillary Services	4000-4999	-
Community Services	5000-5999	-
Enterprise	6000-6999	-
General Administration	7000-7999	-
Plant Services	8000-8999	-
Other Outgo	9000-9999	-
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>		<b>\$ 841,600.00</b>
<b>BALANCE (Total Available minus Total Expenditures and Other Financing Uses)</b>		<b>-</b>

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** June 25, 2020

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Business Services  
Marilyn Adrianzen, Chief Business Official

Informational  
 Action

**AGENDA ITEM:** BUDGET ADOPTION FOR FISCAL YEAR 2020-21

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**BACKGROUND INFORMATION:**

In accordance with the provisions of the Education Code Section 42103, each year the District is required to adopt a budget for the next fiscal year. The budget must be reviewed during a public hearing and the Board must consider any written comments received prior to the public hearing. The budget includes the budget assumptions, identifies the anticipated general fund revenues and expenditures, the fund balances of other District funds and multi-year projections.

A Notice of Public Hearing was published on the San Diego Union Tribune on May 19, 2020 and the proposed budget was made available for public inspection on June 15, 2020. A public hearing took place on June 18, 2020. The District is presenting the proposed 2020-21 Budget for approval/adoption.

**RECOMMENDATION:**

Approve/Adopt the District's Budget for fiscal year 2020-21.

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**LCAP GOAL AND ACTION/SERVICE (please indicate):**

Renewal     New     Amendment     Ratify     Other

Financial Implications?

Yes     No

Are funds for this item available in the 2020-2021 Budget?

Yes     No

Requisition #

N/A

(Amount)

N/A

(Name of funding source and/or location)

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Recommended for:     Approval     Denial    Certification Requested     Yes     No



**San Ysidro**

School District **EST - 1887**

QUALITY EDUCATION AND OPPORTUNITY FOR ALL STUDENTS TO SUCCEED

**ADOPTED**

**BUDGET**

**2020 - 2021**

Regular Board Meeting  
June 25, 2020

**ANNUAL BUDGET REPORT:**  
July 1, 2020 Budget Adoption

Insert "X" in applicable boxes:

This budget was developed using the state-adopted Criteria and Standards. It includes the expenditures necessary to implement the Local Control and Accountability Plan (LCAP) or annual update to the LCAP that will be effective for the budget year. The budget was filed and adopted subsequent to a public hearing by the governing board of the school district pursuant to Education Code sections 33129, 42127, 52060, 52061, and 52062.

If the budget includes a combined assigned and unassigned ending fund balance above the minimum recommended reserve for economic uncertainties, at its public hearing, the school district complied with the requirements of subparagraphs (B) and (C) of paragraph (2) of subdivision (a) of Education Code Section 42127.

Budget available for inspection at:

Public Hearing:

Place: San Ysidro School District Website  
Date: June 15, 2020 - June 17, 2020

Place: Via Teleconference  
Date: June 18, 2020  
Time: 06:00 PM

Adoption Date: June 25, 2020

Signed: \_\_\_\_\_  
Clerk/Secretary of the Governing Board  
(Original signature required)

Contact person for additional information on the budget reports:

Name: Marilyn Adrianzen  
Title: CBO

Telephone: 619-428-4476, ext. 3004  
E-mail: marilyn.adrianzen@syzdschools.org

**Criteria and Standards Review Summary**

The following summary is automatically completed based on data provided in the Criteria and Standards Review (Form 01CS). Criteria and standards that are "Not Met," and supplemental information and additional fiscal indicators that are "Yes," may indicate areas of potential concern for fiscal solvency purposes and should be carefully reviewed.

CRITERIA AND STANDARDS			Met	Not Met
1	Average Daily Attendance	Budgeted (funded) ADA has not been overestimated by more than the standard for the prior fiscal year, or two or more of the previous three fiscal years.		X

<b>CRITERIA AND STANDARDS (continued)</b>			<b>Met</b>	<b>Not Met</b>
2	Enrollment	Enrollment has not been overestimated by more than the standard for the prior fiscal year, or two or more of the previous three fiscal years.		X
3	ADA to Enrollment	Projected second period (P-2) ADA to enrollment ratio is consistent with historical ratios for the budget and two subsequent fiscal years.	X	
4	Local Control Funding Formula (LCFF) Revenue	Projected change in LCFF revenue is within the standard for the budget and two subsequent fiscal years.		X
5	Salaries and Benefits	Projected ratios of total unrestricted salaries and benefits to total unrestricted general fund expenditures are consistent with historical ratios for the budget and two subsequent fiscal years.		X
6a	Other Revenues	Projected operating revenues (e.g., federal, other state, and other local) are within the standard for the budget and two subsequent fiscal years.		X
6b	Other Expenditures	Projected operating expenditures (e.g., books and supplies, and services and other operating) are within the standard for the budget and two subsequent fiscal years.		X
7	Ongoing and Major Maintenance Account	If applicable, required contribution to the ongoing and major maintenance account (i.e., restricted maintenance account) is included in the budget.		X
8	Deficit Spending	Unrestricted deficit spending, if any, has not exceeded the standard for two or more of the last three fiscal years.		X
9	Fund Balance	Unrestricted general fund beginning balance has not been overestimated by more than the standard for two or more of the last three fiscal years.		X
10	Reserves	Projected available reserves (e.g., reserve for economic uncertainties, unassigned/unappropriated amounts) meet minimum requirements for the budget and two subsequent fiscal years.		X

<b>SUPPLEMENTAL INFORMATION</b>			<b>No</b>	<b>Yes</b>
S1	Contingent Liabilities	Are there known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) that may impact the budget?	X	
S2	Using One-time Revenues to Fund Ongoing Expenditures	Are there ongoing general fund expenditures in excess of one percent of the total general fund expenditures that are funded with one-time resources?	X	
S3	Using Ongoing Revenues to Fund One-time Expenditures	Are there large non-recurring general fund expenditures that are funded with ongoing general fund revenues?	X	
S4	Contingent Revenues	Are any projected revenues for the budget or two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)?	X	
S5	Contributions	Have contributions from unrestricted to restricted resources, or transfers to or from the general fund to cover operating deficits, changed by more than the standard for the budget or two subsequent fiscal years?		X

<b>SUPPLEMENTAL INFORMATION (continued)</b>			<b>No</b>	<b>Yes</b>
S6	Long-term Commitments	Does the district have long-term (multiyear) commitments or debt agreements?		X
		• If yes, have annual payments for the budget or two subsequent fiscal years increased over prior year's (2019-20) annual payment?		X
S7a	Postemployment Benefits Other than Pensions	Does the district provide postemployment benefits other than pensions (OPEB)?		X
		• If yes, are they lifetime benefits?	X	
		• If yes, do benefits continue beyond age 65?	X	
		• If yes, are benefits funded by pay-as-you-go?		X
S7b	Other Self-insurance Benefits	Does the district provide other self-insurance benefits (e.g., workers' compensation)?	X	
S8	Status of Labor Agreements	Are salary and benefit negotiations still open for:		
		• Certificated? (Section S8A, Line 1)		X
		• Classified? (Section S8B, Line 1)		X
		• Management/supervisor/confidential? (Section S8C, Line 1)		X
S9	Local Control and Accountability Plan (LCAP)	• Did or will the school district's governing board adopt an LCAP or an update to the LCAP effective for the budget year?		X
		• Adoption date of the LCAP or an update to the LCAP:	<b>Dec 15, 2020</b>	
S10	LCAP Expenditures	Does the school district's budget include the expenditures necessary to implement the LCAP or annual update to the LCAP as described in the Local Control and Accountability Plan and Annual Update Template?		X

<b>ADDITIONAL FISCAL INDICATORS</b>			<b>No</b>	<b>Yes</b>
A1	Negative Cash Flow	Do cash flow projections show that the district will end the budget year with a negative cash balance in the general fund?		X
A2	Independent Position Control	Is personnel position control independent from the payroll system?	X	
A3	Declining Enrollment	Is enrollment decreasing in both the prior fiscal year and budget year?		X
A4	New Charter Schools Impacting District Enrollment	Are any new charter schools operating in district boundaries that are impacting the district's enrollment, either in the prior fiscal year or budget year?	X	
A5	Salary Increases Exceed COLA	Has the district entered into a bargaining agreement where any of the budget or subsequent fiscal years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?	X	

<b>ADDITIONAL FISCAL INDICATORS (continued)</b>			<b>No</b>	<b>Yes</b>
A6	Uncapped Health Benefits	Does the district provide uncapped (100% employer paid) health benefits for current or retired employees?	X	
A7	Independent Financial System	Is the district's financial system independent from the county office system?	X	
A8	Fiscal Distress Reports	Does the district have any reports that indicate fiscal distress? If yes, provide copies to the COE, pursuant to EC 42127.6(a).	X	
A9	Change of CBO or Superintendent	Have there been personnel changes in the superintendent or chief business official (CBO) positions within the last 12 months?	X	

ANNUAL CERTIFICATION REGARDING SELF-INSURED WORKERS' COMPENSATION CLAIMS

Pursuant to EC Section 42141, if a school district, either individually or as a member of a joint powers agency, is self-insured for workers' compensation claims, the superintendent of the school district annually shall provide information to the governing board of the school district regarding the estimated accrued but unfunded cost of those claims. The governing board annually shall certify to the county superintendent of schools the amount of money, if any, that it has decided to reserve in its budget for the cost of those claims.

To the County Superintendent of Schools:

(  ) Our district is self-insured for workers' compensation claims as defined in Education Code Section 42141(a):

Total liabilities actuarially determined:	\$	_____
Less: Amount of total liabilities reserved in budget:	\$	_____
Estimated accrued but unfunded liabilities:	\$	_____ 0.00

(  ) This school district is self-insured for workers' compensation claims through a JPA, and offers the following information:

\_\_\_\_\_

\_\_\_\_\_

(  ) This school district is not self-insured for workers' compensation claims.

Signed \_\_\_\_\_  
Clerk/Secretary of the Governing Board  
(Original signature required)

Date of Meeting: Jun 25, 2020

For additional information on this certification, please contact:

Name: Marilyn Adrianzen

Title: CBO

Telephone: (619) 428-4476, ext. 3004

E-mail: marilyn.adrianzen@syzschools.org

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals			2020-21 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
<b>A. REVENUES</b>									
1) LCFF Sources		8010-8099	46,891,029.00	248,204.00	47,139,233.00	41,969,961.00	255,468.00	42,225,429.00	-10.4%
2) Federal Revenue		8100-8299	300,000.00	5,277,392.00	5,577,392.00	150,000.00	3,521,706.00	3,671,706.00	-34.2%
3) Other State Revenue		8300-8599	1,804,922.00	2,251,040.00	4,055,962.00	778,329.00	2,170,860.00	2,949,189.00	-27.3%
4) Other Local Revenue		8600-8799	457,225.73	3,011,246.00	3,468,471.73	70,000.00	3,312,256.00	3,382,256.00	-2.5%
5) TOTAL REVENUES			49,453,176.73	10,787,882.00	60,241,058.73	42,968,290.00	9,260,290.00	52,228,580.00	-13.3%
<b>B. EXPENDITURES</b>									
1) Certificated Salaries		1000-1999	20,156,119.95	3,880,452.13	24,036,572.08	19,562,735.63	4,306,555.87	23,869,291.50	-0.7%
2) Classified Salaries		2000-2999	7,516,163.57	3,293,580.87	10,809,744.44	6,913,179.86	3,376,177.04	10,289,356.90	-4.8%
3) Employee Benefits		3000-3999	9,398,618.69	4,440,302.00	13,838,920.69	8,979,328.62	4,662,775.64	13,642,104.26	-1.4%
4) Books and Supplies		4000-4999	1,194,881.46	2,054,605.64	3,249,487.10	564,050.00	1,900,918.61	2,464,968.61	-24.1%
5) Services and Other Operating Expenditures		5000-5999	4,447,754.00	4,654,034.42	9,101,788.42	3,399,755.00	2,818,087.75	6,217,842.75	-31.7%
6) Capital Outlay		6000-6999	67,906.00	35,000.00	102,906.00	0.00	0.00	0.00	-100.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	0.00	1,257,260.00	1,257,260.00	0.00	253,630.00	253,630.00	-79.8%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(469,968.00)	326,968.00	(143,000.00)	(211,334.80)	102,385.80	(108,949.00)	-23.8%
9) TOTAL EXPENDITURES			42,311,475.67	19,942,203.06	62,253,678.73	39,207,714.31	17,420,530.71	56,628,245.02	-9.0%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>									
			7,141,701.06	(9,154,321.06)	(2,012,620.00)	3,760,575.69	(8,160,240.71)	(4,399,665.02)	118.6%
<b>D. OTHER FINANCING SOURCES/USES</b>									
1) Interfund Transfers									
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	100,000.00	0.00	100,000.00	106,342.29	0.00	106,342.29	6.3%
2) Other Sources/Uses									
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	(7,968,260.01)	7,968,260.01	0.00	(8,160,240.71)	8,160,240.71	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			(8,068,260.01)	7,968,260.01	(100,000.00)	(8,266,583.00)	8,160,240.71	(106,342.29)	6.3%

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals			2020-21 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(926,558.95)	(1,186,061.05)	(2,112,620.00)	(4,506,007.31)	0.00	(4,506,007.31)	113.3%
<b>F. FUND BALANCE, RESERVES</b>									
1) Beginning Fund Balance		9791	1,106,469.23	1,523,582.08	2,630,051.31	179,910.28	337,521.03	517,431.31	-80.3%
a) As of July 1 - Unaudited		9793	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Audit Adjustments									
c) As of July 1 - Audited (F1a + F1b)			1,106,469.23	1,523,582.08	2,630,051.31	179,910.28	337,521.03	517,431.31	-80.3%
d) Other Restatements		9795	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,106,469.23	1,523,582.08	2,630,051.31	179,910.28	337,521.03	517,431.31	-80.3%
2) Ending Balance, June 30 (E + F1e)			179,910.28	337,521.03	517,431.31	(4,326,097.03)	337,521.03	(3,988,576.00)	-870.8%
Components of Ending Fund Balance									
a) Nonspendable									
Revolving Cash		9711	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Restricted		9740	0.00	337,521.10	337,521.10	0.00	337,521.10	337,521.10	0.0%
c) Committed									
Stabilization Arrangements		9750	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
d) Assigned									
Other Assignments		9780	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
e) Unassigned/Unappropriated									
Reserve for Economic Uncertainties		9789	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9799	179,910.28	(0.07)	179,910.21	(4,326,097.03)	(0.07)	(4,326,097.10)	-2504.6%

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals			2020-21 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
<b>G. ASSETS</b>									
1) Cash									
a) in County Treasury		9110	0.00	0.00	0.00				
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00	0.00	0.00				
b) in Banks		9120	0.00	0.00	0.00				
c) in Revolving Cash Account		9130	0.00	0.00	0.00				
d) with Fiscal Agent/Trustee		9135	0.00	0.00	0.00				
e) Collections Awaiting Deposit		9140	0.00	0.00	0.00				
2) Investments		9150	0.00	0.00	0.00				
3) Accounts Receivable		9200	0.00	0.00	0.00				
4) Due from Grantor Government		9290	0.00	0.00	0.00				
5) Due from Other Funds		9310	0.00	0.00	0.00				
6) Stores		9320	0.00	0.00	0.00				
7) Prepaid Expenditures		9330	0.00	0.00	0.00				
8) Other Current Assets		9340	0.00	0.00	0.00				
9) TOTAL ASSETS			0.00	0.00	0.00				
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>									
1) Deferred Outflows of Resources		9490	0.00	0.00	0.00				
2) TOTAL DEFERRED OUTFLOWS			0.00	0.00	0.00				
<b>I. LIABILITIES</b>									
1) Accounts Payable		9500	0.00	0.00	0.00				
2) Due to Grantor Governments		9590	0.00	0.00	0.00				
3) Due to Other Funds		9610	0.00	0.00	0.00				
4) Current Loans		9640	0.00	0.00	0.00				
5) Unearned Revenue		9650	0.00	0.00	0.00				
6) TOTAL LIABILITIES			0.00	0.00	0.00				
<b>J. DEFERRED INFLOWS OF RESOURCES</b>									
1) Deferred Inflows of Resources		9690	0.00	0.00	0.00				
2) TOTAL DEFERRED INFLOWS			0.00	0.00	0.00				
<b>K. FUND EQUITY</b>									
Ending Fund Balance, June 30									
		13.3							

Description (G9 + H2) - (I6 + J2)	2019-20 Estimated Actuals		2020-21 Budget			% Diff Column C & F
	Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	
	0.00	0.00	0.00			0.00

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals			2020-21 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
<b>LCFF SOURCES</b>									
Principal Apportionment State Aid - Current Year		8011	23,914,967.00	0.00	23,914,967.00	19,023,653.00	0.00	19,023,653.00	-20.5%
Education Protection Account State Aid - Current Year		8012	871,354.00	0.00	871,354.00	841,600.00	0.00	841,600.00	-3.4%
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Tax Relief Subventions Homeowners' Exemptions		8021	124,523.00	0.00	124,523.00	124,523.00	0.00	124,523.00	0.0%
Timber Yield Tax		8022	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8029	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
County & District Taxes Secured Roll Taxes		8041	19,171,724.00	0.00	19,171,724.00	19,171,724.00	0.00	19,171,724.00	0.0%
Unsecured Roll Taxes		8042	634,677.00	0.00	634,677.00	634,677.00	0.00	634,677.00	0.0%
Prior Years' Taxes		8043	2,042.00	0.00	2,042.00	2,042.00	0.00	2,042.00	0.0%
Supplemental Taxes		8044	627,307.00	0.00	627,307.00	627,307.00	0.00	627,307.00	0.0%
Education Revenue Augmentation Fund (ERAF)		8045	(101,816.00)	0.00	(101,816.00)	(101,816.00)	0.00	(101,816.00)	0.0%
Community Redevelopment Funds (SB 617/699/1992)		8047	1,646,251.00	0.00	1,646,251.00	1,646,251.00	0.00	1,646,251.00	0.0%
Penalties and Interest from Delinquent Taxes		8048	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Miscellaneous Funds (EC 41604)		8081	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Royalties and Bonuses		8082	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other In-Lieu Taxes		8089	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Less: Non-LCFF (50%) Adjustment			0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal, LCFF Sources			46,891,029.00	0.00	46,891,029.00	41,969,961.00	0.00	41,969,961.00	-10.5%
<b>LCFF Transfers</b>									
Unrestricted LCFF Transfers - Current Year	0000	8091	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Charter Schools in Lieu of Property Taxes		8096	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Property Taxes Transfers		8097	0.00	248,204.00	248,204.00	0.00	255,468.00	255,468.00	2.9%

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals			2020-21 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			46,891,029.00	248,204.00	47,139,233.00	41,969,961.00	255,468.00	42,225,429.00	-10.4%
<b>FEDERAL REVENUE</b>									
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	0.00	894,056.00	894,056.00	0.00	710,774.00	710,774.00	-20.5%
Special Education Discretionary Grants		8182	0.00	122,273.00	122,273.00	0.00	79,537.00	79,537.00	-35.0%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Forest Reserve Funds		8260	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Flood Control Funds		8270	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Wildlife Reserve Funds		8280	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from Federal Sources		8287	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290		2,342,687.00	2,342,687.00		969,290.00	969,290.00	-58.6%
Title I, Part D, Local Delinquent Programs	3025	8290		0.00	0.00		0.00	0.00	0.0%
Title II, Part A, Supporting Effective Instruction	4035	8290		330,177.00	330,177.00		0.00	0.00	-100.0%
Title III, Part A, Immigrant Student Program	4201	8290		90,231.00	90,231.00		0.00	0.00	-100.0%

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals			2020-21 Budget			% Diff Column C & F	
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)		
Title III, Part A, English Learner Program	4203	8290		808,688.00	808,688.00			270,440.00	270,440.00	-66.6%
Public Charter Schools Grant Program (PCSGP)	4610	8290		0.00	0.00			0.00	0.00	0.0%
Other NCLB / Every Student Succeeds Act	3020, 3040, 3041, 3045, 3060, 3061, 3110, 3150, 3155, 3177, 3180, 3181, 3182, 3185, 4037, 4050, 4123, 4124, 4126, 4127, 4128, 5510, 5630	8290		664,280.00	664,280.00			326,325.00	326,325.00	-50.9%
Career and Technical Education	3500-3599	8290		0.00	0.00			0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	300,000.00	25,000.00	325,000.00	150,000.00	1,165,340.00	1,315,340.00	1,315,340.00	304.7%
TOTAL, FEDERAL REVENUE			300,000.00	5,277,392.00	5,577,392.00	150,000.00	3,521,706.00	3,671,706.00	3,671,706.00	-34.2%
<b>OTHER STATE REVENUE</b>										
Other State Apportionments										
ROC/P Entitlement										
Prior Years	6360	8319		0.00	0.00			0.00	0.00	0.0%
Special Education Master Plan										
Current Year	6500	8311		0.00	0.00			0.00	0.00	0.0%
Prior Years	6500	8319		0.00	0.00			0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs										
Mandated Costs Reimbursements										
Lottery - Unrestricted and Instructional Materials			140,025.00	0.00	140,025.00	135,255.00	0.00	0.00	135,255.00	-3.4%
Tax Relief Subventions			655,781.00	227,998.00	883,779.00	643,074.00	226,967.00	870,041.00	870,041.00	-1.6%
Restricted Levies - Other										
Homeowners' Exemptions			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from State Sources			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals			2020-21 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Charter School Facility Grant	6030	8590		0.00	0.00		0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6650, 6690, 6695	8590		0.00	0.00		0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590		0.00	0.00		0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590		0.00	0.00		0.00	0.00	0.0%
American Indian Early Childhood Education	7210	8590		0.00	0.00		0.00	0.00	0.0%
Specialized Secondary	7370	8590		0.00	0.00		0.00	0.00	0.0%
Quality Education Investment Act	7400	8590		0.00	0.00		0.00	0.00	0.0%
All Other State Revenue	All Other	8590	1,009,116.00	2,023,042.00	3,032,158.00	0.00	1,943,893.00	1,943,893.00	-35.9%
TOTAL, OTHER STATE REVENUE			1,804,922.00	2,251,040.00	4,055,962.00	778,329.00	2,170,860.00	2,949,189.00	-27.3%

Description	2019-20 Estimated Actuals		2020-21 Budget			% Diff Column C & F
	Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	
<b>OTHER LOCAL REVENUE</b>						
Other Local Revenue County and District Taxes						
Other Restricted Levies Secured Roll	0.00	0.00	0.00	0.00	0.00	0.0%
Unsecured Roll	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Ad Valorem Taxes Parcel Taxes	0.00	0.00	0.00	0.00	0.00	0.0%
Other	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to LCFF Deduction	0.00	253,630.00	253,630.00	0.00	253,630.00	253,630.00 0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes	0.00	0.00	0.00	0.00	0.00	0.0%
Sales						
Sale of Equipment/Supplies	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals	100,000.00	0.00	100,000.00	0.00	0.00	0.0%
Interest	169,587.00	0.00	169,587.00	70,000.00	0.00	70,000.00 -100.0%
Net Increase (Decrease) in the Fair Value of Investments	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts						
Adult Education Fees	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Resident Students	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services	0.00	884,515.00	884,515.00	0.00	778,129.00	778,129.00 -12.0%
Mitigation/Developer Fees	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue Plus: Misc Funds Non-LCFF						
California Dept of Education SACS Financial Reporting Software - 2020.1.0 File: fund-a (Rev 03/10/2020)						

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals			2020-21 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
(50%) Adjustment		8691	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue		8699	187,638.73	0.00	187,638.73	0.00	0.00	0.00	-100.0%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Apportionments									
Special Education SELPA Transfers From Districts or Charter Schools	6500	8791		0.00	0.00			0.00	0.0%
From County Offices	6500	8792	1,873,101.00		1,873,101.00		2,280,497.00	2,280,497.00	21.7%
From JPAs	6500	8793		0.00	0.00		0.00	0.00	0.0%
ROC/P Transfers									
From Districts or Charter Schools	6360	8791		0.00	0.00			0.00	0.0%
From County Offices	6360	8792		0.00	0.00			0.00	0.0%
From JPAs	6360	8793		0.00	0.00			0.00	0.0%
Other Transfers of Apportionments									
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>457,225.73</b>	<b>3,011,246.00</b>	<b>3,468,471.73</b>	<b>70,000.00</b>	<b>3,312,256.00</b>	<b>3,382,256.00</b>	<b>-2.5%</b>
<b>TOTAL, REVENUES</b>			<b>49,453,176.73</b>	<b>10,787,882.00</b>	<b>60,241,058.73</b>	<b>42,968,290.00</b>	<b>9,260,290.00</b>	<b>52,228,580.00</b>	<b>-13.3%</b>

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals			2020-21 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
<b>CERTIFICATED SALARIES</b>									
Certificated Teachers' Salaries		1100	17,973,020.46	3,200,196.35	21,173,216.81	16,977,580.77	3,316,471.41	20,294,052.18	-4.2%
Certificated Pupil Support Salaries		1200	278,079.04	315,804.95	593,883.99	555,208.53	573,800.51	1,129,009.04	90.1%
Certificated Supervisors' and Administrators' Salaries		1300	1,905,020.45	364,450.83	2,269,471.28	2,029,946.33	416,283.95	2,446,230.28	7.8%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CERTIFICATED SALARIES</b>			20,156,119.95	3,880,452.13	24,036,572.08	19,562,735.63	4,306,555.87	23,869,291.50	-0.7%
<b>CLASSIFIED SALARIES</b>									
Classified Instructional Salaries		2100	800,000.00	2,329,082.66	3,129,082.66	0.00	2,403,057.86	2,403,057.86	-23.2%
Classified Support Salaries		2200	3,015,843.01	468,312.09	3,484,155.10	2,998,828.49	481,638.07	3,480,466.56	-0.1%
Classified Supervisors' and Administrators' Salaries		2300	866,007.77	242,114.75	1,108,122.52	878,923.71	239,740.32	1,118,664.03	1.0%
Clerical, Technical and Office Salaries		2400	2,291,447.56	254,071.37	2,545,518.93	2,355,718.06	251,740.79	2,607,458.85	2.4%
Other Classified Salaries		2900	542,865.23	0.00	542,865.23	679,709.60	0.00	679,709.60	25.2%
<b>TOTAL, CLASSIFIED SALARIES</b>			7,516,163.57	3,293,580.87	10,809,744.44	6,913,179.86	3,376,177.04	10,289,356.90	-4.8%
<b>EMPLOYEE BENEFITS</b>									
STRS		3101-3102	3,090,485.83	2,229,128.85	5,319,614.68	3,077,456.82	2,293,000.11	5,370,456.93	1.0%
PERS		3201-3202	1,170,200.76	666,730.16	1,836,930.92	1,312,214.72	691,407.02	2,003,621.74	9.1%
OASDI/Medicare/Alternative		3301-3302	713,290.96	301,990.55	1,015,281.51	687,635.68	299,295.91	986,931.59	-2.8%
Health and Welfare Benefits		3401-3402	3,450,714.84	1,071,257.67	4,521,972.51	2,914,600.00	1,191,300.00	4,105,900.00	-9.2%
Unemployment Insurance		3501-3502	12,661.97	3,830.92	16,492.89	13,176.15	3,763.58	16,939.73	2.7%
Workers' Compensation		3601-3602	632,847.33	167,363.85	800,211.18	645,828.25	184,009.02	829,837.27	3.7%
OPEB, Allocated		3701-3702	328,417.00	0.00	328,417.00	328,417.00	0.00	328,417.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, EMPLOYEE BENEFITS</b>			9,398,618.69	4,440,302.00	13,838,920.69	8,979,328.62	4,662,775.64	13,642,104.26	-1.4%
<b>BOOKS AND SUPPLIES</b>									
Approved Textbooks and Core Curricula Materials		4100	0.00	327,649.00	327,649.00	0.00	226,967.00	226,967.00	-30.7%
Books and Other Reference Materials		4200	0.00	92,059.97	92,059.97	0.00	0.00	0.00	-100.0%
Materials and Supplies		4300	1,114,131.46	1,626,523.67	2,740,655.13	544,050.00	1,673,951.61	2,218,001.61	-19.1%

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals			2020-21 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Noncapitalized Equipment		4400	80,750.00	8,373.00	89,123.00	20,000.00	0.00	20,000.00	-77.6%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			1,194,881.46	2,054,605.64	3,249,487.10	564,050.00	1,900,918.61	2,464,968.61	-24.1%
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>									
Subagreements for Services		5100	0.00	75,000.00	75,000.00	0.00	0.00	0.00	-100.0%
Travel and Conferences		5200	38,900.00	227,908.00	266,808.00	12,000.00	0.00	12,000.00	-95.5%
Dues and Memberships		5300	9,500.00	2,600.00	12,100.00	22,500.00	0.00	22,500.00	86.0%
Insurance		5400 - 5450	569,800.00	0.00	569,800.00	570,000.00	0.00	570,000.00	0.0%
Operations and Housekeeping Services		5500	1,386,000.00	0.00	1,386,000.00	1,080,000.00	0.00	1,080,000.00	-22.1%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	579,000.00	632,929.42	1,211,929.42	195,000.00	640,000.00	835,000.00	-31.1%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	14,500.00	2,000.00	16,500.00	0.00	0.00	0.00	-100.0%
Professional/Consulting Services and Operating Expenditures		5800	1,719,054.00	3,713,597.00	5,432,651.00	1,422,255.00	2,178,087.75	3,600,342.75	-33.7%
Communications		5900	131,000.00	0.00	131,000.00	98,000.00	0.00	98,000.00	-25.2%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			4,447,754.00	4,654,034.42	9,101,788.42	3,399,755.00	2,818,087.75	6,217,842.75	-31.7%

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals			2020-21 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
<b>CAPITAL OUTLAY</b>									
Land		6100	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	67,906.00	35,000.00	102,906.00	0.00	0.00	0.00	-100.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL CAPITAL OUTLAY			67,906.00	35,000.00	102,906.00	0.00	0.00	0.00	-100.0%
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>									
Tuition		7110	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition for Instruction Under Interdistrict Attendance Agreements		7130	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
State Special Schools		7141	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments Payments to Districts or Charter Schools		7142	0.00	50,000.00	50,000.00	0.00	0.00	0.00	-100.0%
Payments to County Offices		7143	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Pass-Through Revenues To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments To Districts or Charter Schools	6500	7221		0.00	0.00		0.00	0.00	0.0%
To County Offices	6500	7222		0.00	0.00		0.00	0.00	0.0%
To JPAs	6500	7223		0.00	0.00		0.00	0.00	0.0%
PROCP Transfers of Apportionments To Districts or Charter Schools	6360	7221		0.00	0.00		0.00	0.00	0.0%
To County Offices	6360	7222		0.00	0.00		0.00	0.00	0.0%
To JPAs	6360	7223		0.00	0.00		0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals			2020-21 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service									
Debt Service - Interest		7438	0.00	953,630.00	953,630.00	0.00	0.00	0.00	-100.0%
Other Debt Service - Principal		7439	0.00	253,630.00	253,630.00	0.00	253,630.00	253,630.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	1,257,260.00	1,257,260.00	0.00	253,630.00	253,630.00	-79.8%
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>									
Transfers of Indirect Costs		7310	(326,968.00)	326,968.00	0.00	(102,385.80)	102,385.80	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	(143,000.00)	0.00	(143,000.00)	(108,949.00)	0.00	(108,949.00)	-23.8%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			(469,968.00)	326,968.00	(143,000.00)	(211,334.80)	102,385.80	(108,949.00)	-23.8%
TOTAL EXPENDITURES			42,311,475.67	19,942,203.06	62,253,678.73	39,207,714.31	17,420,530.71	56,628,245.02	-9.0%

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals			2020-21 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
<b>INTERFUND TRANSFERS</b>									
<b>INTERFUND TRANSFERS IN</b>									
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
From: Bond Interest and Redemption Fund		8914	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<b>INTERFUND TRANSFERS OUT</b>									
To: Child Development Fund		7611	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
To: Cafeteria Fund		7616	100,000.00	0.00	100,000.00	106,342.29	0.00	106,342.29	6.3%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
(b) TOTAL, INTERFUND TRANSFERS OUT			100,000.00	0.00	100,000.00	106,342.29	0.00	106,342.29	6.3%
<b>OTHER SOURCES/USES</b>									
<b>SOURCES</b>									
State Apportionments		8931	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Emergency Apportionments									
Proceeds									
Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Other Sources									
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Long-Term Debt Proceeds									
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.00	0.00%

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals			2020-21 Budget			% Diff Column C & F	
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)		
<b>(c) TOTAL, SOURCES</b>										
<b>USES</b>										
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(d) TOTAL, USES</b>										
<b>CONTRIBUTIONS</b>										
Contributions from Unrestricted Revenues		8980	(7,968,260.01)	7,968,260.01	0.00	(8,160,240.71)	8,160,240.71	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(e) TOTAL, CONTRIBUTIONS</b>										
<b>TOTAL, OTHER FINANCING SOURCES/USES</b>										
<b>(a - b + c - d + e)</b>			<b>(8,068,260.01)</b>	<b>7,968,260.01</b>	<b>(100,000.00)</b>	<b>(8,266,583.00)</b>	<b>8,160,240.71</b>	<b>(106,342.29)</b>		<b>6.3%</b>

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	412,806.00	297,000.00	-28.1%
3) Other State Revenue		8300-8599	1,386,714.00	1,415,291.00	2.1%
4) Other Local Revenue		8600-8799	148,044.60	68,750.00	-53.6%
5) TOTAL, REVENUES			1,947,564.60	1,781,041.00	-8.6%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	672,227.63	591,408.81	-12.0%
2) Classified Salaries		2000-2999	560,459.16	490,983.45	-12.4%
3) Employee Benefits		3000-3999	343,733.44	317,755.64	-7.6%
4) Books and Supplies		4000-4999	288,362.74	165,620.38	-42.6%
5) Services and Other Operating Expenditures		5000-5999	46,781.68	106,323.72	127.3%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	36,000.00	108,949.00	202.6%
9) TOTAL, EXPENDITURES			1,947,564.65	1,781,041.00	-8.6%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(0.05)	0.00	-100.0%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(0.05)	0.00	-100.0%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	127,583.51	127,583.46	0.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			127,583.51	127,583.46	0.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			127,583.51	127,583.46	0.0%
2) Ending Balance, June 30 (E + F1e)					
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	127,583.50	127,583.50	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	(0.04)	(0.04)	0.0%

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	0.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL ASSETS			0.00		
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL DEFERRED OUTFLOWS			0.00		
<b>I. LIABILITIES</b>					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Unearned Revenue		9650	0.00		
6) TOTAL LIABILITIES			0.00		
<b>J. DEFERRED INFLOWS OF RESOURCES</b>					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL DEFERRED INFLOWS			0.00		
<b>K. FUND EQUITY</b>					
Ending Fund Balance, June 30 (G9 + H2) - (I6 + J2)			0.00		

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>FEDERAL REVENUE</b>					
Child Nutrition Programs		8220	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	297,000.00	297,000.00	0.0%
Title I, Part A, Basic	3010	8290	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	115,806.00	0.00	-100.0%
<b>TOTAL, FEDERAL REVENUE</b>			<b>412,806.00</b>	<b>297,000.00</b>	<b>-28.1%</b>
<b>OTHER STATE REVENUE</b>					
Child Nutrition Programs		8520	0.00	0.00	0.0%
Child Development Apportionments		8530	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.0%
State Preschool	6105	8590	1,386,714.00	1,415,291.00	2.1%
All Other State Revenue	All Other	8590	0.00	0.00	0.0%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>1,386,714.00</b>	<b>1,415,291.00</b>	<b>2.1%</b>
<b>OTHER LOCAL REVENUE</b>					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.0%
Interest		8660	1,500.00	0.00	-100.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
Child Development Parent Fees		8673	0.00	0.00	0.0%
Interagency Services		8677	142,916.00	68,750.00	-51.9%
All Other Fees and Contracts		8689	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	3,628.60	0.00	-100.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>148,044.60</b>	<b>68,750.00</b>	<b>-53.6%</b>
<b>TOTAL, REVENUES</b>			<b>1,947,564.60</b>	<b>1,781,041.00</b>	<b>-8.6%</b>

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>CERTIFICATED SALARIES</b>					
Certificated Teachers' Salaries		1100	513,005.55	448,463.17	-12.6%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	159,222.08	142,945.64	-10.2%
Other Certificated Salaries		1900	0.00	0.00	0.0%
<b>TOTAL, CERTIFICATED SALARIES</b>			<b>672,227.63</b>	<b>591,408.81</b>	<b>-12.0%</b>
<b>CLASSIFIED SALARIES</b>					
Classified Instructional Salaries		2100	341,679.51	276,902.51	-19.0%
Classified Support Salaries		2200	143,754.81	139,802.04	-2.7%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	70,364.83	62,324.42	-11.4%
Other Classified Salaries		2900	4,660.01	11,954.48	156.5%
<b>TOTAL, CLASSIFIED SALARIES</b>			<b>560,459.16</b>	<b>490,983.45</b>	<b>-12.4%</b>
<b>EMPLOYEE BENEFITS</b>					
STRS		3101-3102	103,572.69	88,853.10	-14.2%
PERS		3201-3202	71,847.55	63,551.69	-11.5%
OASDI/Medicare/Alternative		3301-3302	37,369.64	33,877.61	-9.3%
Health and Welfare Benefits		3401-3402	101,135.26	104,500.00	3.3%
Unemployment Insurance		3501-3502	662.72	541.20	-18.3%
Workers' Compensation		3601-3602	29,145.58	26,432.04	-9.3%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
<b>TOTAL, EMPLOYEE BENEFITS</b>			<b>343,733.44</b>	<b>317,755.64</b>	<b>-7.6%</b>
<b>BOOKS AND SUPPLIES</b>					
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	278,587.74	165,620.38	-40.6%
Noncapitalized Equipment		4400	9,775.00	0.00	-100.0%
Food		4700	0.00	0.00	0.0%
<b>TOTAL, BOOKS AND SUPPLIES</b>			<b>288,362.74</b>	<b>165,620.38</b>	<b>-26.6%</b>

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	5,150.00	0.00	-100.0%
Dues and Memberships		5300	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	28,331.18	0.00	-100.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	2,000.00	0.00	-100.0%
Professional/Consulting Services and Operating Expenditures		5800	11,100.50	106,323.72	857.8%
Communications		5900	200.00	0.00	-100.0%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>46,781.68</b>	<b>106,323.72</b>	<b>127.3%</b>
<b>CAPITAL OUTLAY</b>					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>					
Other Transfers Out					
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>					
Transfers of Indirect Costs - Interfund		7350	36,000.00	108,949.00	202.6%
<b>TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>			<b>36,000.00</b>	<b>108,949.00</b>	<b>202.6%</b>
<b>TOTAL, EXPENDITURES</b>			<b>1,947,564.65</b>	<b>1,781,041.00</b>	<b>-8.6%</b>

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>INTERFUND TRANSFERS</b>					
<b>INTERFUND TRANSFERS IN</b>					
From: General Fund		8911	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
<b>(a) TOTAL, INTERFUND TRANSFERS IN</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>INTERFUND TRANSFERS OUT</b>					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
<b>(b) TOTAL, INTERFUND TRANSFERS OUT</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER SOURCES/USES</b>					
<b>SOURCES</b>					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
<b>(c) TOTAL, SOURCES</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>USES</b>					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
<b>(d) TOTAL, USES</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>CONTRIBUTIONS</b>					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
<b>(e) TOTAL, CONTRIBUTIONS</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	2,157,829.00	2,016,000.00	-6.6%
3) Other State Revenue		8300-8599	0.00	131,000.00	New
4) Other Local Revenue		8600-8799	8,000.00	1,000.00	-87.5%
5) TOTAL, REVENUES			2,165,829.00	2,148,000.00	-0.8%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	961,119.63	867,521.53	-9.7%
3) Employee Benefits		3000-3999	407,573.24	393,820.76	-3.4%
4) Books and Supplies		4000-4999	830,647.00	955,000.00	15.0%
5) Services and Other Operating Expenditures		5000-5999	64,261.88	38,000.00	-40.9%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	107,000.00	0.00	-100.0%
9) TOTAL, EXPENDITURES			2,370,601.75	2,254,342.29	-4.9%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(204,772.75)	(106,342.29)	-48.1%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	100,000.00	106,342.29	6.3%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			100,000.00	106,342.29	6.3%

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(104,772.75)	0.00	-100.0%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited					
		9791	104,772.75	0.00	-100.0%
b) Audit Adjustments					
		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)					
			104,772.75	0.00	-100.0%
d) Other Restatements					
		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)					
			104,772.75	0.00	-100.0%
2) Ending Balance, June 30 (E + F1e)					
			0.00	0.00	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash					
		9711	0.00	0.00	0.0%
Stores					
		9712	0.00	0.00	0.0%
Prepaid Items					
		9713	0.00	0.00	0.0%
All Others					
		9719	0.00	0.00	0.0%
b) Restricted					
		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements					
		9750	0.00	0.00	0.0%
Other Commitments					
		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments					
		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties					
		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount					
		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	0.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			0.00		
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
<b>I. LIABILITIES</b>					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			0.00		
<b>J. DEFERRED INFLOWS OF RESOURCES</b>					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
<b>K. FUND EQUITY</b>					
Ending Fund Balance, June 30 (G9 + H2) - (I6 + J2)			0.00		

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>FEDERAL REVENUE</b>					
Child Nutrition Programs		8220	2,157,829.00	2,016,000.00	-6.6%
Donated Food Commodities		8221	0.00	0.00	0.0%
All Other Federal Revenue		8290	0.00	0.00	0.0%
<b>TOTAL, FEDERAL REVENUE</b>			<b>2,157,829.00</b>	<b>2,016,000.00</b>	<b>-6.6%</b>
<b>OTHER STATE REVENUE</b>					
Child Nutrition Programs		8520	0.00	131,000.00	New
All Other State Revenue		8590	0.00	0.00	0.0%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>0.00</b>	<b>131,000.00</b>	<b>New</b>
<b>OTHER LOCAL REVENUE</b>					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Food Service Sales		8634	6,000.00	0.00	-100.0%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	2,000.00	1,000.00	-50.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
Interagency Services		8677	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>8,000.00</b>	<b>1,000.00</b>	<b>-87.5%</b>
<b>TOTAL, REVENUES</b>			<b>2,165,829.00</b>	<b>2,148,000.00</b>	<b>-0.8%</b>

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>CERTIFICATED SALARIES</b>					
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.0%
<b>TOTAL, CERTIFICATED SALARIES</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>CLASSIFIED SALARIES</b>					
Classified Support Salaries		2200	787,336.07	690,488.62	-12.3%
Classified Supervisors' and Administrators' Salaries		2300	120,135.72	122,580.35	2.0%
Clerical, Technical and Office Salaries		2400	53,647.84	54,452.56	1.5%
Other Classified Salaries		2900	0.00	0.00	0.0%
<b>TOTAL, CLASSIFIED SALARIES</b>			<b>961,119.63</b>	<b>867,521.53</b>	<b>-9.7%</b>
<b>EMPLOYEE BENEFITS</b>					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	164,483.76	149,545.62	-9.1%
OASDI/Medicare/Alternative		3301-3302	64,130.15	51,656.51	-19.5%
Health and Welfare Benefits		3401-3402	154,450.78	171,000.00	10.7%
Unemployment Insurance		3501-3502	480.56	433.76	-9.7%
Workers' Compensation		3601-3602	24,027.99	21,184.87	-11.8%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
<b>TOTAL, EMPLOYEE BENEFITS</b>			<b>407,573.24</b>	<b>393,820.76</b>	<b>-3.4%</b>
<b>BOOKS AND SUPPLIES</b>					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	30,500.00	55,000.00	80.3%
Noncapitalized Equipment		4400	3,000.00	0.00	-100.0%
Food		4700	797,147.00	900,000.00	12.9%
<b>TOTAL, BOOKS AND SUPPLIES</b>			<b>830,647.00</b>	<b>955,000.00</b>	<b>15.0%</b>

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	1,000.00	0.00	-100.0%
Dues and Memberships		5300	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	2,000.00	New
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	70,000.00	16,000.00	-77.1%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	(18,500.00)	0.00	-100.0%
Professional/Consulting Services and Operating Expenditures		5800	10,261.88	20,000.00	94.9%
Communications		5900	1,500.00	0.00	-100.0%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>64,261.88</b>	<b>38,000.00</b>	<b>-40.9%</b>
<b>CAPITAL OUTLAY</b>					
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>					
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>					
Transfers of Indirect Costs - Interfund		7350	107,000.00	0.00	-100.0%
<b>TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>			<b>107,000.00</b>	<b>0.00</b>	<b>-100.0%</b>
<b>TOTAL EXPENDITURES</b>			<b>2,370,601.75</b>	<b>2,254,342.29</b>	<b>-4.9%</b>

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>INTERFUND TRANSFERS</b>					
<b>INTERFUND TRANSFERS IN</b>					
From: General Fund		8916	100,000.00	106,342.29	6.3%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
<b>(a) TOTAL, INTERFUND TRANSFERS IN</b>			100,000.00	106,342.29	6.3%
<b>INTERFUND TRANSFERS OUT</b>					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
<b>(b) TOTAL, INTERFUND TRANSFERS OUT</b>			0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>					
<b>SOURCES</b>					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
<b>(c) TOTAL, SOURCES</b>			0.00	0.00	0.0%
<b>USES</b>					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
<b>(d) TOTAL, USES</b>			0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
<b>(e) TOTAL, CONTRIBUTIONS</b>			0.00	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES</b> (a - b + c - d + e)			100,000.00	106,342.29	6.3%

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	715.00	1,050.00	46.9%
5) TOTAL REVENUES			715.00	1,050.00	46.9%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	964.00	0.00	-100.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL EXPENDITURES			964.00	0.00	-100.0%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(249.00)	1,050.00	-521.7%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(249.00)	1,050.00	-521.7%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	3,637.05	3,388.05	-6.8%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			3,637.05	3,388.05	-6.8%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			3,637.05	3,388.05	-6.8%
2) Ending Balance, June 30 (E + F1e)			3,388.05	4,438.05	31.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted			3,388.05	4,438.05	31.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	0.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			0.00		
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
<b>I. LIABILITIES</b>					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			0.00		
<b>J. DEFERRED INFLOWS OF RESOURCES</b>					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
<b>K. FUND EQUITY</b>					
Ending Fund Balance, June 30 (G9 + H2) - (I6 + J2)			0.00		

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>FEDERAL REVENUE</b>					
FEMA		8281	0.00	0.00	0.0%
All Other Federal Revenue		8290	0.00	0.00	0.0%
<b>TOTAL, FEDERAL REVENUE</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER STATE REVENUE</b>					
Tax Relief Subventions Restricted Levies - Other					
Homeowners' Exemptions		8575	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.0%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER LOCAL REVENUE</b>					
Other Local Revenue County and District Taxes					
Other Restricted Levies Secured Roll		8615	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.0%
Non-Ad Valorem Taxes Parcel Taxes		8621	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.0%
Sales Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	50.00	50.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	665.00	1,000.00	50.4%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>715.00</b>	<b>1,050.00</b>	<b>46.9%</b>
<b>TOTAL, REVENUES</b>			<b>715.00</b>	<b>1,050.00</b>	<b>46.9%</b>

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>CLASSIFIED SALARIES</b>					
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
<b>TOTAL, CLASSIFIED SALARIES</b>			0.00	0.00	0.0%
<b>EMPLOYEE BENEFITS</b>					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
<b>TOTAL, EMPLOYEE BENEFITS</b>			0.00	0.00	0.0%
<b>BOOKS AND SUPPLIES</b>					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
<b>TOTAL, BOOKS AND SUPPLIES</b>			0.00	0.00	0.0%
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
Professional/Consulting Services and Operating Expenditures		5800	964.00	0.00	-100.0%
Communications		5900	0.00	0.00	0.0%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>964.00</b>	<b>0.00</b>	<b>-100.0%</b>
<b>CAPITAL OUTLAY</b>					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>					
Other Transfers Out					
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Repayment of State School Building Fund Aid - Proceeds from Bonds		7435	0.00	0.00	0.0%
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL, EXPENDITURES</b>			<b>964.00</b>	<b>0.00</b>	<b>-100.0%</b>

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>INTERFUND TRANSFERS</b>					
<b>INTERFUND TRANSFERS IN</b>					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
<b>(a) TOTAL, INTERFUND TRANSFERS IN</b>			0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>					
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
<b>(b) TOTAL, INTERFUND TRANSFERS OUT</b>			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>OTHER SOURCES/USES</b>					
<b>SOURCES</b>					
Proceeds					
Proceeds from Sale of Bonds		8951	0.00	0.00	0.0%
Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.0%
Other Sources					
County School Bldg Aid		8961	0.00	0.00	0.0%
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
<b>USES</b>					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	3,102,442.00	3,326,875.00	7.2%
5) TOTAL REVENUES			3,102,442.00	3,326,875.00	7.2%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL EXPENDITURES			0.00	0.00	0.0%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			3,102,442.00	3,326,875.00	7.2%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	2,581,742.00	3,295,115.00	27.6%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			(2,581,742.00)	(3,295,115.00)	27.6%

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			520,700.00	31,760.00	-93.9%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited					
		9791	3,649,786.51	4,170,486.51	14.3%
b) Audit Adjustments					
		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)					
			3,649,786.51	4,170,486.51	14.3%
d) Other Restatements					
		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)					
			3,649,786.51	4,170,486.51	14.3%
2) Ending Balance, June 30 (E + F1e)					
			4,170,486.51	4,202,246.51	0.8%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash					
		9711	0.00	0.00	0.0%
Stores					
		9712	0.00	0.00	0.0%
Prepaid Items					
		9713	0.00	0.00	0.0%
All Others					
		9719	0.00	0.00	0.0%
b) Restricted					
		9740	4,170,486.51	4,202,246.51	0.8%
c) Committed					
Stabilization Arrangements					
		9750	0.00	0.00	0.0%
Other Commitments					
		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments					
		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties					
		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount					
		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	0.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			0.00		
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
<b>I. LIABILITIES</b>					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			0.00		
<b>J. DEFERRED INFLOWS OF RESOURCES</b>					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
<b>K. FUND EQUITY</b>					
Ending Fund Balance, June 30 (G9 + H2) - (I6 + J2)			0.00		

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>FEDERAL REVENUE</b>					
All Other Federal Revenue		8290	0.00	0.00	0.0%
<b>TOTAL, FEDERAL REVENUE</b>			0.00	0.00	0.0%
<b>OTHER STATE REVENUE</b>					
Tax Relief Subventions Restricted Levies - Other					
Homeowners' Exemptions		8575	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.0%
<b>TOTAL, OTHER STATE REVENUE</b>			0.00	0.00	0.0%
<b>OTHER LOCAL REVENUE</b>					
Other Local Revenue County and District Taxes					
Other Restricted Levies Secured Roll					
		8615	2,581,742.00	3,295,115.00	27.6%
		8616	0.00	0.00	0.0%
		8617	0.00	0.00	0.0%
		8618	0.00	0.00	0.0%
Non-Ad Valorem Taxes Parcel Taxes					
		8621	0.00	0.00	0.0%
		8622	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to LCFF Deduction					
		8625	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes					
		8629	0.00	0.00	0.0%
Sales Sale of Equipment/Supplies					
		8631	0.00	0.00	0.0%
Leases and Rentals					
		8650	0.00	0.00	0.0%
Interest					
		8660	17,200.00	31,760.00	84.7%
Net Increase (Decrease) in the Fair Value of Investments					
		8662	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	503,500.00	0.00	-100.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			3,102,442.00	3,326,875.00	7.2%
<b>TOTAL, REVENUES</b>			3,102,442.00	3,326,875.00	7.2%

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>CLASSIFIED SALARIES</b>					
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
<b>TOTAL, CLASSIFIED SALARIES</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>EMPLOYEE BENEFITS</b>					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
<b>TOTAL, EMPLOYEE BENEFITS</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>BOOKS AND SUPPLIES</b>					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
<b>TOTAL, BOOKS AND SUPPLIES</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
Professional/Consulting Services and Operating Expenditures		5800	0.00	0.00	0.0%
Communications		5900	0.00	0.00	0.0%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			0.00	0.00	0.0%
<b>CAPITAL OUTLAY</b>					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			0.00	0.00	0.0%
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>					
Other Transfers Out					
Transfers of Pass-Through Revenues To Districts or Charter Schools		7211	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Repayment of State School Building Fund Aid - Proceeds from Bonds		7435	0.00	0.00	0.0%
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			0.00	0.00	0.0%
<b>TOTAL, EXPENDITURES</b>			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>INTERFUND TRANSFERS</b>					
<b>INTERFUND TRANSFERS IN</b>					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
<b>(a) TOTAL, INTERFUND TRANSFERS IN</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>INTERFUND TRANSFERS OUT</b>					
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	2,581,742.00	3,295,115.00	27.6%
<b>(b) TOTAL, INTERFUND TRANSFERS OUT</b>			<b>2,581,742.00</b>	<b>3,295,115.00</b>	<b>27.6%</b>

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>OTHER SOURCES/USES</b>					
<b>SOURCES</b>					
Proceeds					
Proceeds from Sale of Bonds		8951	0.00	0.00	0.0%
Other Sources					
County School Bldg Aid		8961	0.00	0.00	0.0%
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
<b>USES</b>					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES</b> (a - b + c - d + e)			(2,581,742.00)	(3,295,115.00)	27.6%

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	0.00	0.00	0.0%
5) TOTAL REVENUES			0.00	0.00	0.0%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	2,581,742.00	3,295,115.00	27.6%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL EXPENDITURES			2,581,742.00	3,295,115.00	27.6%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(2,581,742.00)	(3,295,115.00)	27.6%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	2,581,742.00	3,295,115.00	27.6%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			2,581,742.00	3,295,115.00	27.6%

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			0.00	0.00	0.0%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited					
		9791	0.00	0.00	0.0%
b) Audit Adjustments					
		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)					
			0.00	0.00	0.0%
d) Other Restatements					
		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)					
			0.00	0.00	0.0%
2) Ending Balance, June 30 (E + F1e)					
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash					
		9711	0.00	0.00	0.0%
Stores					
		9712	0.00	0.00	0.0%
Prepaid Items					
		9713	0.00	0.00	0.0%
All Others					
		9719	0.00	0.00	0.0%
b) Restricted					
		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements					
		9750	0.00	0.00	0.0%
Other Commitments					
		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments					
		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties					
		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount					
		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	0.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL ASSETS			0.00		
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL DEFERRED OUTFLOWS			0.00		
<b>I. LIABILITIES</b>					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	0.00		
6) TOTAL LIABILITIES			0.00		
<b>J. DEFERRED INFLOWS OF RESOURCES</b>					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL DEFERRED INFLOWS			0.00		
<b>K. FUND EQUITY</b>					
Ending Fund Balance, June 30 (G9 + H2) - (I6 + J2)			0.00		

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>FEDERAL REVENUE</b>					
All Other Federal Revenue		8290	0.00	0.00	0.0%
<b>TOTAL, FEDERAL REVENUE</b>			0.00	0.00	0.0%
<b>OTHER STATE REVENUE</b>					
Tax Relief Subventions Voted Indebtedness Levies					
Homeowners' Exemptions		8571	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8572	0.00	0.00	0.0%
<b>TOTAL, OTHER STATE REVENUE</b>			0.00	0.00	0.0%
<b>OTHER LOCAL REVENUE</b>					
Other Local Revenue County and District Taxes Voted Indebtedness Levies Secured Roll					
		8611	0.00	0.00	0.0%
Unsecured Roll		8612	0.00	0.00	0.0%
Prior Years' Taxes		8613	0.00	0.00	0.0%
Supplemental Taxes		8614	0.00	0.00	0.0%
Non-Ad Valorem Taxes					
Other		8622	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes					
		8629	0.00	0.00	0.0%
Interest		8660	0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			0.00	0.00	0.0%
<b>TOTAL, REVENUES</b>			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>					
Debt Service					
Bond Redemptions		7433	0.00	0.00	0.0%
Bond Interest and Other Service Charges		7434	0.00	0.00	0.0%
Debt Service - Interest		7438	1,416,742.00	0.00	-100.0%
Other Debt Service - Principal		7439	1,165,000.00	3,295,115.00	182.8%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>2,581,742.00</b>	<b>3,295,115.00</b>	<b>27.6%</b>
<b>TOTAL, EXPENDITURES</b>			<b>2,581,742.00</b>	<b>3,295,115.00</b>	<b>27.6%</b>

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>INTERFUND TRANSFERS</b>					
<b>INTERFUND TRANSFERS IN</b>					
Other Authorized Interfund Transfers In		8919	2,581,742.00	3,295,115.00	27.6%
<b>(a) TOTAL, INTERFUND TRANSFERS IN</b>			2,581,742.00	3,295,115.00	27.6%
<b>INTERFUND TRANSFERS OUT</b>					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
<b>(b) TOTAL, INTERFUND TRANSFERS OUT</b>			0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>					
<b>SOURCES</b>					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
<b>(c) TOTAL, SOURCES</b>			0.00	0.00	0.0%
<b>USES</b>					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
<b>(d) TOTAL, USES</b>			0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
<b>(e) TOTAL, CONTRIBUTIONS</b>			0.00	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES</b> (a - b + c - d + e)			2,581,742.00	3,295,115.00	27.6%

Description	2019-20 Estimated Actuals			2020-21 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
<b>A. DISTRICT</b>						
<b>1. Total District Regular ADA</b> Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (includes Necessary Small School ADA)	4,202.82	4,203.10	4,202.82	4,169.88	4,169.88	4,208.00
<b>2. Total Basic Aid Choice/Court Ordered Voluntary Pupil Transfer Regular ADA</b> Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)						
<b>3. Total Basic Aid Open Enrollment Regular ADA</b> Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)						
<b>4. Total, District Regular ADA (Sum of Lines A1 through A3)</b>	4,202.82	4,203.10	4,202.82	4,169.88	4,169.88	4,208.00
<b>5. District Funded County Program ADA</b>						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]						
<b>g. Total, District Funded County Program ADA (Sum of Lines A5a through A5f)</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>6. TOTAL DISTRICT ADA (Sum of Line A4 and Line A5g)</b>	4,202.82	4,203.10	4,202.82	4,169.88	4,169.88	4,208.00
<b>7. Adults in Correctional Facilities</b>						
<b>8. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)</b>						

Description	2019-20 Estimated Actuals			2020-21 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
<b>B. COUNTY OFFICE OF EDUCATION</b>						
<b>1. County Program Alternative Education ADA</b>						
a. County Group Home and Institution Pupils						
b. Juvenile Halls, Homes, and Camps						
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]						
<b>d. Total, County Program Alternative Education     ADA (Sum of Lines B1a through B1c)</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>2. District Funded County Program ADA</b>						
a. County Community Schools	5.18	5.18	5.18	5.18	5.18	5.18
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]						
<b>g. Total, District Funded County Program ADA     (Sum of Lines B2a through B2f)</b>	5.18	5.18	5.18	5.18	5.18	5.18
<b>3. TOTAL COUNTY OFFICE ADA (Sum of Lines B1d and B2g)</b>	5.18	5.18	5.18	5.18	5.18	5.18
<b>4. Adults in Correctional Facilities</b>						
<b>5. County Operations Grant ADA</b>						
<b>6. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)</b>						

Current Expense Formula/Minimum Classroom Compensation

PART I - CURRENT EXPENSE FORMULA	Total Expense for Year (1)	EDP No.	Reductions (See Note 1) (2)	EDP No.	Current Expense of Education (Col 1 - Col 2) (3)	EDP No.	Reductions (Extracted) (See Note 2) (4a)	Reductions (Overrides)* (See Note 2) (4b)	EDP No.	Current Expense-Part II (Col 3 - Col 4) (5)	EDP No.
1000 - Certificated Salaries	24,036,572.08	301	0.00	303	24,036,572.08	305	1,522,144.89		307	22,514,427.19	309
2000 - Classified Salaries	10,809,744.44	311	0.00	313	10,809,744.44	315	438,378.99		317	10,371,365.45	319
3000 - Employee Benefits	13,838,920.69	321	328,417.00	323	13,510,503.69	325	446,363.85		327	13,064,139.84	329
4000 - Books, Supplies Equip Replace. (6500)	3,249,487.10	331	0.00	333	3,249,487.10	335	528,679.77		337	2,720,807.33	339
5000 - Services... & 7300 - Indirect Costs	8,958,788.42	341	0.00	343	8,958,788.42	345	475,821.00		347	8,482,967.42	349
<b>TOTAL</b>					<b>60,565,095.73</b>	<b>365</b>			<b>TOTAL</b>	<b>57,153,707.23</b>	<b>369</b>

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

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

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

PART II: MINIMUM CLASSROOM COMPENSATION (Instruction, Functions 1000-1999)		Object	EDP No.
1. Teacher Salaries as Per EC 41011		1100	375
2. Salaries of Instructional Aides Per EC 41011		2100	380
3. STRS		3101 & 3102	382
4. PERS		3201 & 3202	383
5. OASDI - Regular, Medicare and Alternative		3301 & 3302	384
6. Health & Welfare Benefits (EC 41372) (Include Health, Dental, Vision, Pharmaceutical, and Annuity Plans)		3401 & 3402	385
7. Unemployment Insurance		3501 & 3502	390
8. Workers' Compensation Insurance		3601 & 3602	392
9. OPEB, Active Employees (EC 41372)		3751 & 3752	393
10. Other Benefits (EC 22310)		3901 & 3902	393
11. SUBTOTAL Salaries and Benefits (Sum Lines 1 - 10)			395
12. Less: Teacher and Instructional Aide Salaries and Benefits deducted in Column 2			396
13a. Less: Teacher and Instructional Aide Salaries and Benefits (other than Lottery) deducted in Column 4a (Extracted)			396
b. Less: Teacher and Instructional Aide Salaries and Benefits (other than Lottery) deducted in Column 4b (Overrides)*			396
14. TOTAL SALARIES AND BENEFITS			397
15. Percent of Current Cost of Education Expended for Classroom Compensation (EDP 397 divided by EDP 369) Line 15 must equal or exceed 60% for elementary, 55% for unified and 50% for high school districts to avoid penalty under provisions of EC 41372			59.00%
16. District is exempt from EC 41372 because it meets the provisions of EC 41374. (If exempt, enter 'X')			

PART III: DEFICIENCY AMOUNT	
A deficiency amount (Line 5) is only applicable to districts not meeting the minimum classroom compensation percentage required under EC 41372 and not exempt under the provisions of EC 41374.	
1. Minimum percentage required (60% elementary, 55% unified, 50% high)	60.00%
2. Percentage spent by this district (Part II, Line 15)	59.00%
3. Percentage below the minimum (Part III, Line 1 minus Line 2)	1.00%
4. District's Current Expense of Education after reductions in columns 4a or 4b (Part I, EDP 369)	57,153,707.23
5. Deficiency Amount (Part III, Line 3 times Line 4)	571,537.07

PART IV: Explanation for adjustments entered in Part I, Column 4b (required)	
<b>60</b>	

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Current Expense Formula/Minimum Classroom Compensation

PART I - CURRENT EXPENSE FORMULA	Total Expense for Year (1)	EDP No.	Reductions (See Note 1) (2)	EDP No.	Current Expense of Education (Col 1 - Col 2) (3)	EDP No.	Reductions (Extracted) (See Note 2) (4a)	Reductions (Overrides)* (See Note 2) (4b)	EDP No.	Current Expense-Part II (Col 3 - Col 4) (5)	EDP No.
1000 - Certificated Salaries	23,869,291.50	301	0.00	303	23,869,291.50	305	207,904.66		307	23,661,386.84	309
2000 - Classified Salaries	10,289,356.90	311	0.00	313	10,289,356.90	315	327,727.86		317	9,961,629.04	319
3000 - Employee Benefits	13,642,104.26	321	328,417.00	323	13,313,687.26	325	239,656.83		327	13,074,030.43	329
4000 - Books, Supplies Equip Replace. (6500)	2,464,968.61	331	0.00	333	2,464,968.61	335	226,967.00		337	2,238,001.61	339
5000 - Services... & 7300 - Indirect Costs	6,108,893.75	341	0.00	343	6,108,893.75	345	291,963.32		347	5,816,930.43	349
TOTAL					56,046,198.02	365			TOTAL	54,751,978.35	369

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

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

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

PART II: MINIMUM CLASSROOM COMPENSATION (Instruction, Functions 1000-1999)		Object	EDP No.
1. Teacher Salaries as Per EC 41011		1100	375
2. Salaries of Instructional Aides Per EC 41011		2100	380
3. STRS		3101 & 3102	382
4. PERS		3201 & 3202	383
5. OASDI - Regular, Medicare and Alternative		3301 & 3302	384
6. Health & Welfare Benefits (EC 41372) (Include Health, Dental, Vision, Pharmaceutical, and Annuity Plans)		3401 & 3402	385
7. Unemployment Insurance		3501 & 3502	390
8. Workers' Compensation Insurance		3601 & 3602	392
9. OPEB, Active Employees (EC 41372)		3751 & 3752	393
10. Other Benefits (EC 22310)		3901 & 3902	393
11. SUBTOTAL Salaries and Benefits (Sum Lines 1 - 10)			395
12. Less: Teacher and Instructional Aide Salaries and Benefits deducted in Column 2			
13a. Less: Teacher and Instructional Aide Salaries and Benefits (other than Lottery) deducted in Column 4a (Extracted)			396
b. Less: Teacher and Instructional Aide Salaries and Benefits (other than Lottery) deducted in Column 4b (Overrides)*			396
14. TOTAL SALARIES AND BENEFITS			397
15. Percent of Current Cost of Education Expended for Classroom Compensation (EDP 397 divided by EDP 369) Line 15 must equal or exceed 60% for elementary, 55% for unified and 50% for high school districts to avoid penalty under provisions of EC 41372			58.09%
16. District is exempt from EC 41372 because it meets the provisions of EC 41374. (If exempt, enter 'X')			

PART III: DEFICIENCY AMOUNT	
A deficiency amount (Line 5) is only applicable to districts not meeting the minimum classroom compensation percentage required under EC 41372 and not exempt under the provisions of EC 41374.	
1. Minimum percentage required (60% elementary, 55% unified, 50% high)	60.00%
2. Percentage spent by this district (Part II, Line 15)	58.09%
3. Percentage below the minimum (Part III, Line 1 minus Line 2)	1.91%
4. District's Current Expense of Education after reductions in columns 4a or 4b (Part I, EDP 369)	54,751,978.35
5. Deficiency Amount (Part III, Line 3 times Line 4)	1,045,762.79

PART IV: Explanation for adjustments entered in Part I, Column 4b (required)	
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Description	Object Codes	2020-21 Budget (Form 01) (A)	% Change (Cols. C-A/A) (B)	2021-22 Projection (C)	% Change (Cols. E-C/C) (D)	2022-23 Projection (E)
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
<b>A. REVENUES AND OTHER FINANCING SOURCES</b>						
1. LCFF/Revenue Limit Sources	8010-8099	41,969,961.00	-1.02%	41,540,746.00	-1.65%	40,855,443.00
2. Federal Revenues	8100-8299	150,000.00	0.00%	150,000.00	0.00%	150,000.00
3. Other State Revenues	8300-8599	778,329.00	-2.04%	762,417.00	-1.40%	751,773.00
4. Other Local Revenues	8600-8799	70,000.00	0.00%	70,000.00	0.00%	70,000.00
5. Other Financing Sources						
a. Transfers In	8900-8929	0.00	0.00%	0.00	0.00%	0.00
b. Other Sources	8930-8979	0.00	0.00%	0.00	0.00%	0.00
c. Contributions	8980-8999	(8,160,240.71)	1.50%	(8,282,646.00)	2.00%	(8,448,298.00)
6. Total (Sum lines A1 thru A5c)		34,808,049.29	-1.63%	34,240,517.00	-2.52%	33,378,918.00
<b>B. EXPENDITURES AND OTHER FINANCING USES</b>						
1. Certificated Salaries						
a. Base Salaries				19,562,735.63		19,694,448.00
b. Step & Column Adjustment				293,441.03		295,416.72
c. Cost-of-Living Adjustment						
d. Other Adjustments				(161,728.66)		
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	19,562,735.63	0.67%	19,694,448.00	1.50%	19,989,864.72
2. Classified Salaries						
a. Base Salaries				6,913,179.86		7,016,877.56
b. Step & Column Adjustment				103,697.70		105,253.16
c. Cost-of-Living Adjustment						
d. Other Adjustments						
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	6,913,179.86	1.50%	7,016,877.56	1.50%	7,122,130.72
3. Employee Benefits	3000-3999	8,979,328.62	5.36%	9,460,231.00	10.81%	10,483,160.00
4. Books and Supplies	4000-4999	564,050.00	-3.51%	544,227.00	0.42%	546,528.00
5. Services and Other Operating Expenditures	5000-5999	3,399,755.00	-0.01%	3,399,263.00	-0.82%	3,371,327.00
6. Capital Outlay	6000-6999	0.00	0.00%	0.00	0.00%	0.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	0.00	0.00%	0.00	0.00%	0.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	(211,334.80)	1.73%	(214,991.00)	2.12%	(219,549.00)
9. Other Financing Uses						
a. Transfers Out	7600-7629	106,342.29	-100.00%	0.00	0.00%	0.00
b. Other Uses	7630-7699	0.00	0.00%	0.00	0.00%	0.00
10. Other Adjustments (Explain in Section F below)				0.00		0.00
11. Total (Sum lines B1 thru B10)		39,314,056.60	1.49%	39,900,055.56	3.49%	41,293,461.44
<b>C. NET INCREASE (DECREASE) IN FUND BALANCE</b>						
<b>(Line A6 minus line B11)</b>						
		(4,506,007.31)		(5,659,538.56)		(7,914,543.44)
<b>D. FUND BALANCE</b>						
1. Net Beginning Fund Balance (Form 01, line F1e)		179,910.28		(4,326,097.03)		(9,985,635.59)
2. Ending Fund Balance (Sum lines C and D1)		(4,326,097.03)		(9,985,635.59)		(17,900,179.03)
3. Components of Ending Fund Balance						
a. Nonspendable	9710-9719	0.00		0.00		0.00
b. Restricted	9740					
c. Committed						
1. Stabilization Arrangements	9750	0.00		0.00		0.00
2. Other Commitments	9760	0.00		0.00		0.00
d. Assigned	9780	0.00		0.00		0.00
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	0.00		0.00		0.00
2. Unassigned/Unappropriated	9790	(4,326,097.03)		(9,985,635.59)		(17,900,179.03)
f. Total Components of Ending Fund Balance		(4,326,097.03)		(9,985,635.59)		(17,900,179.03)
<b>(Line D3f must agree with line D2)</b>						

Description	Object Codes	2020-21 Budget (Fonn 01) (A)	% Change (Cols. C-A/A) (B)	2021-22 Projection (C)	% Change (Cols. E-C/C) (D)	2022-23 Projection (E)
<b>E. AVAILABLE RESERVES</b>						
1. General Fund						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	0.00		0.00		0.00
c. Unassigned/Unappropriated	9790	(4,326,097.03)		(9,985,635.59)		(17,900,179.03)
(Enter reserve projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted.)						
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a. Stabilization Arrangements	9750					
b. Reserve for Economic Uncertainties	9789					
c. Unassigned/Unappropriated	9790					
3. Total Available Reserves (Sum lines E1a thru E2c)		(4,326,097.03)		(9,985,635.59)		(17,900,179.03)
<b>F. ASSUMPTIONS</b>						
Please provide below or on a separate attachment, the assumptions used to determine the projections for the first and second subsequent fiscal years. Further, please include an explanation for any significant expenditure adjustments projected in lines B1d, B2d, and B10. For additional information, please refer to the Budget Assumptions section of the SACS Financial Reporting Software User Guide.						
The reduction is due to a possible retirement of one employee in 20-21.						

Description	Object Codes	2020-21 Budget (Form 01) (A)	% Change (Cols. C-A/A) (B)	2021-22 Projection (C)	% Change (Cols. E-C/C) (D)	2022-23 Projection (E)
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
<b>A. REVENUES AND OTHER FINANCING SOURCES</b>						
1. LCFF/Revenue Limit Sources	8010-8099	255,468.00	0.00%	255,468.00	0.00%	255,468.00
2. Federal Revenues	8100-8299	3,521,706.00	-32.37%	2,381,706.00	0.00%	2,381,706.00
3. Other State Revenues	8300-8599	2,170,860.00	-0.08%	2,169,067.00	-0.35%	2,161,488.00
4. Other Local Revenues	8600-8799	3,312,256.00	0.00%	3,312,256.00	0.00%	3,312,256.00
5. Other Financing Sources						
a. Transfers In	8900-8929	0.00	0.00%	0.00	0.00%	0.00
b. Other Sources	8930-8979	0.00	0.00%	0.00	0.00%	0.00
c. Contributions	8980-8999	8,160,240.71	1.50%	8,282,646.00	2.00%	8,448,298.00
6. Total (Sum lines A1 thru A5c)		17,420,530.71	-5.85%	16,401,143.00	0.96%	16,559,216.00
<b>B. EXPENDITURES AND OTHER FINANCING USES</b>						
1. Certificated Salaries						
a. Base Salaries				4,306,555.87		4,371,154.21
b. Step & Column Adjustment				64,598.34		65,567.31
c. Cost-of-Living Adjustment						
d. Other Adjustments						
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	4,306,555.87	1.50%	4,371,154.21	1.50%	4,436,721.52
2. Classified Salaries						
a. Base Salaries				3,376,177.04		3,426,819.70
b. Step & Column Adjustment				50,642.66		51,402.30
c. Cost-of-Living Adjustment						
d. Other Adjustments						
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	3,376,177.04	1.50%	3,426,819.70	1.50%	3,478,222.00
3. Employee Benefits	3000-3999	4,662,775.64	4.58%	4,876,389.00	6.84%	5,210,067.00
4. Books and Supplies	4000-4999	1,900,918.61	-59.94%	761,538.00	-0.23%	759,758.00
5. Services and Other Operating Expenditures	5000-5999	2,818,087.75	-3.26%	2,726,149.00	2.12%	2,783,943.00
6. Capital Outlay	6000-6999	0.00	0.00%	0.00	0.00%	0.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	253,630.00	0.00%	253,630.00	-100.00%	0.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	102,385.80	1.73%	104,157.00	2.12%	106,365.00
9. Other Financing Uses						
a. Transfers Out	7600-7629	0.00	0.00%	0.00	0.00%	0.00
b. Other Uses	7630-7699	0.00	0.00%	0.00	0.00%	0.00
10. Other Adjustments (Explain in Section F below)				0.00		0.00
11. Total (Sum lines B1 thru B10)		17,420,530.71	-5.17%	16,519,836.91	1.55%	16,775,076.52
<b>C. NET INCREASE (DECREASE) IN FUND BALANCE</b>						
(Line A6 minus line B11)						
		0.00		(118,693.91)		(215,860.52)
<b>D. FUND BALANCE</b>						
1. Net Beginning Fund Balance (Form 01, line F1e)		337,521.03		337,521.03		218,827.12
2. Ending Fund Balance (Sum lines C and D1)		337,521.03		218,827.12		2,966.60
3. Components of Ending Fund Balance						
a. Nonspendable	9710-9719	0.00		0.00		0.00
b. Restricted	9740	337,521.10		218,827.12		2,966.60
c. Committed						
1. Stabilization Arrangements	9750					
2. Other Commitments	9760					
d. Assigned	9780					
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789					
2. Unassigned/Unappropriated	9790	(0.07)		0.00		0.00
f. Total Components of Ending Fund Balance		337,521.03		218,827.12		2,966.60
(Line D3f must agree with line D2)						

Description	Object Codes	2020-21 Budget (Form 01) (A)	% Change (Cols. C-A/A) (B)	2021-22 Projection (C)	% Change (Cols. E-C/C) (D)	2022-23 Projection (E)
<b>E. AVAILABLE RESERVES</b>						
1. General Fund						
a. Stabilization Arrangements	9750					
b. Reserve for Economic Uncertainties	9789					
c. Unassigned/Unappropriated	9790					
(Enter reserve projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted.)						
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a. Stabilization Arrangements	9750					
b. Reserve for Economic Uncertainties	9789					
c. Unassigned/Unappropriated	9790					
<b>3. Total Available Reserves (Sum lines E1a thru E2c)</b>						
<b>F. ASSUMPTIONS</b>						
Please provide below or on a separate attachment, the assumptions used to determine the projections for the first and second subsequent fiscal years. Further, please include an explanation for any significant expenditure adjustments projected in lines B1d, B2d, and B10. For additional information, please refer to the Budget Assumptions section of the SACS Financial Reporting Software User Guide.						

Description	Object Codes	2020-21 Budget (Form 01) (A)	% Change (Cols. C-A/A) (B)	2021-22 Projection (C)	% Change (Cols. E-C/C) (D)	2022-23 Projection (E)
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
<b>A. REVENUES AND OTHER FINANCING SOURCES</b>						
1. LCFF/Revenue Limit Sources	8010-8099	42,225,429.00	-1.02%	41,796,214.00	-1.64%	41,110,911.00
2. Federal Revenues	8100-8299	3,671,706.00	-31.05%	2,531,706.00	0.00%	2,531,706.00
3. Other State Revenues	8300-8599	2,949,189.00	-0.60%	2,931,484.00	-0.62%	2,913,261.00
4. Other Local Revenues	8600-8799	3,382,256.00	0.00%	3,382,256.00	0.00%	3,382,256.00
5. Other Financing Sources						
a. Transfers In	8900-8929	0.00	0.00%	0.00	0.00%	0.00
b. Other Sources	8930-8979	0.00	0.00%	0.00	0.00%	0.00
c. Contributions	8980-8999	0.00	0.00%	0.00	0.00%	0.00
6. Total (Sum lines A1 thru A5c)		52,228,580.00	-3.04%	50,641,660.00	-1.39%	49,938,134.00
<b>B. EXPENDITURES AND OTHER FINANCING USES</b>						
1. Certificated Salaries						
a. Base Salaries				23,869,291.50		24,065,602.21
b. Step & Column Adjustment				358,039.37		360,984.03
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				(161,728.66)		0.00
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	23,869,291.50	0.82%	24,065,602.21	1.50%	24,426,586.24
2. Classified Salaries						
a. Base Salaries				10,289,356.90		10,443,697.26
b. Step & Column Adjustment				154,340.36		156,655.46
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				0.00		0.00
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	10,289,356.90	1.50%	10,443,697.26	1.50%	10,600,352.72
3. Employee Benefits	3000-3999	13,642,104.26	5.09%	14,336,620.00	9.46%	15,693,227.00
4. Books and Supplies	4000-4999	2,464,968.61	-47.03%	1,305,765.00	0.04%	1,306,286.00
5. Services and Other Operating Expenditures	5000-5999	6,217,842.75	-1.49%	6,125,412.00	0.49%	6,155,270.00
6. Capital Outlay	6000-6999	0.00	0.00%	0.00	0.00%	0.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	253,630.00	0.00%	253,630.00	-100.00%	0.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	(108,949.00)	1.73%	(110,834.00)	2.12%	(113,184.00)
9. Other Financing Uses						
a. Transfers Out	7600-7629	106,342.29	-100.00%	0.00	0.00%	0.00
b. Other Uses	7630-7699	0.00	0.00%	0.00	0.00%	0.00
10. Other Adjustments				0.00		0.00
11. Total (Sum lines B1 thru B10)		56,734,587.31	-0.55%	56,419,892.47	2.92%	58,068,537.96
<b>C. NET INCREASE (DECREASE) IN FUND BALANCE</b>						
(Line A6 minus line B11)						
		(4,506,007.31)		(5,778,232.47)		(8,130,403.96)
<b>D. FUND BALANCE</b>						
1. Net Beginning Fund Balance (Form 01, line F1e)		517,431.31		(3,988,576.00)		(9,766,808.47)
2. Ending Fund Balance (Sum lines C and D1)		(3,988,576.00)		(9,766,808.47)		(17,897,212.43)
3. Components of Ending Fund Balance						
a. Nonspendable	9710-9719	0.00		0.00		0.00
b. Restricted	9740	337,521.10		218,827.12		2,966.60
c. Committed						
1. Stabilization Arrangements	9750	0.00		0.00		0.00
2. Other Commitments	9760	0.00		0.00		0.00
d. Assigned	9780	0.00		0.00		0.00
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	0.00		0.00		0.00
2. Unassigned/Unappropriated	9790	(4,326,097.10)		(9,985,635.59)		(17,900,179.03)
f. Total Components of Ending Fund Balance		(3,988,576.00)		(9,766,808.47)		(17,897,212.43)
(Line D3f must agree with line D2)						

Description	Object Codes	2020-21 Budget (Form 01) (A)	% Change (Cols. C-A/A) (B)	2021-22 Projection (C)	% Change (Cols. E-C/C) (D)	2022-23 Projection (E)
<b>E. AVAILABLE RESERVES</b>						
<b>1. General Fund</b>						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	0.00		0.00		0.00
c. Unassigned/Unappropriated	9790	(4,326,097.03)		(9,985,635.59)		(17,900,179.03)
d. Negative Restricted Ending Balances (Negative resources 2000-9999)	979Z	(0.07)		0.00		0.00
<b>2. Special Reserve Fund - Noncapital Outlay (Fund 17)</b>						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	0.00		0.00		0.00
c. Unassigned/Unappropriated	9790	0.00		0.00		0.00
3. Total Available Reserves - by Amount (Sum lines E1a thru E2c)		(4,326,097.10)		(9,985,635.59)		(17,900,179.03)
4. Total Available Reserves - by Percent (Line E3 divided by Line F3c)		-7.63%		-17.70%		-30.83%
<b>F. RECOMMENDED RESERVES</b>						
<b>1. Special Education Pass-through Exclusions</b>						
For districts that serve as the administrative unit (AU) of a special education local plan area (SELPA):						
a. Do you choose to exclude from the reserve calculation the pass-through funds distributed to SELPA members?	No					
b. If you are the SELPA AU and are excluding special education pass-through funds: 1. Enter the name(s) of the SELPA(s):						
<b>2. Special education pass-through funds</b> (Column A: Fund 10, resources 3300-3499 and 6500-6540, objects 7211-7213 and 7221-7223; enter projections for subsequent years 1 and 2 in Columns C and E)						
		0.00		0.00		0.00
<b>2. District ADA</b> Used to determine the reserve standard percentage level on line F3d (Col. A: Form A, Estimated P-2 ADA column, Lines A4 and C4; enter projections)						
		4,169.88		4,099.10		4,029.53
<b>3. Calculating the Reserves</b>						
a. Expenditures and Other Financing Uses (Line B11)		56,734,587.31		56,419,892.47		58,068,537.96
b. Plus: Special Education Pass-through Funds (Line F1b2, if Line F1a is No)		0.00		0.00		0.00
c. Total Expenditures and Other Financing Uses (Line F3a plus line F3b)		56,734,587.31		56,419,892.47		58,068,537.96
d. Reserve Standard Percentage Level (Refer to Form 01CS, Criterion 10 for calculation details)		3%		3%		3%
e. Reserve Standard - By Percent (Line F3c times F3d)		1,702,037.62		1,692,596.77		1,742,056.14
f. Reserve Standard - By Amount (Refer to Form 01CS, Criterion 10 for calculation details)		0.00		0.00		0.00
g. Reserve Standard (Greater of Line F3e or F3f)		1,702,037.62		1,692,596.77		1,742,056.14
h. Available Reserves (Line E3) Meet Reserve Standard (Line F3g)		NO		NO		NO

Provide methodology and assumptions used to estimate ADA, enrollment, revenues, expenditures, reserves and fund balance, and multiyear commitments (including cost-of-living adjustments).

Deviations from the standards must be explained and may affect the approval of the budget.

**CRITERIA AND STANDARDS**

**1. CRITERION: Average Daily Attendance**

STANDARD: Funded average daily attendance (ADA) has not been overestimated in 1) the first prior fiscal year OR in 2) two or more of the previous three fiscal years by more than the following percentage levels:

Percentage Level	District ADA		
3.0%	0	to	300
2.0%	301	to	1,000
1.0%	1,001	and	over

District ADA (Form A, Estimated P-2 ADA column, lines A4 and C4):

District's ADA Standard Percentage Level:

**1A. Calculating the District's ADA Variances**

DATA ENTRY: For the Third, Second, and First Prior Years, enter Estimated Funded ADA in the Original Budget Funded ADA column; enter district regular ADA and charter school ADA corresponding to financial data reported in the General Fund, only, for the Third, Second, and First Prior Years. All other data are extracted.

Fiscal Year	Original Budget Funded ADA (Form A, Lines A4 and C4)	Estimated/Unaudited Actuals Funded ADA (Form A, Lines A4 and C4)	ADA Variance Level (If Budget is greater than Actuals, else N/A)	Status
Third Prior Year (2017-18)				
District Regular	4,584	4,590		
Charter School				
<b>Total ADA</b>	<b>4,584</b>	<b>4,590</b>	<b>N/A</b>	<b>Met</b>
Second Prior Year (2018-19)				
District Regular	4,508	4,508		
Charter School				
<b>Total ADA</b>	<b>4,508</b>	<b>4,508</b>	<b>0.0%</b>	<b>Met</b>
First Prior Year (2019-20)				
District Regular	4,351	4,203		
Charter School		0		
<b>Total ADA</b>	<b>4,351</b>	<b>4,203</b>	<b>3.4%</b>	<b>Not Met</b>
Budget Year (2020-21)				
District Regular	4,208			
Charter School	0			
<b>Total ADA</b>	<b>4,208</b>			

**1B. Comparison of District ADA to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD NOT MET - Funded ADA was estimated above the standard for the first prior year. Provide reasons for the overestimate, a description of the methods and assumptions used in projecting funded ADA, and what changes will be made to improve the accuracy of projections in this area.

Explanation: (required if NOT met)

1b. STANDARD MET - Funded ADA has not been overestimated by more than the standard percentage level for two or more of the previous three years.

Explanation: (required if NOT met)

**2. CRITERION: Enrollment**

**STANDARD:** Projected enrollment has not been overestimated in 1) the first prior fiscal year OR in 2) two or more of the previous three fiscal years by more than the following percentage levels:

Percentage Level	District ADA
3.0%	0 to 300
2.0%	301 to 1,000
1.0%	1,001 and over

District ADA (Form A, Estimated P-2 ADA column, lines A4 and C4):

District's Enrollment Standard Percentage Level:

**2A. Calculating the District's Enrollment Variances**

**DATA ENTRY:** Enter data in the Enrollment, Budget, column for all fiscal years and in the Enrollment, CBEDS Actual column for the First Prior Year; all other data are extracted or calculated. CBEDS Actual enrollment data preloaded in the District Regular lines will include both District Regular and Charter School enrollment. Districts will need to adjust the District Regular enrollment lines and the Charter School enrollment lines accordingly. Enter district regular enrollment and charter school enrollment corresponding to financial data reported in the General Fund, only, for all fiscal years.

Fiscal Year	Budget	Enrollment CBEDS Actual	Enrollment Variance Level (If Budget is greater than Actual, else N/A)	Status
Third Prior Year (2017-18)				
District Regular	4,856	4,733		
Charter School				
<b>Total Enrollment</b>	<b>4,856</b>	<b>4,733</b>	<b>2.5%</b>	<b>Not Met</b>
Second Prior Year (2018-19)				
District Regular	4,833	4,578		
Charter School				
<b>Total Enrollment</b>	<b>4,833</b>	<b>4,578</b>	<b>5.3%</b>	<b>Not Met</b>
First Prior Year (2019-20)				
District Regular	4,506	4,474		
Charter School				
<b>Total Enrollment</b>	<b>4,506</b>	<b>4,474</b>	<b>0.7%</b>	<b>Met</b>
Budget Year (2020-21)				
District Regular	4,398			
Charter School				
<b>Total Enrollment</b>	<b>4,398</b>			

**2B. Comparison of District Enrollment to the Standard**

**DATA ENTRY:** Enter an explanation if the standard is not met.

1a. STANDARD MET - Enrollment has not been overestimated by more than the standard percentage level for the first prior year.

**Explanation:**  
(required if NOT met)

1b. STANDARD NOT MET - Enrollment was estimated above the standard for two or more of the previous three years. Provide reasons for the overestimate, a description of the methods and assumptions used in projecting enrollment, and what changes will be made to improve the accuracy of projections in this area.

**Explanation:**  
(required if NOT met)

SYSD is experiencing a significant decline in enrollment.

**3. CRITERION: ADA to Enrollment**

**STANDARD:** Projected second period (P-2) average daily attendance (ADA) to enrollment ratio for any of the budget year or two subsequent fiscal years has not increased from the historical average ratio from the three prior fiscal years by more than one half of one percent (0.5%).

**3A. Calculating the District's ADA to Enrollment Standard**

DATA ENTRY: All data are extracted or calculated. Data should reflect district regular and charter school ADA/enrollment corresponding to financial data reported in the General Fund, only, for all fiscal years.

Fiscal Year	P-2 ADA Estimated/Unaudited Actuals (Form A, Lines A4 and C4)	Enrollment CBEDS Actual (Criterion 2, Item 2A)	Historical Ratio of ADA to Enrollment
Third Prior Year (2017-18)			
District Regular	4,508	4,733	
Charter School		0	
<b>Total ADA/Enrollment</b>	<b>4,508</b>	<b>4,733</b>	<b>95.2%</b>
Second Prior Year (2018-19)			
District Regular	4,351	4,578	
Charter School			
<b>Total ADA/Enrollment</b>	<b>4,351</b>	<b>4,578</b>	<b>95.0%</b>
First Prior Year (2019-20)			
District Regular	4,203	4,474	
Charter School	0		
<b>Total ADA/Enrollment</b>	<b>4,203</b>	<b>4,474</b>	<b>93.9%</b>
		Historical Average Ratio:	94.7%
		District's ADA to Enrollment Standard (historical average ratio plus 0.5%):	95.2%

**3B. Calculating the District's Projected Ratio of ADA to Enrollment**

DATA ENTRY: Enter data in the Estimated P-2 ADA column for the two subsequent years. Enter data in the Enrollment column for the two subsequent years. Data should reflect district regular and charter school ADA/enrollment corresponding to financial data reported in the General Fund only, for all fiscal years. All other data are extracted or calculated.

Fiscal Year	Estimated P-2 ADA Budget (Form A, Lines A4 and C4)	Enrollment Budget/Projected (Criterion 2, Item 2A)	Ratio of ADA to Enrollment	Status
Budget Year (2020-21)				
District Regular	4,170	4,398		
Charter School	0			
<b>Total ADA/Enrollment</b>	<b>4,170</b>	<b>4,398</b>	<b>94.8%</b>	<b>Met</b>
1st Subsequent Year (2021-22)				
District Regular	4,099	4,332		
Charter School				
<b>Total ADA/Enrollment</b>	<b>4,099</b>	<b>4,332</b>	<b>94.6%</b>	<b>Met</b>
2nd Subsequent Year (2022-23)				
District Regular	4,030	4,267		
Charter School				
<b>Total ADA/Enrollment</b>	<b>4,030</b>	<b>4,267</b>	<b>94.4%</b>	<b>Met</b>

**3C. Comparison of District ADA to Enrollment Ratio to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Projected P-2 ADA to enrollment ratio has not exceeded the standard for the budget and two subsequent fiscal years.

Explanation:  
(required if NOT met)

**4. CRITERION: LCFF Revenue**

**STANDARD:** Projected local control funding formula (LCFF) revenue for any of the budget year or two subsequent fiscal years has not changed from the prior fiscal year by more than the change in population, plus the district's gap funding or cost-of-living adjustment (COLA)<sup>1</sup> and its economic recovery target payment, plus or minus one percent.

For basic aid districts, projected LCFF revenue has not changed from the prior fiscal year by more than the percent change in property tax revenues plus or minus one percent.

For districts funded by necessary small school formulas, projected LCFF revenue has not changed from the prior fiscal year amount by more than the district's gap funding or COLA<sup>1</sup> and its economic recovery target payment, plus or minus one percent.

<sup>1</sup> Districts that are already at or above their LCFF target funding as described in Education Code Section 42238.03(d) receive no gap funding. These districts have a COLA applied to their LCFF target, but their year-over-year revenue increase might be less than the statutory COLA due to certain local factors and components of the funding formula.

**4A. District's LCFF Revenue Standard**

Indicate which standard applies:

LCFF Revenue

Basic Aid

Necessary Small School

The District must select which LCFF revenue standard applies.

LCFF Revenue Standard selected: LCFF Revenue

**4A1. Calculating the District's LCFF Revenue Standard**

**DATA ENTRY:** Enter data in Step 1a for the two subsequent fiscal years. All other data is extracted or calculated. Enter data for Steps 2a through 2b1. All other data is calculated.

**Note:** Due to the full implementation of LCFF, gap funding and the economic recovery target increment payment amounts are no longer applicable.

**Projected LCFF Revenue**

	Prior Year (2019-20)	Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)
<b>Step 1 - Change in Population</b>				
a. ADA (Funded) (Form A, lines A6 and C4)	4,202.82	4,208.00		
b. Prior Year ADA (Funded)		4,202.82	4,208.00	0.00
c. Difference (Step 1a minus Step 1b)		5.18	(4,208.00)	0.00
d. Percent Change Due to Population (Step 1c divided by Step 1b)		0.12%	-100.00%	0.00%
<b>Step 2 - Change in Funding Level</b>				
a. Prior Year LCFF Funding				
b1. COLA percentage				
b2. COLA amount (proxy for purposes of this criterion)		0.00	0.00	0.00
c. Percent Change Due to Funding Level (Step 2b2 divided by Step 2a)		0.00%	0.00%	0.00%
<b>Step 3 - Total Change in Population and Funding Level (Step 1d plus Step 2c)</b>		0.12%	-100.00%	0.00%
<b>LCFF Revenue Standard (Step 3, plus/minus 1%):</b>		<b>-0.88% to 1.12%</b>	<b>-101.00% to -99.00%</b>	<b>-1.00% to 1.00%</b>

**4A2. Alternate LCFF Revenue Standard - Basic Aid**

DATA ENTRY: If applicable to your district, input data in the 1st and 2nd Subsequent Year columns for projected local property taxes; all other data are extracted or calculated.

**Basic Aid District Projected LCFF Revenue**

	Prior Year (2019-20)	Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)
Projected Local Property Taxes (Form 01, Objects 8021 - 8089)	22,104,708.00	22,104,708.00	22,104,708.00	22,104,708.00
Percent Change from Previous Year		N/A	N/A	N/A
<b>Basic Aid Standard (percent change from previous year, plus/minus 1%):</b>		N/A	N/A	N/A

**4A3. Alternate LCFF Revenue Standard - Necessary Small School**

DATA ENTRY: All data are extracted or calculated.

**Necessary Small School District Projected LCFF Revenue**

	Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)
<b>Necessary Small School Standard (COLA Step 2c, plus/minus 1%):</b>	N/A	N/A	N/A

**4B. Calculating the District's Projected Change in LCFF Revenue**

DATA ENTRY: Enter data in the 1st and 2nd Subsequent Year columns for LCFF Revenue; all other data are extracted or calculated.

	Prior Year (2019-20)	Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)
LCFF Revenue (Fund 01, Objects 8011, 8012, 8020-8089)	46,891,029.00	41,969,961.00	41,540,746.00	40,855,443.00
District's Projected Change in LCFF Revenue:		-10.49%	-1.02%	-1.65%
<b>LCFF Revenue Standard:</b>		<b>-88% to 1.12%</b>	<b>-101.00% to -99.00%</b>	<b>-1.00% to 1.00%</b>
<b>Status:</b>		<b>Not Met</b>	<b>Not Met</b>	<b>Not Met</b>

**4C. Comparison of District LCFF Revenue to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. STANDARD NOT MET - Projected change in LCFF revenue is outside the standard in one or more of the budget or two subsequent fiscal years. Provide reasons why the projection(s) exceed the standard(s) and a description of the methods and assumptions used in projecting LCFF revenue.

**Explanation:**  
(required if NOT met)

The May Revision applies a negative COLA of -7.92% to the LCFF and other educational programs.

**5. CRITERION: Salaries and Benefits**

**STANDARD:** Projected ratio of total unrestricted salaries and benefits to total unrestricted general fund expenditures for any of the budget year or two subsequent fiscal years has not changed from the historical average ratio from the three prior fiscal years by more than the greater of three percent or the district's required reserves percentage.

**5A. Calculating the District's Historical Average Ratio of Unrestricted Salaries and Benefits to Total Unrestricted General Fund Expenditures**

DATA ENTRY: All data are extracted or calculated.

Fiscal Year	Estimated/Unaudited Actuals - Unrestricted (Resources 0000-1999)		Ratio of Unrestricted Salaries and Benefits to Total Unrestricted Expenditures
	Salaries and Benefits (Form 01, Objects 1000-3999)	Total Expenditures (Form 01, Objects 1000-7499)	
Third Prior Year (2017-18)	38,026,181.89	47,911,686.20	79.4%
Second Prior Year (2018-19)	38,959,895.01	45,908,048.78	84.9%
First Prior Year (2019-20)	37,070,902.21	42,311,475.67	87.6%
	Historical Average Ratio:		84.0%

	Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)
District's Reserve Standard Percentage (Criterion 10B, Line 4):	3.0%	3.0%	3.0%
District's Salaries and Benefits Standard (historical average ratio, plus/minus the greater of 3% or the district's reserve standard percentage):	81.0% to 87.0%	81.0% to 87.0%	81.0% to 87.0%

**5B. Calculating the District's Projected Ratio of Unrestricted Salaries and Benefits to Total Unrestricted General Fund Expenditures**

DATA ENTRY: If Form MYP exists, Unrestricted Salaries and Benefits, and Total Unrestricted Expenditures data for the 1st and 2nd Subsequent Years will be extracted; if not, enter data for the two subsequent years. All other data are extracted or calculated.

Fiscal Year	Budget - Unrestricted (Resources 0000-1999)		Ratio of Unrestricted Salaries and Benefits to Total Unrestricted Expenditures	Status
	Salaries and Benefits (Form 01, Objects 1000-3999) (Form MYP, Lines B1-B3)	Total Expenditures (Form 01, Objects 1000-7499) (Form MYP, Lines B1-B8, B10)		
Budget Year (2020-21)	35,455,244.11	39,207,714.31	90.4%	Not Met
1st Subsequent Year (2021-22)	36,171,556.56	39,900,055.56	90.7%	Not Met
2nd Subsequent Year (2022-23)	37,595,155.44	41,293,461.44	91.0%	Not Met

**5C. Comparison of District Salaries and Benefits Ratio to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. **STANDARD NOT MET** - Projected ratio(s) of unrestricted salary and benefit costs to total unrestricted expenditures are outside the standard in one or more of the budget or two subsequent fiscal years. Provide reasons why the projection(s) exceed the standard, a description of the methods and assumptions used in projecting salaries and benefits, and what changes, if any, will be made to bring the projected salary and benefit costs within the standard.

Explanation:  
(required if NOT met)

Salaries and benefits make up about 85% to 90% of the district's budget. With the decline in revenues due to COVID-19, districts are only able to reduce expenditures in the 4000s - 6000s object codes at this time.

**6. CRITERION: Other Revenues and Expenditures**

**STANDARD:** Projected operating revenues (including federal, other state, and other local) or expenditures (including books and supplies, and services and other operating), for any of the budget year or two subsequent fiscal years, have not changed from the prior fiscal year amount by more than the percentage change in population and the funded cost-of-living adjustment (COLA) plus or minus ten percent.

For each major object category, changes that exceed the percentage change in population and the funded COLA plus or minus five percent must be explained.

**6A. Calculating the District's Other Revenues and Expenditures Standard Percentage Ranges**

DATA ENTRY: All data are extracted or calculated.

	Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)
1. District's Change in Population and Funding Level (Criterion 4A1, Step 3):	0.12%	-100.00%	0.00%
2. District's Other Revenues and Expenditures Standard Percentage Range (Line 1, plus/minus 10%):	-9.88% to 10.12%	-110.00% to -90.00%	-10.00% to 10.00%
3. District's Other Revenues and Expenditures Explanation Percentage Range (Line 1, plus/minus 5%):	-4.88% to 5.12%	-105.00% to -95.00%	-5.00% to 5.00%

**6B. Calculating the District's Change by Major Object Category and Comparison to the Explanation Percentage Range (Section 6A, Line 3)**

DATA ENTRY: If Form MYP exists, the 1st and 2nd Subsequent Year data for each revenue and expenditure section will be extracted; if not, enter data for the two subsequent years. All other data are extracted or calculated.

Explanations must be entered for each category if the percent change for any year exceeds the district's explanation percentage range.

Object Range / Fiscal Year	Amount	Percent Change Over Previous Year	Change Is Outside Explanation Range
<b>Federal Revenue (Fund 01, Objects 8100-8299) (Form MYP, Line A2)</b>			
First Prior Year (2019-20)	5,577,392.00		
Budget Year (2020-21)	3,671,706.00	-34.17%	Yes
1st Subsequent Year (2021-22)	2,531,706.00	-31.05%	Yes
2nd Subsequent Year (2022-23)	2,531,706.00	0.00%	No

Explanation:  
(required if Yes)

ESSER funds are one time only (SYSD allocation = \$1.14 million). These funds have been removed beginning in fiscal year 21-22.

<b>Other State Revenue (Fund 01, Objects 8300-8599) (Form MYP, Line A3)</b>			
First Prior Year (2019-20)	4,055,962.00		
Budget Year (2020-21)	2,949,189.00	-27.29%	Yes
1st Subsequent Year (2021-22)	2,931,484.00	-0.60%	Yes
2nd Subsequent Year (2022-23)	2,913,261.00	-0.62%	No

Explanation:  
(required if Yes)

The 19-20 unaudited actuals includes carryover and the 20-21 budget year does not.

<b>Other Local Revenue (Fund 01, Objects 8600-8799) (Form MYP, Line A4)</b>			
First Prior Year (2019-20)	3,468,471.73		
Budget Year (2020-21)	3,382,256.00	-2.49%	No
1st Subsequent Year (2021-22)	3,382,256.00	0.00%	Yes
2nd Subsequent Year (2022-23)	3,382,256.00	0.00%	No

Explanation:  
(required if Yes)

The May Revise projects a decline in ASES funds of about 15.5%, or -\$142,000. This reduced amount is included in the 20-21 budget.

<b>Books and Supplies (Fund 01, Objects 4000-4999) (Form MYP, Line B4)</b>			
First Prior Year (2019-20)	3,249,487.10		
Budget Year (2020-21)	2,464,968.61	-24.14%	Yes
1st Subsequent Year (2021-22)	1,305,765.00	-47.03%	Yes
2nd Subsequent Year (2022-23)	1,306,286.00	0.04%	No

Explanation:  
(required if Yes)

The reduction in revenues continues in the 2 subsequent years. A reduction in revenue means we must also reduce our operating expenditures. 2019-20 unaudited actuals includes carryover budgets whereas the 20-21 budget does not include carryover budgets.

**Services and Other Operating Expenditures (Fund 01, Objects 5000-5999) (Form MYP, Line B5)**

First Prior Year (2019-20)	9,101,788.42		
Budget Year (2020-21)	6,217,842.75	-31.69%	Yes
1st Subsequent Year (2021-22)	6,125,412.00	-1.49%	Yes
2nd Subsequent Year (2022-23)	6,155,270.00	0.49%	No

**Explanation:**  
(required if Yes)

The reduction in revenues continues in the 2 subsequent years. A reduction in revenue means we must also reduce our operating expenditures. 2019-20 unaudited actuals includes carryover budgets whereas the 20-21 budget does not include carryover budgets.

**6C. Calculating the District's Change in Total Operating Revenues and Expenditures (Section 6A, Line 2)**

DATA ENTRY: All data are extracted or calculated.

Object Range / Fiscal Year	Amount	Percent Change Over Previous Year	Status
<b>Total Federal, Other State, and Other Local Revenue (Criterion 6B)</b>			
First Prior Year (2019-20)	13,101,825.73		
Budget Year (2020-21)	10,003,151.00	-23.65%	Not Met
1st Subsequent Year (2021-22)	8,845,446.00	-11.57%	Not Met
2nd Subsequent Year (2022-23)	8,827,223.00	-0.21%	Met
<b>Total Books and Supplies, and Services and Other Operating Expenditures (Criterion 6B)</b>			
First Prior Year (2019-20)	12,351,275.52		
Budget Year (2020-21)	8,682,811.36	-29.70%	Not Met
1st Subsequent Year (2021-22)	7,431,177.00	-14.42%	Not Met
2nd Subsequent Year (2022-23)	7,461,556.00	0.41%	Met

**6D. Comparison of District Total Operating Revenues and Expenditures to the Standard Percentage Range**

DATA ENTRY: Explanations are linked from Section 6B if the status in Section 6C is not met; no entry is allowed below.

- 1a. STANDARD NOT MET - Projected total operating revenues have changed by more than the standard in one or more of the budget or two subsequent fiscal years. Reasons for the projected change, descriptions of the methods and assumptions used in the projections, and what changes, if any, will be made to bring the projected operating revenues within the standard must be entered in Section 6A above and will also display in the explanation box below.

**Explanation:**  
Federal Revenue  
(linked from 6B  
if NOT met)

ESSER funds are one time only (SYSD allocation = \$1.14 million). These funds have been removed beginning in fiscal year 21-22.

**Explanation:**  
Other State Revenue  
(linked from 6B  
if NOT met)

The 19-20 unaudited actuals includes carryover and the 20-21 budget year does not.

**Explanation:**  
Other Local Revenue  
(linked from 6B  
if NOT met)

The May Revise projects a decline in ASES funds of about 15.5%, or -\$142,000. This reduced amount is included in the 20-21 budget.

- 1b. STANDARD NOT MET - Projected total operating expenditures have changed by more than the standard in one or more of the budget or two subsequent fiscal years. Reasons for the projected change, descriptions of the methods and assumptions used in the projections, and what changes, if any, will be made to bring the projected operating expenditures within the standard must be entered in Section 6A above and will also display in the explanation box below.

**Explanation:**  
Books and Supplies  
(linked from 6B  
if NOT met)

The reduction in revenues continues in the 2 subsequent years. A reduction in revenue means we must also reduce our operating expenditures. 2019-20 unaudited actuals includes carryover budgets whereas the 20-21 budget does not include carryover budgets.

**Explanation:**  
Services and Other Exps  
(linked from 6B  
if NOT met)

The reduction in revenues continues in the 2 subsequent years. A reduction in revenue means we must also reduce our operating expenditures. 2019-20 unaudited actuals includes carryover budgets whereas the 20-21 budget does not include carryover budgets.

**7. CRITERION: Facilities Maintenance**

**STANDARD:** Confirm that the annual contribution for facilities maintenance funding is not less than the amount required pursuant to Education Code Section 17070.75, if applicable, and that the district is providing adequately to preserve the functionality of its facilities for their normal life in accordance with Education Code sections 52060(d)(1) and 17002(d)(1).

**Determining the District's Compliance with the Contribution Requirement for EC Section 17070.75 - Ongoing and Major Maintenance/Restricted Maintenance Account (OMMA/RMA)**

**NOTE:** EC Section 17070.75 requires the district to deposit into the account a minimum amount equal to or greater than three percent of the total general fund expenditures and other financing uses for that fiscal year.

**DATA ENTRY:** Click the appropriate Yes or No button for special education local plan area (SELPA) administrative units (AUs); all other data are extracted or calculated. If standard is not met, enter an X in the appropriate box and enter an explanation, if applicable.

1. a. For districts that are the AU of a SELPA, do you choose to exclude revenues that are passed through to participating members of the SELPA from the OMMA/RMA required minimum contribution calculation?
- b. Pass-through revenues and apportionments that may be excluded from the OMMA/RMA calculation per EC Section 17070.75(b)(2)(D) (Fund 10, resources 3300-3499 and 6500-6540, objects 7211-7213 and 7221-7223)

2. Ongoing and Major Maintenance/Restricted Maintenance Account

a. Budgeted Expenditures and Other Financing Uses (Form 01, objects 1000-7999)	56,734,587.31			
b. Plus: Pass-through Revenues and Apportionments (Line 1b, if line 1a is No)				
c. Net Budgeted Expenditures and Other Financing Uses	56,734,587.31	3% Required Minimum Contribution (Line 2c times 3%) 1,702,037.62	Budgeted Contribution <sup>1</sup> to the Ongoing and Major Maintenance Account 1,659,457.84	Status Not Met

<sup>1</sup> Fund 01, Resource 8150, Objects 8900-8999

If standard is not met, enter an X in the box that best describes why the minimum required contribution was not made:

- Not applicable (district does not participate in the Leroy F. Greene School Facilities Act of 1998)
- Exempt (due to district's small size [EC Section 17070.75 (b)(2)(E)])
- Other (explanation must be provided)

**Explanation:**  
(required if NOT met and Other is marked)

The May Revise allows flexibility when calculating the 3% required minimum contribution. This flexibility excludes the STRS and PERS on behalf payments. For SYSD, this amount is about \$1,670,000.

**8. CRITERION: Deficit Spending**

**STANDARD:** Unrestricted deficit spending (total unrestricted expenditures and other financing uses is greater than total unrestricted revenues and other financing sources) as a percentage of total unrestricted expenditures and other financing uses, has not exceeded one-third of the district's available reserves<sup>1</sup> as a percentage of total expenditures and other financing uses<sup>2</sup> in two out of three prior fiscal years.

**8A. Calculating the District's Deficit Spending Standard Percentage Levels**

DATA ENTRY: All data are extracted or calculated.

	Third Prior Year (2017-18)	Second Prior Year (2018-19)	First Prior Year (2019-20)
1. District's Available Reserve Amounts (resources 0000-1999)			
a. Stabilization Arrangements (Funds 01 and 17, Object 9750)	0.00	0.00	0.00
b. Reserve for Economic Uncertainties (Funds 01 and 17, Object 9789)	0.00	1,030,686.53	0.00
c. Unassigned/Unappropriated (Funds 01 and 17, Object 9790)	2,380,624.74	0.00	179,910.28
d. Negative General Fund Ending Balances in Restricted Resources (Fund 01, Object 979Z, if negative, for each of resources 2000-9999)	0.00	0.00	(0.07)
e. Available Reserves (Lines 1a through 1d)	2,380,624.74	1,030,686.53	179,910.21
2. Expenditures and Other Financing Uses			
a. District's Total Expenditures and Other Financing Uses (Fund 01, objects 1000-7999)	77,691,441.94	69,817,357.12	62,353,678.73
b. Plus: Special Education Pass-through Funds (Fund 10, resources 3300-3499 and 6500-6540, objects 7211-7213 and 7221-7223)			0.00
c. Total Expenditures and Other Financing Uses (Line 2a plus Line 2b)	77,691,441.94	69,817,357.12	62,353,678.73
3. District's Available Reserve Percentage (Line 1e divided by Line 2c)	3.1%	1.5%	0.3%
<b>District's Deficit Spending Standard Percentage Levels (Line 3 times 1/3):</b>	<b>1.0%</b>	<b>0.5%</b>	<b>0.1%</b>

<sup>1</sup>Available reserves are the unrestricted amounts in the Stabilization Arrangement, Reserve for Economic Uncertainties, and Unassigned/Unappropriated accounts in the General Fund and the Special Reserve Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the General Fund.

<sup>2</sup>A school district that is the Administrative Unit of a Special Education Local Plan Area (SELPA) may exclude from its expenditures the distribution of funds to its participating members.

**8B. Calculating the District's Deficit Spending Percentages**

DATA ENTRY: All data are extracted or calculated.

Fiscal Year	Net Change in Unrestricted Fund Balance (Form 01, Section E)	Total Unrestricted Expenditures and Other Financing Uses (Form 01, Objects 1000-7999)	Deficit Spending Level (If Net Change in Unrestricted Fund Balance is negative, else N/A)	Status
Third Prior Year (2017-18)	(7,546,593.62)	48,005,196.38	15.7%	Not Met
Second Prior Year (2018-19)	(4,220,092.68)	46,389,048.78	9.1%	Not Met
First Prior Year (2019-20)	(926,558.95)	42,411,475.67	2.2%	Not Met
Budget Year (2020-21) (Information only)	(4,506,007.31)	39,314,056.60		

**8C. Comparison of District Deficit Spending to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. **STANDARD NOT MET** - Unrestricted deficit spending has exceeded the standard percentage levels for two or more of the previous three fiscal years. Provide reasons for the deficit spending, a description of the methods and assumptions used in balancing the unrestricted budgets, and what change, if any, will be made to ensure that the subsequent budgets are balanced within the standard.

**Explanation:**  
(required if NOT met)

The deficit spending is due to the decline in State revenues, decline in ADA and a decline in enrollment.

**9. CRITERION: Fund Balance**

**STANDARD:** Budgeted beginning unrestricted general fund balance has not been overestimated for two out of three prior fiscal years by more than the following percentage levels:

Percentage Level <sup>1</sup>	District ADA		
1.7%	0	to	300
1.3%	301	to	1,000
1.0%	1,001	to	30,000
0.7%	30,001	to	400,000
0.3%	400,001	and	over

<sup>1</sup> Percentage levels equate to a rate of deficit spending which would eliminate recommended reserves for economic uncertainties over a three year period.

District Estimated P-2 ADA (Form A, Lines A6 and C4):

District's Fund Balance Standard Percentage Level:

**9A. Calculating the District's Unrestricted General Fund Beginning Balance Percentages**

DATA ENTRY: Enter data in the Original Budget column for the First, Second, and Third Prior Years; all other data are extracted or calculated.

Fiscal Year	Unrestricted General Fund Beginning Balance <sup>2</sup> (Form 01, Line F1e, Unrestricted Column)		Beginning Fund Balance Variance Level (If overestimated, else N/A)	Status
	Original Budget	Estimated/Unaudited Actuals		
Third Prior Year (2017-18)	10,840,995.00	12,873,155.52	N/A	Met
Second Prior Year (2018-19)	8,066,360.96	5,326,561.90	34.0%	Not Met
First Prior Year (2019-20)	2,682,917.28	1,106,469.23	58.8%	Not Met
Budget Year (2020-21) (Information only)	179,910.28			

<sup>2</sup> Adjusted beginning balance, including audit adjustments and other restatements (objects 9791-9795)

**9B. Comparison of District Unrestricted Beginning Fund Balance to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. **STANDARD NOT MET** - Unrestricted general fund beginning balance was estimated above the standard for two or more of the previous three years. Provide reasons for the overestimate, a description of the methods and assumptions used in projecting the beginning unrestricted fund balance, and what changes, if any, will be made to improve the accuracy of projecting the unrestricted beginning fund balance.

**Explanation:**  
(required if NOT met)

The significant change in the beginning balances is due to the unanticipated contribution to the cafeteria fund in the amount of \$481,000 (18-19). Fund 13 ended the year with a negative EFB and therefore a contribution was made from the GF.

**10. CRITERION: Reserves**

**STANDARD:** Available reserves<sup>1</sup> for any of the budget year or two subsequent fiscal years are not less than the following percentages or amounts<sup>2</sup> as applied to total expenditures and other financing uses<sup>3</sup>:

**DATA ENTRY:** Budget Year data are extracted. If Form MYP exists, 1st and 2nd Subsequent Year data will be extracted. If not, enter district regular ADA and charter school ADA corresponding to financial data reported in the General Fund, only, for the two subsequent years.

Percentage Level	District ADA	
5% or \$71,000 (greater of)	0	to 300
4% or \$71,000 (greater of)	301	to 1,000
3%	1,001	to 30,000
2%	30,001	to 400,000
1%	400,001	and over

<sup>1</sup> Available reserves are the unrestricted amounts in the Stabilization Arrangements, Reserve for Economic Uncertainties, and Unassigned/Unappropriated accounts in the General Fund and the Special Reserve Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the General Fund.

<sup>2</sup> Dollar amounts to be adjusted annually by the prior year statutory cost-of-living adjustment (Education Code Section 42238), rounded to the nearest thousand.

<sup>3</sup> A school district that is the Administrative Unit (AU) of a Special Education Local Plan Area (SELPA) may exclude from its expenditures the distribution of funds to its participating members.

	Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)
District Estimated P-2 ADA (Budget Year, Form A, Lines A4 and C4. Subsequent Years, Form MYP, Line F2, if available.)	4,170	4,099	4,030
<b>District's Reserve Standard Percentage Level:</b>	<b>3%</b>	<b>3%</b>	<b>3%</b>

**10A. Calculating the District's Special Education Pass-through Exclusions (only for districts that serve as the AU of a SELPA)**

**DATA ENTRY:** For SELPA AUs, if Form MYP exists, all data will be extracted including the Yes/No button selection. If not, click the appropriate Yes or No button for item 1 and, if Yes, enter data for item 2a and for the two subsequent years in item 2b; Budget Year data are extracted.

For districts that serve as the AU of a SELPA (Form MYP, Lines F1a, F1b1, and F1b2):

1. Do you choose to exclude from the reserve calculation the pass-through funds distributed to SELPA members?
2. If you are the SELPA AU and are excluding special education pass-through funds:
  - a. Enter the name(s) of the SELPA(s): \_\_\_\_\_

	Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)
b. Special Education Pass-through Funds (Fund 10, resources 3300-3499 and 6500-6540, objects 7211-7213 and 7221-7223)	0.00	0.00	0.00

**10B. Calculating the District's Reserve Standard**

**DATA ENTRY:** If Form MYP exists, 1st and 2nd Subsequent Year data for lines 1 and 2 will be extracted; if not, enter data for the two subsequent years. All other data are extracted or calculated.

	Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)
1. Expenditures and Other Financing Uses (Fund 01, objects 1000-7999) (Form MYP, Line B11)	56,734,587.31	56,419,892.47	58,068,537.96
2. Plus: Special Education Pass-through (Criterion 10A, Line 2b, if Criterion 10A, Line 1 is No)	0.00	0.00	0.00
3. Total Expenditures and Other Financing Uses (Line B1 plus Line B2)	56,734,587.31	56,419,892.47	58,068,537.96
4. Reserve Standard Percentage Level	3%	3%	3%
5. Reserve Standard - by Percent (Line B3 times Line B4)	1,702,037.62	1,692,596.77	1,742,056.14
6. Reserve Standard - by Amount (\$71,000 for districts with 0 to 1,000 ADA, else 0)	0.00	0.00	0.00
7. <b>District's Reserve Standard</b> (Greater of Line B5 or Line B6)	<b>1,702,037.62</b>	<b>1,692,596.77</b>	<b>1,742,056.14</b>

**10C. Calculating the District's Budgeted Reserve Amount**

DATA ENTRY: If Form MYP exists, 1st and 2nd Subsequent Year data for lines 1 through 7 will be extracted; if not, enter data for the two subsequent years. All other data are extracted or calculated.

Reserve Amounts (Unrestricted resources 0000-1999 except Line 4):	Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)
1. General Fund - Stabilization Arrangements (Fund 01, Object 9750) (Form MYP, Line E1a)	0.00	0.00	0.00
2. General Fund - Reserve for Economic Uncertainties (Fund 01, Object 9789) (Form MYP, Line E1b)	0.00	0.00	0.00
3. General Fund - Unassigned/Unappropriated Amount (Fund 01, Object 9790) (Form MYP, Line E1c)	(4,326,097.03)	(9,985,635.59)	(17,900,179.03)
4. General Fund - Negative Ending Balances in Restricted Resources (Fund 01, Object 979Z, if negative, for each of resources 2000-9999) (Form MYP, Line E1d)	(0.07)	0.00	0.00
5. Special Reserve Fund - Stabilization Arrangements (Fund 17, Object 9750) (Form MYP, Line E2a)	0.00		
6. Special Reserve Fund - Reserve for Economic Uncertainties (Fund 17, Object 9789) (Form MYP, Line E2b)	0.00		
7. Special Reserve Fund - Unassigned/Unappropriated Amount (Fund 17, Object 9790) (Form MYP, Line E2c)	0.00		
8. District's Budgeted Reserve Amount (Lines C1 thru C7)	(4,326,097.10)	(9,985,635.59)	(17,900,179.03)
9. District's Budgeted Reserve Percentage (Information only) (Line 8 divided by Section 10B, Line 3)	-7.63%	-17.70%	-30.83%
<b>District's Reserve Standard (Section 10B, Line 7):</b>	<b>1,702,037.62</b>	<b>1,692,596.77</b>	<b>1,742,056.14</b>
Status:	Not Met	Not Met	Not Met

**10D. Comparison of District Reserve Amount to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. STANDARD NOT MET - Projected available reserves are below the standard in one or more of the budget or two subsequent fiscal years. Provide reasons for reserves falling below the standard and what plans and actions are anticipated to be taken to increase reserves to, or above, the standard.

**Explanation:**  
(required if NOT met)

SYSD will not meet the reserve requirement due to the COVID-19 induced economic recession and its impact on the State's Education budget.

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**SUPPLEMENTAL INFORMATION**

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DATA ENTRY: Click the appropriate Yes or No button for items S1 through S4. Enter an explanation for each Yes answer.

**S1. Contingent Liabilities**

1a. Does your district have any known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) that may impact the budget?

1b. If Yes, identify the liabilities and how they may impact the budget:

**S2. Use of One-time Revenues for Ongoing Expenditures**

1a. Does your district have ongoing general fund expenditures in the budget in excess of one percent of the total general fund expenditures that are funded with one-time resources?

1b. If Yes, identify the expenditures and explain how the one-time resources will be replaced to continue funding the ongoing expenditures in the following fiscal years:

**S3. Use of Ongoing Revenues for One-time Expenditures**

1a. Does your district have large non-recurring general fund expenditures that are funded with ongoing general fund revenues?

1b. If Yes, identify the expenditures:

**S4. Contingent Revenues**

1a. Does your district have projected revenues for the budget year or either of the two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)?

1b. If Yes, identify any of these revenues that are dedicated for ongoing expenses and explain how the revenues will be replaced or expenditures reduced:

**S5. Contributions**

Identify projected contributions from unrestricted resources in the general fund to restricted resources in the general fund for the budget year and two subsequent fiscal years. Provide an explanation if contributions have changed from the prior fiscal year amounts by more than \$20,000 and more than ten percent. Explanation should include whether contributions are ongoing or one-time in nature.

Identify projected transfers to or from the general fund to cover operating deficits in either the general fund or any other fund for the budget year and two subsequent fiscal years. Provide an explanation if transfers have changed from the prior fiscal year amounts by more than \$20,000 and more than ten percent. Explanation should include whether transfers are ongoing or one-time in nature.

Estimate the impact of any capital projects on the general fund operational budget.

District's Contributions and Transfers Standard: -10.0% to +10.0%  
or -\$20,000 to +\$20,000

**S5A. Identification of the District's Projected Contributions, Transfers, and Capital Projects that may Impact the General Fund**

DATA ENTRY: If Form MYP exists, the data will be extracted for the 1st and 2nd Subsequent Years. If Form MYP does not exist, enter data in the 1st and 2nd Subsequent Years. Click the appropriate button for Item 1d. All other data are extracted or calculated.

Description / Fiscal Year	Projection	Amount of Change	Percent Change	Status
<b>1a. Contributions, Unrestricted General Fund (Fund 01, Resources 0000-1999, Object 8980)</b>				
First Prior Year (2019-20)	(7,968,260.01)			
Budget Year (2020-21)	(8,160,240.71)	191,980.70	2.4%	Met
1st Subsequent Year (2021-22)	(8,282,646.00)	122,405.29	1.5%	Met
2nd Subsequent Year (2022-23)	(8,448,298.00)	165,652.00	2.0%	Met
<b>1b. Transfers In, General Fund *</b>				
First Prior Year (2019-20)	0.00			
Budget Year (2020-21)	0.00	0.00	0.0%	Met
1st Subsequent Year (2021-22)	0.00	0.00	0.0%	Met
2nd Subsequent Year (2022-23)	0.00	0.00	0.0%	Met
<b>1c. Transfers Out, General Fund *</b>				
First Prior Year (2019-20)	100,000.00			
Budget Year (2020-21)	106,342.29	6,342.29	6.3%	Met
1st Subsequent Year (2021-22)	0.00	(106,342.29)	-100.0%	Not Met
2nd Subsequent Year (2022-23)	0.00	0.00	0.0%	Met

1d. **Impact of Capital Projects**  
Do you have any capital projects that may impact the general fund operational budget? No

\* Include transfers used to cover operating deficits in either the general fund or any other fund.

**S5B. Status of the District's Projected Contributions, Transfers, and Capital Projects**

DATA ENTRY: Enter an explanation if Not Met for items 1a-1c or if Yes for item 1d.

1a. MET - Projected contributions have not changed by more than the standard for the budget and two subsequent fiscal years.

Explanation:  
(required if NOT met)

1b. MET - Projected transfers in have not changed by more than the standard for the budget and two subsequent fiscal years.

Explanation:  
(required if NOT met)

1c. NOT MET - The projected transfers out of the general fund have changed by more than the standard for one or more of the budget or subsequent two fiscal years. Identify the amount(s) transferred, by fund, and whether transfers are ongoing or one-time in nature. If ongoing, explain the district's plan, with timeframes, for reducing or eliminating the transfers.

**Explanation:**  
(required if NOT met)

This transfer out is from the GF to the Cafeteria Fund. There are so many unknowns at this time in regards to the CNS program and the provision 2 program.

1d. NO - There are no capital projects that may impact the general fund operational budget.

**Project Information:**  
(required if YES)

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**S6. Long-term Commitments**

Identify all existing and new multiyear commitments<sup>1</sup> and their annual required payments for the budget year and two subsequent fiscal years.

Explain how any increase in annual payments will be funded. Also explain how any decrease to funding sources used to pay long-term commitments will be replaced.

<sup>1</sup> Include multiyear commitments, multiyear debt agreements, and new programs or contracts that result in long-term obligations.

**S6A. Identification of the District's Long-term Commitments**

DATA ENTRY: Click the appropriate button in item 1 and enter data in all columns of item 2 for applicable long-term commitments; there are no extractions in this section.

1. Does your district have long-term (multiyear) commitments?  
(If No, skip item 2 and Sections S6B and S6C)

2. If Yes to item 1, list all new and existing multiyear commitments and required annual debt service amounts. Do not include long-term commitments for postemployment benefits other than pensions (OPEB); OPEB is disclosed in item S7A.

Type of Commitment	# of Years Remaining	SACS Fund and Object Codes Used For:		Principal Balance as of July 1, 2020
		Funding Sources (Revenues)	Debt Service (Expenditures)	
Capital Leases	7	PNC Loan	Fund 01	1,447,791
Certificates of Participation	28	Fund 49 and fund 01	Fund 52 and fund 01	46,844,715
General Obligation Bonds	33	Fund 21	Fund 51	115,873,130
Supp Early Retirement Program				
State School Building Loans				
Compensated Absences		Fund 01	Fund 01	372,720

Other Long-term Commitments (do not include OPEB):

QZAB	2	Fund 01	Fund 01	507,260
Pension Liability		Fund 01	Fund 01	62,053,765
<b>TOTAL:</b>				<b>227,099,381</b>

Type of Commitment (continued)	Prior Year (2019-20) Annual Payment (P & I)	Budget Year (2020-21) Annual Payment (P & I)	1st Subsequent Year (2021-22) Annual Payment (P & I)	2nd Subsequent Year (2022-23) Annual Payment (P & I)
Capital Leases	248,852	248,852	248,852	0
Certificates of Participation	3,299,331	3,364,425	3,427,082	3,486,154
General Obligation Bonds	6,322,544	6,691,744	7,030,869	7,293,869
Supp Early Retirement Program				
State School Building Loans				
Compensated Absences				

Other Long-term Commitments (continued):

QZAB	253,630	253,630	253,630	0
Pension Liability				
<b>Total Annual Payments:</b>	<b>10,124,357</b>	<b>10,558,651</b>	<b>10,960,433</b>	<b>10,780,023</b>
<b>Has total annual payment increased over prior year (2019-20)?</b>		<b>Yes</b>	<b>Yes</b>	<b>Yes</b>

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**S6B. Comparison of the District's Annual Payments to Prior Year Annual Payment**

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DATA ENTRY: Enter an explanation if Yes.

- 1a. Yes - Annual payments for long-term commitments have increased in one or more of the budget or two subsequent fiscal years. Explain how the increase in annual payments will be funded.

**Explanation:**  
(required if Yes  
to increase in total  
annual payments)

The increase in annual payments will be funded by ad valorem property taxes. In addition, COPS will be paid by CFDs (Mello Roos).

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**S6C. Identification of Decreases to Funding Sources Used to Pay Long-term Commitments**

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DATA ENTRY: Click the appropriate Yes or No button in item 1; if Yes, an explanation is required in item 2.

1. Will funding sources used to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources?

No

- 2.

No - Funding sources will not decrease or expire prior to the end of the commitment period, and one-time funds are not being used for long-term commitment annual payments.

**Explanation:**  
(required if Yes)

**S7. Unfunded Liabilities**

Estimate the unfunded liability for postemployment benefits other than pensions (OPEB) based on an actuarial valuation, if required, or other method; identify or estimate the actuarially determined contribution (if available); and indicate how the obligation is funded (pay-as-you-go, amortized over a specific period, etc.).

Estimate the unfunded liability for self-insurance programs such as workers' compensation based on an actuarial valuation, if required, or other method; identify or estimate the required contribution; and indicate how the obligation is funded (level of risk retained, funding approach, etc.).

**S7A. Identification of the District's Estimated Unfunded Liability for Postemployment Benefits Other than Pensions (OPEB)**

DATA ENTRY: Click the appropriate button in item 1 and enter data in all other applicable items; there are no extractions in this section except the budget year data on line 5b.

1. Does your district provide postemployment benefits other than pensions (OPEB)? (If No, skip items 2-5)

2. For the district's OPEB:  
a. Are they lifetime benefits?

b. Do benefits continue past age 65?

c. Describe any other characteristics of the district's OPEB program including eligibility criteria and amounts, if any, that retirees are required to contribute toward their own benefits:

3. a. Are OPEB financed on a pay-as-you-go, actuarial cost, or other method?

b. Indicate any accumulated amounts earmarked for OPEB in a self-insurance or governmental fund

	Self-Insurance Fund	Governmental Fund
	0	0

4. OPEB Liabilities

a. Total OPEB liability	14,334,779.00
b. OPEB plan(s) fiduciary net position (if applicable)	0.00
c. Total/Net OPEB liability (Line 4a minus Line 4b)	14,334,779.00
d. Is total OPEB liability based on the district's estimate or an actuarial valuation?	Actuarial
e. If based on an actuarial valuation, indicate the measurement date of the OPEB valuation	Jun 30, 2018

Data must be entered.

5. OPEB Contributions

	Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)
a. OPEB actuarially determined contribution (ADC), if available, per actuarial valuation or Alternative Measurement Method	644,996.00	734,015.00	734,015.00
b. OPEB amount contributed (for this purpose, include premiums paid to a self-insurance fund) (funds 01-70, objects 3701-3752)	328,417.00	361,259.00	397,385.00
c. Cost of OPEB benefits (equivalent of "pay-as-you-go" amount)			
d. Number of retirees receiving OPEB benefits			

**S7B. Identification of the District's Unfunded Liability for Self-Insurance Programs**

DATA ENTRY: Click the appropriate button in item 1 and enter data in all other applicable items; there are no extractions in this section.

1. Does your district operate any self-insurance programs such as workers' compensation, employee health and welfare, or property and liability? (Do not include OPEB, which is covered in Section S7A) (If No, skip items 2-4)

No
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2. Describe each self-insurance program operated by the district, including details for each such as level of risk retained, funding approach, basis for valuation (district's estimate or actuarial), and date of the valuation:

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3. Self-Insurance Liabilities

- a. Accrued liability for self-insurance programs  
b. Unfunded liability for self-insurance programs


4. Self-Insurance Contributions

- a. Required contribution (funding) for self-insurance programs  
b. Amount contributed (funded) for self-insurance programs

	Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)

**S8. Status of Labor Agreements**

Analyze the status of all employee labor agreements. Identify new labor agreements, as well as new commitments provided as part of previously ratified multiyear agreements; and include all contracts, including all administrator contracts (and including all compensation). For new agreements, indicate the date of the required board meeting. Compare the increase in new commitments to the projected increase in ongoing revenues, and explain how these commitments will be funded in future fiscal years.

**If salary and benefit negotiations are not finalized at budget adoption, upon settlement with certificated or classified staff:**

The school district must determine the cost of the settlement, including salaries, benefits, and any other agreements that change costs, and provide the county office of education (COE) with an analysis of the cost of the settlement and its impact on the operating budget.

The county superintendent shall review the analysis relative to the criteria and standards, and may provide written comments to the president of the district governing board and superintendent.

**S8A. Cost Analysis of District's Labor Agreements - Certificated (Non-management) Employees**

DATA ENTRY: Enter all applicable data items; there are no extractions in this section.

	Prior Year (2nd Interim) (2019-20)	Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)
Number of certificated (non-management) full-time-equivalent (FTE) positions	251.7	244.7	244.7	244.7

**Certificated (Non-management) Salary and Benefit Negotiations**

1. Are salary and benefit negotiations settled for the budget year?

No

If Yes, and the corresponding public disclosure documents have been filed with the COE, complete questions 2 and 3.

If Yes, and the corresponding public disclosure documents have not been filed with the COE, complete questions 2-5.

If No, identify the unsettled negotiations including any prior year unsettled negotiations and then complete questions 6 and 7.

**Negotiations Settled**

2a. Per Government Code Section 3547.5(a), date of public disclosure board meeting:

2b. Per Government Code Section 3547.5(b), was the agreement certified by the district superintendent and chief business official?

If Yes, date of Superintendent and CBO certification:

3. Per Government Code Section 3547.5(c), was a budget revision adopted to meet the costs of the agreement?

If Yes, date of budget revision board adoption:

4. Period covered by the agreement:

Begin Date:

End Date:

5. Salary settlement:

Budget Year  
(2020-21)

1st Subsequent Year  
(2021-22)

2nd Subsequent Year  
(2022-23)

Is the cost of salary settlement included in the budget and multiyear projections (MYPs)?

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**One Year Agreement**

Total cost of salary settlement

--	--	--

% change in salary schedule from prior year  
or

--

**Multiyear Agreement**

Total cost of salary settlement

--	--	--

% change in salary schedule from prior year  
(may enter text, such as "Reopener")

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Identify the source of funding that will be used to support multiyear salary commitments:

**Negotiations Not Settled**

6. Cost of a one percent increase in salary and statutory benefits

249,196
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7. Amount included for any tentative salary schedule increases

Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)
0	0	0

**Certificated (Non-management) Health and Welfare (H&W) Benefits**

- Are costs of H&W benefit changes included in the budget and MYPs?
- Total cost of H&W benefits
- Percent of H&W cost paid by employer
- Percent projected change in H&W cost over prior year

Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)
Yes	Yes	Yes
2,391,150	2,324,650	2,324,650
VARIES	VARIES	VARIES
0.0%	0.0%	0.0%

**Certificated (Non-management) Prior Year Settlements**

Are any new costs from prior year settlements included in the budget?  
If Yes, amount of new costs included in the budget and MYPs  
If Yes, explain the nature of the new costs:

No		
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**Certificated (Non-management) Step and Column Adjustments**

- Are step & column adjustments included in the budget and MYPs?
- Cost of step & column adjustments
- Percent change in step & column over prior year

Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)
Yes	Yes	Yes
373,794	379,401	385,092
1.5%	1.5%	1.5%

**Certificated (Non-management) Attrition (layoffs and retirements)**

- Are savings from attrition included in the budget and MYPs?
- Are additional H&W benefits for those laid-off or retired employees included in the budget and MYPs?

Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)
Yes	Yes	Yes
Yes	Yes	Yes

**Certificated (Non-management) - Other**

List other significant contract changes and the cost impact of each change (i.e., class size, hours of employment, leave of absence, bonuses, etc.):

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**S8B. Cost Analysis of District's Labor Agreements - Classified (Non-management) Employees**

DATA ENTRY: Enter all applicable data items; there are no extractions in this section.

	Prior Year (2nd Interim) (2019-20)	Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)
Number of classified (non-management) FTE positions	220.6	214.0	214.0	214.0

**Classified (Non-management) Salary and Benefit Negotiations**

1. Are salary and benefit negotiations settled for the budget year?

No

If Yes, and the corresponding public disclosure documents have been filed with the COE, complete questions 2 and 3.

If Yes, and the corresponding public disclosure documents have not been filed with the COE, complete questions 2-5.

If No, identify the unsettled negotiations including any prior year unsettled negotiations and then complete questions 6 and 7.

**Negotiations Settled**

2a. Per Government Code Section 3547.5(a), date of public disclosure board meeting:

2b. Per Government Code Section 3547.5(b), was the agreement certified by the district superintendent and chief business official?

No

If Yes, date of Superintendent and CBO certification:

3. Per Government Code Section 3547.5(c), was a budget revision adopted to meet the costs of the agreement?

No

If Yes, date of budget revision board adoption:

4. Period covered by the agreement:

Begin Date:

End Date:

5. Salary settlement:

Budget Year  
(2020-21)

1st Subsequent Year  
(2021-22)

2nd Subsequent Year  
(2022-23)

Is the cost of salary settlement included in the budget and multiyear projections (MYPs)?

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**One Year Agreement**

Total cost of salary settlement

--	--	--

% change in salary schedule from prior year  
or

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**Multiyear Agreement**

Total cost of salary settlement

--	--	--

% change in salary schedule from prior year  
(may enter text, such as "Reopener")

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Identify the source of funding that will be used to support multiyear salary commitments:

**Negotiations Not Settled**

6. Cost of a one percent increase in salary and statutory benefits

136,162

7. Amount included for any tentative salary schedule increases

	Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)
	0	0	0

**Classified (Non-management) Health and Welfare (H&W) Benefits**

1. Are costs of H&W benefit changes included in the budget and MYPs?
2. Total cost of H&W benefits
3. Percent of H&W cost paid by employer
4. Percent projected change in H&W cost over prior year

Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)
Yes	Yes	Yes
2,033,000	2,033,000	2,033,000
varies	varies	varies
0.0%	0.0%	0.0%

**Classified (Non-management) Prior Year Settlements**

- Are any new costs from prior year settlements included in the budget?  
If Yes, amount of new costs included in the budget and MYPs  
If Yes, explain the nature of the new costs:

No		
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**Classified (Non-management) Step and Column Adjustments**

1. Are step & column adjustments included in the budget and MYPs?
2. Cost of step & column adjustments
3. Percent change in step & column over prior year

Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)
Yes	Yes	Yes
204,243	207,307	210,417

**Classified (Non-management) Attrition (layoffs and retirements)**

1. Are savings from attrition included in the budget and MYPs?
2. Are additional H&W benefits for those laid-off or retired employees included in the budget and MYPs?

Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)
Yes	Yes	Yes
Yes	Yes	Yes

**Classified (Non-management) - Other**

List other significant contract changes and the cost impact of each change (i.e., hours of employment, leave of absence, bonuses, etc.):

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**S8C. Cost Analysis of District's Labor Agreements - Management/Supervisor/Confidential Employees**

DATA ENTRY: Enter all applicable data items; there are no extractions in this section.

	Prior Year (2nd Interim) (2019-20)	Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)
Number of management, supervisor, and confidential FTE positions	26.0	26.0	26.0	26.0

**Management/Supervisor/Confidential Salary and Benefit Negotiations**

1. Are salary and benefit negotiations settled for the budget year?

No

If Yes, complete question 2.

If No, identify the unsettled negotiations including any prior year unsettled negotiations and then complete questions 3 and 4.

If n/a, skip the remainder of Section S8C.

Negotiations Settled

2. Salary settlement:

Is the cost of salary settlement included in the budget and multiyear projections (MYPs)?

Total cost of salary settlement

% change in salary schedule from prior year (may enter text, such as "Reopener")

	Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)
Total cost of salary settlement			
% change in salary schedule from prior year (may enter text, such as "Reopener")			

Negotiations Not Settled

3. Cost of a one percent increase in salary and statutory benefits

47,430

4. Amount included for any tentative salary schedule increases

	Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)
Amount included for any tentative salary schedule increases	0	0	0

**Management/Supervisor/Confidential Health and Welfare (H&W) Benefits**

- Are costs of H&W benefit changes included in the budget and MYPs?
- Total cost of H&W benefits
- Percent of H&W cost paid by employer
- Percent projected change in H&W cost over prior year

	Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)
Are costs of H&W benefit changes included in the budget and MYPs?	Yes	Yes	Yes
Total cost of H&W benefits	247,000	247,000	247,000
Percent of H&W cost paid by employer	varies	varies	varies
Percent projected change in H&W cost over prior year	0.0%	0.0%	0.0%

**Management/Supervisor/Confidential Step and Column Adjustments**

- Are step & column adjustments included in the budget and MYPs?
- Cost of step and column adjustments
- Percent change in step & column over prior year

	Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)
Are step & column adjustments included in the budget and MYPs?	Yes	Yes	Yes
Cost of step and column adjustments	71,144	72,211	73,294
Percent change in step & column over prior year	1.5%	1.5%	1.5%

**Management/Supervisor/Confidential Other Benefits (mileage, bonuses, etc.)**

- Are costs of other benefits included in the budget and MYPs?
- Total cost of other benefits
- Percent change in cost of other benefits over prior year

	Budget Year (2020-21)	1st Subsequent Year (2021-22)	2nd Subsequent Year (2022-23)
Are costs of other benefits included in the budget and MYPs?	No	No	No
Total cost of other benefits			
Percent change in cost of other benefits over prior year			

**S9. Local Control and Accountability Plan (LCAP)**

Confirm that the school district's governing board has adopted an LCAP or an update to the LCAP effective for the budget year.

DATA ENTRY: Click the appropriate Yes or No button in item 1, and enter the date in item 2.

1. Did or will the school district's governing board adopt an LCAP or an update to the LCAP effective for the budget year?

2. Adoption date of the LCAP or an update to the LCAP.

**S10. LCAP Expenditures**

Confirm that the school district's budget includes the expenditures necessary to implement the LCAP or annual update to the LCAP.

DATA ENTRY: Click the appropriate Yes or No button.

Does the school district's budget include the expenditures necessary to implement the LCAP or annual update to the LCAP as described in the Local Control and Accountability Plan and Annual Update Template?

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### ADDITIONAL FISCAL INDICATORS

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The following fiscal indicators are designed to provide additional data for reviewing agencies. A "Yes" answer to any single indicator does not necessarily suggest a cause for concern, but may alert the reviewing agency to the need for additional review.

DATA ENTRY: Click the appropriate Yes or No button for items A1 through A9 except item A3, which is automatically completed based on data in Criterion 2.

- A1. Do cash flow projections show that the district will end the budget year with a negative cash balance in the general fund?
  
- A2. Is the system of personnel position control independent from the payroll system?
  
- A3. Is enrollment decreasing in both the prior fiscal year and budget year? (Data from the enrollment budget column and actual column of Criterion 2A are used to determine Yes or No)
  
- A4. Are new charter schools operating in district boundaries that impact the district's enrollment, either in the prior fiscal year or budget year?
  
- A5. Has the district entered into a bargaining agreement where any of the budget or subsequent years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?
  
- A6. Does the district provide uncapped (100% employer paid) health benefits for current or retired employees?
  
- A7. Is the district's financial system independent of the county office system?
  
- A8. Does the district have any reports that indicate fiscal distress pursuant to Education Code Section 42127.6(a)? (If Yes, provide copies to the county office of education)
  
- A9. Have there been personnel changes in the superintendent or chief business official positions within the last 12 months?

When providing comments for additional fiscal indicators, please include the item number applicable to each comment.

Comments:  
(optional)

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### End of School District Budget Criteria and Standards Review

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SAN YSIDRO ELEMENTARY

2020-21 CASHFLOW

UPDATE DATE: 5/18/2020 LEAD: 64379 BUSINESS UNIT: 03300 BUSINESS ADVISOR: N. Schuff District's authorizing signature:

		ACTUALS TO MONTH OF: APRIL												TOTAL	
		JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	July - June 30th	
		COMM. I.													
		BEGINNING BALANCE: \$ (2,794,336) \$ (4,887,387) \$ (8,155,362) \$ (6,329,393) \$ (10,281,975) \$ (11,408,138) \$ (5,615,523) \$ (3,937,605) \$ (5,422,645) \$ (7,077,181) \$ (1,804,071) \$ (5,429,111)													
<b>LCFF SOURCES</b>															
1.1	S 8011	\$ 951,183	\$ 951,183	\$ 1,712,129	\$ 1,712,129	\$ 1,712,129	\$ 1,712,129	\$ 1,712,129	\$ 1,712,129	\$ 1,712,129	\$ 1,712,129	\$ 1,712,129	\$ 1,712,129	\$ 1,712,129	\$ 19,023,653
1.2	S 8021-8046	\$ 71,065	\$ 407,123	\$ 63,421	\$ 282,327	\$ 799,926	\$ 6,153,904	\$ 3,018,668	\$ 511,461	\$ 7,307,761	\$ 306,877	\$ 1,534,384	\$ 2,140,400	\$ 2,140,400	\$ 20,458,457
1.3	S 8012	\$ -	\$ -	\$ 210,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 210,400	\$ -	\$ -	\$ -	\$ -	\$ 841,600
1.4	S 8047	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 823,126	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,846,251
1.5	S 8098	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1.6	S 8097	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1.7	A Multiple	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Revenue Sources		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL LCFF SOURCES		\$ 1,022,787	\$ 1,358,306	\$ 1,985,950	\$ 1,994,455	\$ 2,512,054	\$ 6,076,433	\$ 6,401,191	\$ 2,221,590	\$ 9,083,164	\$ 1,922,599	\$ 2,019,005	\$ 4,405,363	\$ 4,405,363	\$ 67,225,470
<b>FEDERAL REVENUE</b>															
2.1	A 6110	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2.2	S 6181&1812	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2.3	S/A 8285	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2.4	S 3010&3025	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2.5	S 8290	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2.6	S 8290	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2.7	A Multiple	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Federal		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL FEDERAL REVENUE		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>OTHER LOCAL REVENUE</b>															
3.1	S 6311	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3.2	M 6311-6319	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3.3	S 8550	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3.4	S 8590	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3.5	O 8590	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3.6	A Multiple	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other State		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OTHER LOCAL REVENUE		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>OTHER FINANCING SOURCES</b>															
4.1	S 8792	\$ 114,025	\$ 114,025	\$ 205,245	\$ 205,245	\$ 205,245	\$ 205,245	\$ 205,245	\$ 205,245	\$ 205,245	\$ 205,245	\$ 205,245	\$ 205,245	\$ 205,245	\$ 2,280,487
4.2	A Multiple	\$ (23,189)	\$ 13,051	\$ 39,241	\$ 38,465	\$ 32,891	\$ 73,552	\$ 82,868	\$ 93,827	\$ 27,478	\$ 130,693	\$ 36,794	\$ 161,221	\$ 161,221	\$ 706,905
Other Local		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OTHER FINANCING SOURCES		\$ 90,836	\$ 127,076	\$ 244,486	\$ 243,710	\$ 237,836	\$ 278,796	\$ 268,123	\$ 292,071	\$ 232,723	\$ 335,938	\$ 242,039	\$ 336,466	\$ 336,466	\$ 2,987,402
<b>TOTAL REVENUE</b>		\$ 1,113,623	\$ 1,487,335	\$ 2,466,986	\$ 2,335,976	\$ 2,983,475	\$ 6,863,302	\$ 6,301,397	\$ 2,548,670	\$ 2,505,670	\$ 9,693,840	\$ 2,805,785	\$ 7,524,464	\$ 7,524,464	\$ 50,691,242
<b>SALARIES &amp; BENEFITS</b>															
6.1	A 1000-1999	\$ 1,656,975	\$ 1,802,235	\$ 2,418,254	\$ 1,822,112	\$ 1,948,283	\$ 1,943,807	\$ 1,948,283	\$ 1,936,028	\$ 1,958,295	\$ 1,902,062	\$ 1,885,317	\$ 2,028,260	\$ 2,028,260	\$ 23,710,045
6.2	A 2000-3999	\$ 801,988	\$ 947,316	\$ 940,036	\$ 823,856	\$ 850,220	\$ 826,390	\$ 826,390	\$ 833,139	\$ 839,470	\$ 848,554	\$ 852,979	\$ 867,722	\$ 867,722	\$ 10,255,008
6.3	A 3000-3999	\$ 816,171	\$ 806,857	\$ 856,476	\$ 804,500	\$ 786,558	\$ 812,537	\$ 801,543	\$ 839,007	\$ 801,941	\$ 810,693	\$ 804,063	\$ 1,291,155	\$ 1,291,155	\$ 10,242,901
6.4	O 3101-3112	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
STRS On-Behalf - Expense		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL SALARIES & BENEFITS		\$ 3,275,144	\$ 3,556,407	\$ 4,216,765	\$ 3,451,468	\$ 3,587,077	\$ 3,579,571	\$ 3,576,216	\$ 3,604,173	\$ 3,589,706	\$ 3,571,329	\$ 3,642,359	\$ 5,937,137	\$ 5,937,137	\$ 45,878,354
<b>OTHER EXPENDITURES</b>															
7.1	A 4000-4999	\$ 32,866	\$ 317,260	\$ 335,096	\$ 311,107	\$ 159,816	\$ 91,881	\$ 157,447	\$ 103,152	\$ 66,573	\$ 97,435	\$ 144,177	\$ 693,564	\$ 693,564	\$ 2,500,485
7.2	A 5000-5999	\$ 44,581	\$ 127,874	\$ 84,715	\$ 159,748	\$ 56,194	\$ 98,551	\$ 117,769	\$ 29,647	\$ 77,177	\$ 73,657	\$ 99,046	\$ 71,520	\$ 71,520	\$ 1,041,477
7.3	A 5000-5999	\$ 239,028	\$ 373,470	\$ 458,427	\$ 373,737	\$ 295,032	\$ 283,714	\$ 770,655	\$ 284,064	\$ 367,208	\$ 321,562	\$ 421,453	\$ 694,008	\$ 694,008	\$ 4,872,358
7.4	A 6000-6999	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7.5	O 7000-7299	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7.6	A 7000-1998	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pass Through Revenues		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers Out, Other Uses & Outgo		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OTHER EXPENDITURES		\$ 316,596	\$ 831,855	\$ 904,332	\$ 836,872	\$ 512,777	\$ 484,126	\$ 1,047,263	\$ 429,545	\$ 560,481	\$ 492,749	\$ 671,002	\$ 1,411,794	\$ 1,411,794	\$ 8,498,982
<b>TOTAL EXPENDITURES</b>		\$ 3,791,740	\$ 4,388,262	\$ 5,121,097	\$ 4,288,340	\$ 4,109,855	\$ 4,063,898	\$ 4,823,879	\$ 4,033,718	\$ 4,160,187	\$ 4,114,078	\$ 4,319,461	\$ 7,368,931	\$ 7,368,931	\$ 64,377,038



**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** June 25, 2020

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Business Services  
Marilyn Adrianzen, Chief Business Official

Informational  
 Action

**AGENDA ITEM:** RESOLUTION NO. 19/20-0056 BUDGET REDUCTION OPTIONS FOR FISCAL YEAR 2020-21

---

**BACKGROUND INFORMATION:**

The San Diego County Office of Education (SDCOE) provides oversight of all district budgets. The resolution is the Board's vehicle to communicate in good faith that the required budget reductions will be identified, negotiated and Board approved by the 2020-21 First Interim Report.

**RECOMMENDATION:**

Approve and Adopt Resolution No. 19/20-0056 to identify the amount of budget reduction options which may be needed in 2020-21, 2021-22 and that a list of budget reductions for 2021-22 may be included in the 2020-21 First Interim Report pending final state budget adoption outcome.

---

**LCAP GOAL AND ACTION/SERVICE (please indicate):**

Renewal     New     Amendment     Ratify     Other

Financial Implications?

Are funds for this item available in the 2020-2021 Budget?

Requisition #

Yes     No

Yes     No

N/A  
(Amount)

N/A  
(Name of funding source and/or location)

---

Recommended for:     Approval     Denial    Certification Requested     Yes     No



**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** June 25, 2020

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Business Services  
Marilyn Adrianzen, Chief Business Official

Informational  
 Action

**AGENDA ITEM:** RESOLUTION NO. 19/20-0057 REQUESTING A TEMPORARY TRANSFER OF FUNDS

---

**BACKGROUND INFORMATION:**

Education Code section 42620 provides that the County Treasurer can loan funds to school districts in the event the school district runs short of cash. In order to get over the cash shortages, school districts can borrow up to 85% of the Property Taxes (up to \$17,389,688) accruing to the district by June 30, 2021, and be repaid when the property tax payments for 2021 are received.

The District has determined that it is necessary to have this authorization in place in the event that the District runs short on funds during fiscal year 2020-21 in order to meet the District's obligations.

**RECOMMENDATION:**

Approve and Adopt Resolution No. 19/20-0057 requesting a Property Tax temporary transfer of funds from the County Treasury as needed for the 2020-21 fiscal year. *Marilyn Adrianzen, Chief Business Official, will provide a brief explanation of this item as it relates to payroll.*

---

**LCAP GOAL AND ACTION/SERVICE (please indicate):**

Renewal     New     Amendment     Ratify     Other

Financial Implications?

Are funds for this item available in the 2020-2021 Budget?

Requisition #

Yes     No

Yes     No

N/A  
(Amount)

N/A  
(Name of funding source and/or location)

---

Recommended for:     Approval     Denial    Certification Requested     Yes     No

**RESOLUTION NO. 19/20-0057  
PROPERTY TAXES**

**RESOLUTION OF GOVERNING BOARD OF SAN YSIDRO SCHOOL DISTRICT  
REQUESTING TEMPORARY TRANSFER OF FUNDS**

On motion of member \_\_\_\_\_, seconded by member \_\_\_\_\_ the following resolution is adopted:

WHEREAS, the California Constitution, Article XVI, Section 6 and Education Code section 42620 or 85220 provide that the Treasurer of the County of San Diego (Treasurer) shall have the power and it shall be his duty to make such temporary transfer from the funds in his custody as may be necessary to provide funds for meeting the obligations incurred for maintenance purposes by any district whose funds are in his custody and are paid out solely through his office; such temporary transfer of funds shall be made only upon resolution adopted by the governing board of the County to make such temporary transfer; such temporary transfer of funds shall not exceed 85% of anticipated revenue accruing to the District, shall not be made prior to the first day of the fiscal year nor after the last Monday in April of the current fiscal year, and shall be replaced from the revenues accruing to such District before any other obligation of the District; and

WHEREAS, on June 25, 2020, the governing board will/has:

- \_\_\_\_\_ Adopt(ed) a tentative budget (community college only)
- \_\_\_\_\_ Adopt(ed) a final budget (community college only)
- x   Adopt(ed) an original budget (K-12 school district only)
- \_\_\_\_\_ Adopt(ed) a revised budget (community college or K-12 school district)

for this District for the fiscal year 2020-21 pursuant to the provisions of Education Code sections 42127 or 70901, and the revenue type(s) accruing to the District for said fiscal year are estimated to be as follows:

<u>Revenue Type(s)</u>	<u>Estimated Amount(s)</u>
<u>  x  </u> Property Taxes	\$ <u>20,458,457</u>
_____ Principal Apportionment(s)	\$ _____
_____ Education Protection Account	\$ _____
	\$ <u>20,458,457</u> Total

and

WHEREAS, the revenue type(s) and amount(s) accrued to this District during the 2019-20 fiscal year were as follows:

<u>Revenue Type(s)</u>	<u>Estimated Amount(s)</u>
<u>  x  </u> Property Taxes	\$ <u>20,458,457</u>
_____ Principal Apportionment(s)	\$ _____
_____ Education Protection Account	\$ _____
	\$ <u>20,458,457</u> Total

and

WHEREAS, it is necessary to provide funds for meeting obligations incurred for maintenance purposes by this District; AND NOW THEREFORE

**RESOLUTION NO. 19/20-0057**  
**PROPERTY TAXES**

IT IS RESOLVED AND ORDERED pursuant to the provisions of the California Constitution, Article XVI, Section 6, and Education Code section 42620 or 85220 as follows:

1. The Board of Supervisors of the County of San Diego is requested to direct the Treasurer to make a temporary transfer from the funds in his custody on or before the last Monday in April, 2021 to this District to meet obligations incurred for maintenance purposes in the amount of \$17,389,688 which does not exceed a total of 85% of remaining:

Revenue Type(s)

<u>    </u> x	Property Taxes
<u>    </u>	Principal Apportionment(s)
<u>    </u>	Education Protection Account

accruing to the District by June 30, 2021, as certified by the District Superintendent and verified by the County Auditor and Controller.

2. Funds will be transferred to this District by the Treasurer in sums as requested by the District Superintendent and certified by him/her to be necessary to provide funds for meeting the obligations incurred for maintenance purposes by the District not to exceed the maximum amount herein specified, provided the Treasurer determines that funds in his custody are available for such transfers.

3. Repayment of the funds is anticipated to be made from the:

Revenue Type(s)

<u>    </u> x	Property Taxes
<u>    </u>	Principal Apportionment(s)
<u>    </u>	Education Protection Account

accruing to the District, however the District recognizes that the source of repayment may be from other revenues accruing to the District before any other obligation. Interest on any transferred funds will accrue and be payable by the District, at the greater of the same interest rate the County of San Diego Investment Pool is earning or a proxy TRAN cost as determined by the market until the entire amount transferred is repaid. Each month, the appropriate interest rate to be used will be identified, and the resulting calculated interest will be charged.

4. The Clerk/Secretary of this Board is directed to file a copy of this resolution with the Board of Supervisors, the County Superintendent of Schools, the County Auditor and Controller, and the County Treasurer-Tax Collector.
5. Authorize the District Superintendent or designee to sign a Temporary Transfer Agreement consistent with the terms of this Resolution.

**RESOLUTION NO. 19/20-0057  
PROPERTY TAXES**

PASSED AND ADOPTED by the Governing Board of the San Ysidro School District, County of San Diego, State of California, this 25th day of June, 2020 by the following vote:

AYES:

NOES:

ABSENT:

STATE OF CALIFORNIA  
COUNTY OF SAN DIEGO

I, Rodolfo Lopez, Clerk/Secretary of the Governing Board of the San Ysidro School District, County of San Diego, State of California, do hereby certify that the foregoing is a true copy of a resolution adopted by said Board at a meeting thereof, at the time and by the vote therein stated, which original resolution is on file in the office of said Board.

June 25, 2020

Date

Clerk/Secretary of the Governing Board

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** June 25, 2020

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Business Services  
Marilyn Adrianzen, Chief Business Official

Informational  
 Action

**AGENDA ITEM:** RESOLUTION NO. 19/20-0058 TO ESTABLISH TEMPORARY INTERFUND BORROWING OF SPECIAL OR RESTRICTED FUND MONEYS

---

The Governing Board of any school district may direct the moneys held in any fund or account may be temporarily transferred to another fund or account of the district for payment of obligations as authorized by Education Code Section 42603.

The Governing Board of the San Ysidro School District adopts this Resolution for fiscal year 2020-21 to temporarily transfer (temporary borrowing) funds between the following funds provided that all transfers are approved by the Superintendent and/or designee:

- General Fund Unrestricted
- General Fund Restricted
- Child Development Fund
- Cafeteria Fund
- Building Fund

**RECOMMENDATION:**  
Approve Resolution No. 19/20-0058 to establish temporary interfund borrowing of special or restricted fund moneys effective July 1, 2020 through June 30, 2021.

---

**LCAP GOAL AND ACTION/SERVICE (please indicate):**

Renewal     New     Amendment     Ratify     Other

Financial Implications?

Are funds for this item available in the 2020-2021 Budget?

Requisition #

Yes     No

Yes     No

N/A  
(Amount)

N/A  
(Name of funding source and/or location)

---

Recommended for:     Approval     Denial    Certification Requested     Yes     No



**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** June 25, 2020

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Educational Services Department  Informational  
Manuela Colom, Executive Director  Action

**AGENDA ITEM:** APPROVAL OF COVID-19 OPERATIONS WRITTEN REPORT

---

**BACKGROUND INFORMATION:**

Executive Order (EO) N-56-20 was established on April 22, 2020, to address the impact of continued school closures in response to the COVID-19 pandemic and the local educational agencies' ability to conduct meaningful annual planning, and the ability to meaningfully engage stakeholders in these processes.

EO N-56-20 issued timeline and approval waivers for the Local Control and Accountability Plan and Budget Overview for Parents as well as waving certain budgetary requirements. The Executive Order also established the requirement that a local educational agency (LEA) adopt a written report (COVID-19 Operations Written Report) explaining to its community the changes to program offerings the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of such closures on students and families.

**RECOMMENDATION:**

Approve the COVID-19 operations written report.

---

**LCAP GOAL AND ACTION/SERVICE:**

Goal 1: Student Achievement and Goal 2: Safety, Climate and Student Engagement.

Renewal  New  Amendment  Ratify  Other

Financial Implications?

Yes  No

Are funds for this item available in the 2019-2020 Budget?

Yes  No

Requisition #

(Amount)

(Name of funding source and/or location)

---

Recommended for:  Approval  Denial Certification Requested  Yes  No

# COVID-19 Operations Written Report

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
San Ysidro School District	Manuela Colom, Executive Director of Curriculum, Instruction, and Innovation	manuela.colom@sysdschools.org	

**Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of the changes your LEA has put in place. LEAs are strongly encouraged to provide descriptions that do not exceed 300 words.**

Provide an overview explaining the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of the closures on students and families.

In response to the immediate need for school closures, San Ysidro School District launched the following programs to meet the guidelines set forth by the Governor’s Executive Orders:

Continuity of Learning Plan in 3 phases:

**Phase I (March 16-20)**

Students were able to access their grade level specific core curriculum and supplemental software using the single sign on CLEVER login portal. Website was organized with grade level specific digital learning opportunities and resources such as “At Home Learning” through KPBS television

**Phase II (April 7-17)**

The instructional model for TK-8 will continue to utilize core and supplemental instructional materials for English Language Arts, English Language Development, and Mathematics. The district developed Weekly Study Packets for English Language Arts, English Language Development, and Mathematics. and they were posted on the district’s website and mailed to ALL families.

**Phase III (April 20- June 4)**

The instructional model for TK-8 will continue to utilize core and supplemental instructional materials for English Language Arts, English Language Development, and Mathematics. Teacher developed Weekly Study Packets were created, posted on the district website & on Google Classroom portals, as well as mailed home to families who requested the resource through their teachers. Teachers provided students with additional instructional guidance using Google Classroom and the communication tool, Google Meet/Hangout.

**Assessing Needs of Families:**

Families were contacted by their classroom teachers to determine the need for devices, internet service, and the continuation of mailed study packets. Families of unduplicated students and high needs families were contacted to determine needs and provide referrals for support.

## **School Meals Program -Seamless Summer**

Child Nutrition Services set-up seamless summer program through a contact- less distribution system at 2 school sites. Through community partnerships we worked to provide food pantries in the community.

## **Expanded Learning Programs**

Supported students with Weekly Study Packets by grade level through daily Google Meet Virtual/Phone Homework Assistant sessions.

Provide a description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.

To support the needs of specific groups we took a variety of steps:

### **Unduplicated Pupils**

Families were advised of the program that was in place to support their children and provided with contact information for additional support.

Provided continuity of English Language Development Supports through Imagine Learning Digital content, teacher instruction through Google Classroom, and English Language Development Weekly Study Packets. Bilingual Expanded Learning staff was identified to support students during daily tutoring opportunities. Promised Neighborhood maintained their services focused on those considered 'high risk'. Services were readily offered to all families that were previously engaged in the services rendered and new potential clients. Social, emotional and behavioral services are offered virtually. Referrals can be made via phone/email to contracted agencies. School site Outreach Consultants focused on reaching out to students who were not responsive to previous attempts at communication. McKinney-Vento Liaison reached out to families of Foster Youth by phone to determine any specific needs and support that could be offered. SEL instruction was incorporated in Distance Learning to address the needs of the student population. School Psychologists and School Social Worker reached out to students and families with high needs.

### **Other Student Groups**

#### **Homeless Families**

Families were advised of the program that was in place to support their children and provided with contact information to attain additional support. McKinney-Vento Liaison reached out to families by phone to determine any specific needs and provide support. In addition to distance learning instruction, online tutoring was provided through Google Classroom for students identified with the need for academic support.

#### **Students Receiving Special Education Services**

Families were advised of the program that was in place to support their children and provided with contact information in order to attain additional support. The department monitored students and families who were not engaged and took action to find and support those students and families. The Special Education Department continued to provide services to the extent practicable to students based on their IEPs through direct services, academic supports, and Google classroom instruction. Skills based curriculum was developed to address functional skills that could easily be transferable into the household.

Provide a description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.

In response to the need for immediate implementation of Distance Learning, and recognizing the diverse learning needs of our students, the district designed a Continuity of Learning Plan utilizing SDCOE template that focused on a multi-phased approach of implementation. Each new phase was built upon the previous phase to support our families with the transition to distance learning. We also determined that we would utilize Google Classroom as the main platform for distance learning, this allowed our families to have continuity from one child to another in their own families. Additionally, we created support for families with technology and instructional issues through a support line.

To ensure access to all students, teachers reached out to families to determine specific needs to support access to online learning. This included gathering information on who needed a device, internet access, and who would like to receive instructional content through weekly curriculum aligned standards-based study packets. Using this information, we launched our Chromebooks at Home program through which devices were made available to all students in grades 3-8, as well as students with IEPs and Homeless students in grades PK-8. Additionally, we worked with an internet provider to offer no/low cost internet service to qualifying families.

Our plan included a variety of learning opportunities and programs to engage students in learning. Of note, we used district data to drive the selection of focus standards for curriculum alignment during this time. This allowed us to identify areas of need in each grade level, by subject matter to ensure support for students on focus standards during this time. To encourage high levels of engagement with distance learning, the district was proactive in developing a distance learning program that included 3 phases of implementation. As we launched each new phase, we employed strategic communication to our families which was delivered digitally, by phone, and through the mail.

**Phase 1:**

Online resources organized by grade level and posted on website. Student access to and instructions for logging into district supplemental software (Imagine Learning, Achieve 3000, and Renaissance), digital resources, and televised instruction through KPBS.

**Phase 2:**

Continue Phase 1 Resources. Weekly study packets for English Language Arts, English Language Development, and Mathematics, mailed home to all students and posted on the district website to provide access to all students.

**Phase 3:**

Continue Phase 1 & 2 Resources. Deployment of District Chromebooks to Students. Teacher created instructional experiences through Google Classroom. Weekly study packets posted to district website and mailed home by request

Provide a description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices.

School meal service transitioned to a Seamless Summer meal distribution at 2 school sites in the district on 2 service days. We transitioned to one school site in June. Free breakfast & lunch distributed one day each week at one location. Multiple days' worth of meals distributed each week. Families were notified via robo-calls, social media, Media release.

The meal service is provided through curbside pick-up organized with a contactless pick-up system. Staff was required to wear gloves and face masks. Face masks were also required by the families to pick up their meals. This system includes counting the number of meals being requested by families and

placing the corresponding number of meals in the trunk of the vehicle. For Pedestrian pick- signage is posted to inform families to keep 6th apart while picking up food additionally, tape on sidewalk has been placed to delineate where to stand 6th apart. Staff are trained on " no contact hand off" to follow social distancing protocol.

Additionally, due to food uncertainty in the community and the rising rate of unemployment in the community, the district partnered with the San Diego Food Bank and Feeding San Diego to offer supplemental food to the families in our community. So far, we have conducted 8 food pantries for any member of the San Ysidro community to participate in. These supplemental food opportunities are a way to support the growing needs of our community during this difficult time.

Provide a description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours.

In response to the Governor's Executive Order to arrange for supervision of students during school closures, we partnered with San Diego County and advertised daycare for essential workers through the release of childcare vouchers for essential workers. We communicated this voucher system to our families through a variety of avenues.

To support the needs of families that we created, Virtual Homework Assistance based on the feedback from parents. They asked that we offer more assistance directly to their kids. We designed an opportunity for students to log in and speak to a staff member, face to face, or they had the ability to call in. All of our staff completed the homework packets ahead of time, based on their designated grades, to insure the best tutorial experience

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** June 25, 2020

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Human Resources  
David Farkas, Executive Director

**INITIAL:** \_\_\_\_\_  
 Informational  
 Action

**AGENDA ITEM:** FIRST READING AND ADOPTION OF REVISED BOARD POLICIES  
AND ADMINISTRATION REGULATIONS IN THE 4000 SERIES

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**BACKGROUND INFORMATION:**

The San Ysidro School District has a current agreement with the California School Boards Association (CSBA) for the maintenance of its Board Policy manual. This subscription service provides policy updates and ongoing consulting and word processing services.

The following Board Policies have been deleted:

Board Policy 4112.42 and 4312.42 – Drug and Alcohol Testing for School Bus Drivers

The following Administrative Regulations have been deleted:

Administrative Regulation 4112.42 and 4312.42 – Drug and Alcohol Testing for School Bus Drivers

Administrative Regulation 4117.4 – Dismissal

**RECOMMENDATION:**

Approve the first reading and adoption of revised Board Policies and Administrative Regulations in the 4000 Series (Personnel).

---

**LCAP GOAL AND ACTION/SERVICE (please indicate):**

**Goal #1: Student Achievement – 1.5 Staffing**

Renewal     New     Amendment     Ratify     Other

**Business Services Reviewed:** \_\_\_\_\_

Financial Implications?

Are funds for this item available in the 2019-2020 Budget?

Requisition #

Yes     No

Yes     No

N/A

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(Amount)

(Name of funding source and/or location)

(Funding account number)

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Recommended for:     Approval     Denial    Certification Requested     Yes     No

ARTICLE 4

PERSONNEL

(Series 4000)

		CODE	
0.			Concepts and Roles
4000			BP
	Drug and Alcohol-Free Workplace	4020	BP
	Nondiscrimination in Employment	4030	BP
	AR		
	Reasonable Accommodation	4032	1. AR
	Lactation Accommodation	4033	2. BP
	Employee Use of Technology	4040	C. BP
		E	
	Social Media Policy For Employees	4050	D. BP
	Telecommuting Policy	4060	E. BP
		E	
1.			Certificated
Personnel		4100	BP
	Permanent/Probationary	4110	
	Recruitment and Selection	4111	1. BP
	Legal Status Requirement	4111.2	a. AR
	Appointment and Conditions of Employment	4112	2. AR
	Contracts	4112.1	a. AR
	Certification	4112.2	b. AR
	Interns	4112.21 BP	(1)
	Staff Teaching English Learners	4112.22	AR
	Special Education Staff	4112.23	AR
	Health Examinations	4112.4	c. AR
	Drug and Alcohol Testing for School		(1)
	Bus Drivers	4112.42 BP	AR
	Criminal Record Check	4112.5	c. AR
	Personnel Files	4112.6	d. AR

		e.	Employment of Relatives		
4112.8	BP			f.	
Employee Notifications	4112.9	BP		3.	E
Assignment	4113			BP	AR
Evaluation/Supervision	4115			4.	
				BP	AR
Probationary/Permanent Status				4116	5.
AR					BP
Separation	4117			6.	
Early Retirement Option	4117.13				a.
				BP	
Resignation	4117.2	BP		b.	
Personnel Reduction	4117.3				c.
				BP	
Dismissal	4117.4				d.
					AR
Termination Agreements	4117.5				e.
					AR
Employment Status Reports	4117.7				f.
					AR
Dismissal/Suspension/Disciplinary Action				4118	7.
AR					BP
Rights, Responsibilities and Duties				4119	8.
				a.	
Sexual Harassment	4119.11	BP		AR	
				b.	
Professional Responsibilities	4119.2				(1)
Professional Standards	4119.21	BP			E
					(2)
Dress and Grooming	4119.22	BP			(3)
Unauthorized Release of Confidential/ Privileged Information	4119.23	BP			(4)
Maintaining Appropriate Adult-Student Interactions	4119.24	BP			(5)
Political Activities of Employees	4119.25	BP		AR	(6)
Identification Badges	4119.26	BP			E
Duties of Personnel	4119.3				c.

-continued-

Infectious Disease	4119.4			d.
Employees with Infectious Disease	4119.41	BP		(1)
Exposure Control Plan for Bloodborne				(2)
Pathogens	4119.42	BP	AR	E
Universal Precautions	4119.43	BP	AR	(3)
Other Certificated Personnel			B.	
Temporary/Substitute Personnel			4120	1.
AR			4121	BP
Temporary Athletic Team Coaches			4127	2.
AR				BP
Activities			C.	
			4130	
Staff Development			4131	1.
				BP
Soliciting and Selling	4135		2.	
			BP	
Nonschool Employment	4136		3.	
			BP	
	D.		Bargaining Units	
	4140		BP	
Collective Bargaining Agreement	4141		1.	
			BP	
Concerted Action/Work Stoppage	4141.6			a.
			BP	AR
Negotiations/Consultation	4143		2.	
			BP	
Public Notice - Personnel Negotiations			4143.1	a.
AR				BP
Complaints	4144		3.	
			BP	AR
Related Benefits	4150		E.	and
			Compensation	
Employee Compensation	4151		1.	
			BP	
Health and Welfare Benefits	4154		2.	
			BP	AR
Employment Amenities			4156	3.
Awards and Recognition	4156.2			a.
			BP	
Employee Property Reimbursement	4156.3			b.
			BP	
Employee Safety			4157	4.
AR				BP

Work-Related Injuries	4157.1			a. AR
Ergonomics	4157.2			b. AR
Employee Security AR			4158	5. BP
Employee Assistance Programs			4159	6. BP
Leaves and Vacations			F. 4160	
Leaves AR			4161	1. BP
Personal Illness/Injury Leave	4161.1			a. AR
Industrial Accident/Illness Leave	4161.11			(1) AR
Personal Leaves	4161.2			b.
Military Leave	4161.5			c. AR
Family Care and Medical Leave	4161.8			d. AR
Catastrophic Leave Program	4161.9		BP	e. AR
2. Personnel AR			Classified 4200	BP
A. Permanent/Probationary	4210			
Appointment and Conditions of Employment			1. 4212	AR
Health Examinations (see 4112.4)	4212.4		2.	
Drug and Alcohol Testing for School			a.	
Bus Drivers (see 4112.42)	4212.42			
Criminal Record Check (see 4112.5)			3. 4212.5	AR
Personnel Files (see 4112.6)	4212.6		4.	
Employment References (see 4112.61)	4212.61		a.	
Relatives (see 4112.8)	4212.8		5. Employment	of
Employee Notifications (see 4112.9)			6. 4212.9	
Evaluation/Supervision			4215	7. BP
Probationary/Permanent Status			4216	8. BP
Part-Time Employment	4217.11		a. Preretirement AR	

PERSONNEL  
 -continued-

Resignation (see 4117.2)	4217.2	b.	
Layoff/Rehire	4217.3		c. AR d.
Termination Agreements (see 4117.5)		4217.5	9.
Dismissal/Suspension/Disciplinary Action AR		4218	BP
Rights, Responsibilities and Duties		4219	10.
Sexual Harassment (see 4119.11)	4219.11		a.
Employment Responsibilities	4219.2		b.
Professional Standards (see 4119.21)	4219.21		(1) E
Dress and Grooming (see 4119.22)	4219.22		(2)
Unauthorized Release of Confidential/ Privileged Information (see 4119.23)	4219.23		(3) (4)
Maintaining Appropriate Adult-Student Interactions	4119.24 BP		(5)
Political Activities of Employees (see 4119.25)	4219.25		
Infectious Disease	4219.4		c.
Employees with Infectious Disease (see 4119.41)	4219.41		(1)
Exposure Control Plan for Bloodborne Pathogens (see 4119.42)	4219.42		(2) (3)
Universal Precautions (see 4119.43)	4219.43		B.
Other Classified Personnel		4220	
Teacher Aides/Paraprofessionals AR		4222	1. BP
Temporary Athletic Team Coaches (see 4127)		4227	2.
Activities		4230	C.

Staff Development	4231	1. BP
Soliciting and Selling (see 4135)	4235	2.
Nonschool Employment (see 4136)	4236	3.
Bargaining Units (see 4140)	D. 4240	
Collective Bargaining Agreement (see 4141)	4241	1.
Concerted Action/Work Stoppage (see 4141.6)	4241.6	a.
Negotiations/Consultation (see 4143)	4243	2.
Public Notice - Personnel Negotiations (see 4143.1)	4243.1	b.
Complaints (see 4144)	4244	3.
Compensation and Related Benefits	E. 4250	
Employee Compensation (see 4151)	4251	1.
Health and Welfare Benefits (see 4154)	4254	2.
Employment Amenities	4256	3.
Awards and Recognition (see 4156.2)	4256.2	a.
Employee Property Reimbursement (see 4156.3)	4256.3	b.
Employee Safety (see 4157)	4257	4.
Work-Related Injuries (see 4157.1)	4257.1	a.
Ergonomics (see 4157.2)	4257.2	b.
Employee Security (see 4158)	4258	5.
Employee Assistance Programs (see 4159)	4259	6.
Leaves and Vacations	F. 4260	
Leaves (see 4161)	4261	1.
Personal Illness/Injury Leave	4261.1	a. AR
Industrial Accident/Illness Leave (see 4161.11)	4261.11	(1)
Personal Leaves (see 4161.2)	4261.2	b.
Military Leave (see 4161.5)	4261.5	c.
Family Care and Medical Leave (see 4161.8)	4261.8	d.

-continued-

Catastrophic Leave Program (see 4161.9)		e.	
3.		4261.9	
Supervisory Personnel		Administrative	and
AR		4300	BP
Administrative Staff Organization		A.	
		4301	BP
Permanent/Probationary		B.	
		4310	
Recruitment and Selection (see 4111)			1.
		4311	
Legal Status Requirement (see 4111.2)			a.
		4311.2	
Appointment and Conditions of Employment		2.	
		4312	
Contracts	4312.1		a.
		BP	
Certification	4312.2		b.
			c.
Health Examinations (see 4112.4)	4312.4		
			(2)
Drug and Alcohol Testing for School			
Bus Drivers (see 4112.42)	4312.42		d.
			e.
Criminal Record Check (see 4112.5)		4312.5	
			f.
Personnel Files (see 4112.6)	4312.6		
			g.
Employment of Relatives (see 4112.8)		4312.8	
			3.
Employee Notifications (see 4112.9)		4312.9	
			BP
Transfers		4314	
AR			4.
Evaluation/Supervision		4315	BP
			5.
Separation		4317	
			a.
Retirement	4317.1		
			(3)
Early Retirement Option (see 4117.13)	4317.13		
			b.
Resignation (see 4117.2)	4317.2		
			c.
Termination Agreements (see 4117.5)		4317.5	
			6.
Rights, Responsibilities and Duties		4319	
			(1)
Sexual Harassment (see 4119.11)	4319.11		
			a.
Professional Responsibilities	4319.2		

Professional Standards (see 4119.21)	4319.21		(1)
			E
Dress and Grooming (see 4119.22)	4319.22		(2)
Unauthorized Release of Confidential/ Privileged Information (see 4119.23)	4319.23		(3)
Maintaining Appropriate Adult-Student Interactions	4119.24 BP		(4)
Political Activities of Employees (see 4119.25)		4319.25	(5)
Infectious Disease	4319.4		b.
Employees with Infectious Disease (see 4119.41)	4319.41		(1)
Exposure Control Plan for Bloodborne Pathogens (see 4119.42)	4319.42		(2)
Universal Precautions (see 4119.43)	4319.43		(3)
Activities		C. 4330	
Staff Development		4331	1. BP
Soliciting and Selling (see 4135)		4335	2.
Nonschool Employment (see 4136)		4336	3.
Bargaining Units (see 4140)		D. 4340	
Complaints (see 4144)		E. 4344	
Compensation and Related Benefits		F. 4350	
Employee Compensation (see 4151)		4351	1.
Health and Welfare Benefits (see 4154)		4354	2.
Employment Amenities		4356	3.
Awards and Recognition (see 4156.2)		4356.2	a.

Employee Safety (see 4157)	4357	4.
Work-Related Injuries (see 4157.1)	4357.1	a.
Ergonomics (see 4157.2)	4357.2	b.
Employee Security (see 4158)	4358	5.
Employee Assistance Programs (see 4159)	4359	6.
Leaves and Vacations	G. 4360	
Leaves (see 4161)	4361	1.
Personal Illness/Injury Leave (see 4161.1)	4361.1	a.
Industrial Accident/Illness Leave (see 4161.11)	4361.11	(1)
Personal Leaves (see 4161.2)	4361.2	b.
Military Leave (see 4161.5)	4361.5	c.
Family Care and Medical Leave (see 4161.8)	4361.8	d.
Catastrophic Leave Program (see 4161.9)	4361.9	e.

**DELETE AR 4112.42 and AR 4312.42  
KEEP and REORGANIZE AR 4212.42**

<b>All Personnel</b>	AR 4112.42(a)
	4212.42
<b>DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS</b>	4312.42

**Definitions**

For purposes of drug testing required by the U.S. Department of Transportation (DOT), drugs included in the tests are marijuana, cocaine, amphetamines, phencyclidine (PCP), and opiates. (49 CFR 40.3, 40.85, 382.107)

*Alcohol concentration or level* means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath. For purposes of the DOT alcohol testing program, an alcohol level between 0.02 and 0.04 requires removal of the bus driver for a 24-hour period following the test. An alcohol level of 0.04 or higher requires immediate removal of the driver from performing safety-sensitive functions until the driver has successfully completed the return-to-duty process. (49 CFR 382.107, 382.201, 382.505)

*Safety-sensitive function* means all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions include, but are not limited to, all time driving or otherwise in the bus; waiting at a district facility to be dispatched; inspecting, servicing, or conditioning the bus or bus equipment; loading or unloading the bus; supervising or assisting in the loading or unloading of the bus; and repairing, obtaining assistance, or remaining in attendance upon a disabled bus. (49 CFR 382.107)

- (cf. 3540 - Transportation)
- (cf. 3542 - School Bus Drivers)
- (cf. 3543 - Transportation Safety and Emergencies)
- (cf. 4020 - Drug and Alcohol-Free Workplace)

**Designated Employer Representative**

The Superintendent or designee shall identify a designated employer representative and shall provide his/her name and telephone number to the testing contractor to contact about any problems or issues that may arise during the testing process. (49 CFR 40.35, 40.215)

The designated employer representative shall be responsible for receiving test results and other communications, taking immediate action(s) to remove drivers from safety-sensitive functions, and making other required decisions in the testing and evaluation processes. (49 CFR 40.3)

**Pre-employment Testing**

**DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS** (continued)

When hiring a new driver, the Superintendent or designee shall, with the driver's written consent, request the driver's past drug and alcohol testing record, as specified in 49 CFR 40.25, from any employer who has employed the driver at any time during the previous two years. In addition, the Superintendent or designee shall ask the driver if he/she tested positive, or refused to test, on any pre-employment drug or alcohol test that was administered during the past two years in the course of applying for another safety-sensitive transportation position that he/she did not obtain. The driver shall not be permitted to perform safety-sensitive functions if he/she refuses to provide consent to obtain the information from previous employers, the information from previous employers is not received within 30 days of the date on which the driver first performed safety-sensitive functions for the district, or the driver or a previous employer reports a violation of a drug or alcohol regulation without subsequent completion of the return-to-duty process. (49 CFR 40.25, 382.413)

Upon making a contingent offer of employment to a driver and prior to the first time the driver performs safety-sensitive functions for the district, the Superintendent or designee shall require the driver to undergo testing for drugs and to receive a verified negative test result. This testing requirement may be waived if all of the following conditions exist: (49 CFR 382.301)

1. The driver has participated in a qualified drug testing program within the previous 30 days.
2. While participating in the program, the driver either was tested within the past six months or participated in a random drug testing program for the previous 12 months.
3. The Superintendent or designee has contacted the testing program(s) in which the driver has participated and has obtained information about the program and the driver's participation as specified in 49 CFR 382.301.
4. No prior employer of the driver of whom the district has knowledge has records of the driver's violation of federal drug testing regulations within the previous six months.

**Post-Accident Testing**

As soon as practicable following an accident involving a school bus or student activity bus, the Superintendent or designee shall ensure that the driver involved is tested for alcohol and/or drugs under either of the following conditions: (49 CFR 382.303)

1. The accident involved loss of human life.

2. The driver receives a citation for alcohol use within eight hours of the accident, or for drug use within 32 hours of the accident, and the accident involved bodily injury to a person

AR 4112.42(c)  
4212.42  
4312.42

## **DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS (continued)**

who required immediate medical treatment away from the scene of the accident and/or disabling damage to one or more vehicles requiring towing.

The Superintendent or designee shall attempt to administer a required alcohol test up to eight hours following the accident and/or a drug test up to 32 hours following the accident. The results of an alcohol or drug test conducted by federal, state, or local officials having independent authority for the test shall be considered to meet this requirement. If the alcohol test is not administered within two hours following the accident, or the test for drugs is not administered within 32 hours following the accident, the Superintendent or designee shall make a record stating the reasons the test was not promptly administered. (49 CFR 382.303)

### **Random Testing**

The Superintendent or designee shall ensure that random, unannounced drug and alcohol tests of bus drivers are conducted on testing dates reasonably spread throughout the year. Such tests shall be conducted during, immediately before, or immediately after the performance of safety-sensitive functions. (49 CFR 382.305)

The Superintendent or designee shall ensure that the percentage of district drivers randomly tested for drugs and alcohol meets or exceeds the minimum annual percentage rates specified in 49 CFR 382.305 or subsequently published in the Federal Register.

Each driver selected for random testing shall have an equal chance of being tested each time selections are made. (49 CFR 382.305)

Each driver who is selected for testing shall proceed to the test site immediately or, if performing a safety-sensitive function other than driving a bus, then as soon as possible after ceasing that function. (49 CFR 382.305)

### **Reasonable Suspicion Testing**

A driver shall be required to submit to a drug or alcohol test whenever the Superintendent or designee has reasonable suspicion that the driver has violated the prohibitions against the use of drugs or alcohol. Such reasonable suspicion shall be based on specific, contemporaneous,

articulable observations, conducted during, immediately before, or immediately after the performance of safety-sensitive functions, concerning the driver's appearance, behavior, speech, and/or body odors. Reasonable suspicion of drug use may also include indications of the chronic and withdrawal effects of drugs. (49 CFR 382.307)

AR 4112.42(d)

4212.42

4312.42

## **DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS (continued)**

The person who makes the required observations for reasonable suspicion testing for drugs or alcohol shall be trained in accordance with 49 CFR 382.603. The person who makes the determination that reasonable suspicion exists to conduct an alcohol test shall not be the same person who conducts the alcohol test. (49 CFR 382.307)

Within 24 hours of the observed behavior or before the results of the drug or alcohol test are released, whichever is earlier, the Superintendent or designee shall prepare and sign a written record of the observations leading to a reasonable suspicion test. (49 CFR 382.307)

An alcohol test required as a result of reasonable suspicion shall be administered within eight hours following the determination of reasonable suspicion. If the test is not administered within two hours, the Superintendent or designee shall prepare and maintain on file a record stating the reasons the test was not promptly administered. (49 CFR 382.307)

In the absence of a reasonable suspicion alcohol test, the district shall take no action against a driver based solely on the driver's behavior and appearance, except that the driver shall not be allowed to report for or remain on safety-sensitive functions until an alcohol test is administered and the results show a concentration less than 0.02 or 24 hours have elapsed following the determination of reasonable suspicion. (49 CFR 382.307)

### **Return-to-Duty Testing**

The Superintendent or designee may permit a driver who has violated federal drug or alcohol regulations to return to safety-sensitive functions after the driver has successfully complied with the education and treatment services prescribed by a substance abuse professional and has a taken a return-to-duty drug or alcohol test. The driver shall not resume performance of safety-sensitive functions unless the drug test shows a negative result and/or the alcohol test shows a concentration of less than 0.02. (49 CFR 40.305, 382.309)

### **Follow-Up Testing**

Upon receiving a written follow-up testing plan from a substance abuse professional, the Superintendent or designee shall determine the actual dates for follow-up testing consistent with

those recommendations and shall ensure that such tests are unannounced and follow no discernable pattern as to their timing. No additional tests beyond those included in the plan shall be imposed by the district. (49 CFR 40.307-40.309, 382.111)

**Notifications**

The Superintendent or designee shall provide each driver with materials explaining the federal regulations and the district's policy and procedure related to drug and alcohol testing and shall

AR 4112.42(e)

4212.42

4312.42

**DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS (continued)**

notify representatives of employee organizations of the availability of this information. This information shall include a detailed discussion of at least the following: (49 CFR 382.303, 382.113, 382.601)

1. The identity of the person designated by the district to answer driver questions about the materials
2. The categories of drivers who are subject to drug and alcohol testing
3. Sufficient information about the safety-sensitive functions performed by those drivers to make clear what period of the workday the driver is required to be in compliance
4. Specific information concerning prohibited driver conduct
5. The circumstances under which a driver will be tested for drugs and/or alcohol, including post-accident testing
6. The procedures that will be used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing processes, safeguard the validity of the test results, and ensure that those results are attributed to the correct driver
7. The requirement that a driver submit to drug and alcohol tests
8. An explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences
9. The consequences for drivers found to have violated the prohibitions against drug or alcohol use, including the circumstances under which drivers will be removed immediately from safety-sensitive functions and the requirements for education, treatment, and return-to-duty testing

10. The consequences for drivers found to have a blood alcohol concentration between 0.02 and 0.04
11. Information concerning the effects of drug and alcohol use on an individual's health, work, and personal life; signs and symptoms of a drug or alcohol problem (the driver's or a co-worker's); and available methods of intervening when a drug or alcohol problem is suspected, including confrontation, referral to any employee assistance program, and/or referral to management

AR 4112.42(f)  
4212.42  
4312.42

## **DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS (continued)**

*(cf. 4112.9/4212.9/4312.9 - Employee Notifications)*

Each driver shall sign a statement certifying that he/she has received a copy of the above materials. The Superintendent or designee shall maintain the original of the signed certificate and may provide a copy of the certificate to the driver. (49 CFR 382.601)

In addition, prior to administering each alcohol or drug test, the driver shall be notified that the test is required pursuant to Title 49, Part 382, of the Code of Federal Regulations. (49 CFR 382.113)

The driver shall be notified of the results of drug and alcohol tests in accordance with 49 CFR 382.411.

### **Records**

The Superintendent or designee shall maintain records of the district's drug and alcohol testing program in accordance with 49 CFR 40.333 and 382.401. Such records shall be maintained in a secure location with controlled access and shall be disclosed only in accordance with 49 CFR 382.405.

*(cf. 3580 - District Records)*

Regulation  
approved: July 11, 2019

**SAN YSIDRO SCHOOL DISTRICT**  
San Ysidro, California

**DELETE BP 4112.42 and BP 4312.42  
KEEP and REORGANIZE BP 4212.42**

<b>All Personnel</b>	BP 4112.42(a) 4212.42
<b>DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS</b>	4312.42

The Board of Education desires to ensure that district-provided transportation is safe for students, staff, and the public. To that end, the Superintendent or designee shall establish a drug and alcohol testing program designed to prevent the operation of buses or the performance of other safety-sensitive functions by a driver who is under the influence of drugs or alcohol, including a driver of a school bus, student activity bus, or other school transportation vehicle or any other employee who holds a commercial driver's license which is necessary to perform duties related to district employment.

*(cf. 3540 - Transportation)*  
*(cf. 3542 - School Bus Drivers)*  
*(cf. 3543 - Transportation Safety and Emergencies)*  
*(cf. 4020 - Drug and Alcohol-Free Workplace)*  
*(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)*

A driver shall not report for duty or remain on duty when he/she has used any drug listed in 21 CFR 1308.11. A driver is also prohibited from reporting for duty or remaining on duty when he/she has used any drug listed in 21 CFR 1308.12-1308.15, unless he/she is using the drug under the direction of a physician who has advised him/her that the substance will not adversely affect the driver's ability to safely operate a bus. In addition, a driver shall not consume alcohol while on duty or for four hours prior to on-duty time. (49 CFR 382.201-382.209, 382.213)

The district's testing program for drivers shall include pre-employment drug testing and reasonable suspicion, random, post-accident, return-to-duty, and follow-up drug and alcohol testing of drivers. (49 USC 31306; 49 CFR 382.301-382.311)

The Board shall contract for testing services upon verifying that the personnel are appropriately qualified and/or certified and that testing procedures conform to federal regulations.

Except as otherwise provided by law, the Superintendent or designee shall not release individual test results or medical information about a driver to a third party without the driver's specific written consent. (49 CFR 40.321)

**Consequences Based on Test Results**

Any driver who refuses to take a required drug or alcohol test, tests positive for drugs, or is found to have a blood alcohol concentration level that exceeds the levels specified in law shall be removed from performing safety-sensitive functions in accordance with 49 CFR 40.23 and 382.211.

**DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS** (continued)

No driver shall be temporarily removed from the performance of safety-sensitive functions based only on a laboratory report of a confirmed positive test before the certified medical review officer has completed verification of the test results, unless the district has obtained a waiver. (49 CFR 40.21, 382.107, 382.119)

Not later than five days after receiving notification of the test result or refusal to comply, the Superintendent or designee shall report any refusal, failure to comply, or positive test result to the California Department of Motor Vehicles (DMV) using a form approved by the DMV. (Vehicle Code 13376)

A driver who has violated federal drug and alcohol regulations may be subject to disciplinary action up to and including dismissal in accordance with law, administrative regulations, and the district's collective bargaining agreement.

*(cf. 4118 - Dismissal/Suspension/Disciplinary Action)*

*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

**Voluntary Self-Identification**

Whenever a driver admits to alcohol or drug misuse under the district's voluntary self-identification program, the Superintendent or designee shall ensure all of the following: (49 CFR 382.121)

1. No adverse action shall be taken against the driver by the district.
2. The driver shall be allowed sufficient opportunity to seek evaluation, education, or treatment to establish control over his/her drug or alcohol problem.
3. The driver shall be permitted to participate in safety-sensitive functions only after:
  - a. Successfully completing an education or treatment program, as determined by a drug and alcohol abuse evaluation expert, such as an employee assistance professional, substance abuse professional, or qualified drug and alcohol counselor
  - b. Undergoing a return-to-duty test with a result indicating an alcohol concentration of less than 0.02 and/or a verified negative result for drug use

A driver who admits to alcohol or drug misuse shall not be subject to federal requirements related to referral, evaluation, and treatment, provided that he/she does not self-identify in order to avoid drug or alcohol testing, makes the admission prior to performing a safety-sensitive function, and does not perform a safety-sensitive function until he/she has been evaluated and has successfully

BP 4112.42(c)

4212.42

4312.42

## **DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS (continued)**

completed education or treatment requirements in accordance with program guidelines. (49 CFR 382.121)

### *Legal Reference:*

#### EDUCATION CODE

35160 Authority of governing boards

#### GOVERNMENT CODE

8355 Drug-free workplace; employee notification

#### VEHICLE CODE

13376 Driver certificates; revocation or suspension

34500-34520.5 Safety regulations

#### CODE OF REGULATIONS, TITLE 13

1200-1293 Motor carrier safety, especially:

1213.1 Placing drivers out-of-service

#### UNITED STATES CODE, TITLE 41

8101-8106 Drug-Free Workplace Act

#### UNITED STATES CODE, TITLE 49

31306 Alcohol and drug testing

#### CODE OF FEDERAL REGULATIONS, TITLE 21

1308.11-1308.15 Controlled substances

#### CODE OF FEDERAL REGULATIONS, TITLE 49

40.1-40.413 Procedures for transportation workplace drug and alcohol testing programs

382.101-382.605 Drug and alcohol use and testing; especially:

382.205 On-duty use

382.207 Pre-duty use

382.209 Use following an accident

### *Management Resources:*

#### CALIFORNIA HIGHWAY PATROL PUBLICATIONS

Controlled Substances and Alcohol Testing Compliance Checklist, 2007

What is CSAT? Controlled Substances and Alcohol Testing, 2005

#### WEB SITES

California Highway Patrol: <http://www.chp.ca.gov>

Federal Motor Carrier Safety Administration: <http://www.fmcsa.dot.gov>

U.S. Department of Transportation, Office of Drug and Alcohol Policy and Compliance:

<http://www.dot.gov/ost/dapc>

Policy  
adopted: July 11, 2019

**SAN YSIDRO SCHOOL DISTRICT**  
San Ysidro, California

**DELETE**

**Certificated Personnel**

AR 4117.4

**DISMISSAL**

**Permanent Employees**

Permanent employees shall not be dismissed from their position except when cause for dismissal can be shown. Cause and procedures for dismissal are defined by provisions of Education Code 44932-44947.

*(cf. 4116 - Probationary/Permanent Status)*

**Probationary Employees**

During the school year, certificated probationary employees may be dismissed for causes specified in Education Code 44932 or for unsatisfactory performance determined pursuant to Education Code 44660-44665. Procedures and time limits for such action shall be those set forth in Education Code 44948.3.

*(cf. 4115 - Evaluation/Supervision)*

At the end of the school year, the Board of Education may decide not to rehire probationary employees without a statement of reasons, giving notice in accordance with Education Code 44929.21.

*(cf. 4117.6 - Decision Not to Rehire)*

*Legal Reference:*

EDUCATION CODE

- 44660-44665 Evaluation and assessment of performance*
- 44842 Automatic declining of employment*
- 44918 Substitute or temporary employee; reemployment rights*
- 44929.21 Districts with 250 ADA or more; notice of reelection decision.*
- 44929.23 Districts with daily attendance less than 250*
- 44932-44947 Suspension and/or dismissal of permanent employees*
- 44948 Dismissal or suspension of probationary employees during school year*
- 44948.2 Election to use provisions of Education Code 44948.3*
- 44948.3 Dismissal of probationary employees (over 250 ADA)*
- 44948.5 Dismissal of probationary employees (under 250 ADA)*
- 44949 Cause, notice and right to hearing for dismissal of probationary employee*
- 44953 Dismissal of substitute employees*
- 44955 Reduction in number of permanent employees*

GOVERNMENT CODE

- 3543.2 Scope of representation (re duty of district to meet and negotiate regarding causes and procedures for discipline less than dismissal)*

Regulation  
approved: July 11, 2019

**SAN YSIDRO SCHOOL DISTRICT**  
San Ysidro, California

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** June 25, 2020

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Educational Services  
Manuela Colom, Executive Director  Informational  
 Action

**AGENDA ITEM:** SECOND READING AND ADOPTINO OF NEW BOARD POLICY:  
6157 ~ DISTANCE LEARNING

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**BACKGROUND INFORMATION:**

The San Ysidro School District has a current agreement with the California School Boards Association (CSBA) for the maintenance of its Board Policy manual. CSBA is in the process of converting our board policies to GAMUT Policy Plus and is recommending reviewing certain policies and to add any new to make them uniformed across all districts.

Board Policy 6157 needs to be added to address the provision of distance learning opportunities for students. This policy also addresses teacher training and support, availability to all students, use of district equipment, communications with students and parents/guardians, and grading criteria. Policy includes additional considerations in the event of a school closure, such as prioritization of content as well as maintenance of continuity, routine, and regular connections with students.

**RECOMMENDATION:**

Approve the second reading and adoption of the new Board Policy 6157.

---

**LCAP GOAL AND ACTION/SERVICE:**

N/A

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Renewal    New    Amendment    Ratify    Other

Financial Implications?

Yes    No

Are funds for this item available in the 2019-2020 Budget?

Yes    No

Requisition #

N/A  
(Amount)

N/A  
(Name of funding source and/or location)

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Recommended for:  Approval    Denial   Certification Requested    Yes    No  
**Superintendent's Office Certification:**

**DISTANCE LEARNING**

The Governing Board recognizes that distance learning can be a viable alternative instructional strategy that supports student achievement of academic goals. Distance learning opportunities may be offered to students participating in independent study, credit recovery courses, enrichment courses, or other courses identified by the Superintendent or designee, or in the event that a school site is physically closed due to widespread illness, natural disaster, or other emergency.

*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*

*(cf. 3516.5 - Emergency Schedules)*

*(cf. 4113.5/4213.5/4313.5 - Working Remotely)*

*(cf. 6158 - Independent Study)*

The district may offer distance learning through a variety of delivery methods as appropriate for the grade level and subject matter. Distance learning opportunities may include video, audio, and/or written instruction in which the primary mode of communication between the student and teacher is online interaction, instructional television, live or prerecorded video, telecourses, and other instruction that relies on computer or communications technology. They may also include the use of print materials with written or oral feedback.

The Superintendent or designee shall review and select distance learning courses, which may include those taught by district staff or others, that are of high academic quality and are aligned with district standards and curricula. As appropriate, courses may be self-directed to allow students to complete assignments at their own pace and/or may involve real-time interaction among the teacher and students.

*(cf. 6141 - Curriculum Development and Evaluation)*

*(cf. 6143 - Courses of Study)*

The Superintendent or designee shall, in collaboration with teachers, plan for schoolwide or long-term distance learning in the event of a school closure. In developing the plan, the Superintendent or designee shall analyze the course sequence, prioritize content and standards to be completed, and recommend the grading criteria. In such circumstances, students' social-emotional wellness shall be taken into account, and schedules and learning experiences shall be designed to build continuity, routine, and regular connections with students.

*(cf. 5141.5 - Mental Health)*

As needed, the Superintendent or designee shall provide teachers with training and ongoing support, including technological support and guidance, to effectively implement distance learning. The district shall also provide opportunities for teachers to communicate and collaborate with each other to exchange information on effective practices.

*(cf. 4131 - Staff Development)*

**DISTANCE LEARNING (continued)**

Staff shall comply with all copyright regulations in developing materials to be used in distance education courses.

*(cf. 6162.6 - Use of Copyrighted Materials)*

The district shall take steps to ensure that distance learning opportunities are available to all students, including economically disadvantaged students, students with disabilities, and English learners. Teachers may use multiple methods of providing instruction to meet student needs. All online programming and Internet content shall meet accessibility standards for students with disabilities, including compatibility with commonly used assistive technologies.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

*(cf. 0415 - Equity)*

*(cf. 6159 - Individualized Education Program)*

*(cf. 6174 - Education for English Learners)*

The Superintendent or designee shall assess students' access to technological devices and the Internet and, consistent with the district's budget and technology plan, may loan devices to students to use at home and/or assist families in identifying free service providers. Students are expected to use district technology responsibly in accordance with the district's Acceptable Use Agreement. To the extent possible, the district shall make technical and academic support available to students.

*(cf. 0440 - District Technology Plan)*

*(cf. 3311.4 - Procurement of Technological Equipment)*

*(cf. 3515.4 - Recovery for Property Loss or Damage)*

*(cf. 6163.4 - Student Use of Technology)*

Teachers shall provide regular communications to students and parents/guardians about expectations, assignments, and available resources to assist the student in successful completion of distance learning coursework.

*(cf. 6020 - Parent Involvement)*

Grading of distance learning assignments and assessments of end-of-course knowledge and understanding of the subject matter shall be consistent with district policy on grading for equivalent courses.

*(cf. 5121 - Grades/Evaluation of Student Achievement)*

*(cf. 6146.3 - Reciprocity of Academic Credit)*

*(cf. 6146.11 - Alternative Credits Toward Graduation)*

*Legal Reference: (see next page)*

**DISTANCE LEARNING (continued)**

*Legal Reference:*

EDUCATION CODE

35182.5 *Contracts for electronic products or services; prohibitions*

51210-51212 *Course of study for grades 1-6*

51220-51229 *Course of study for grades 7-12*

51740-51741 *Authority to provide instruction by correspondence*

51745-51749.3 *Independent study*

51865 *California distance learning policy*

PUBLIC CONTRACT CODE

20118.2 *Contracting by school districts; technological equipment*

UNITED STATES CODE, TITLE 20

7131 *Internet safety*

UNITED STATES CODE, TITLE 47

254 *Universal service discounts (E-rate); Internet safety*

*Management Resources:*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*COVID-19 Guidance for K-12 Schools*

WORLD WIDE WEB CONSORTIUM PUBLICATIONS

*Web Content Accessibility Guidelines*

WEB SITES

*California Department of Education: <http://www.cde.ca.gov>*

*World Wide Web Consortium, Web Accessibility Initiative: <http://www.w3.org/wai>*

adopted:

San Ysidro, California

# SAN YSIDRO SCHOOL DISTRICT GOVERNING BOARD AGENDA

**TO:** Governing Board

**BOARD MEETING DATE:** June 25, 2020

**VIA:** Gina Potter, Ed.D.  
Superintendent

**FROM:**  
Administration  
Gina A. Potter, Ed.D., Superintendent

**INITIAL:** \_\_\_\_\_  
 Informational  
 Action

**AGENDA ITEM:** CONFLICT OF INTEREST CODE: LOCAL GOVERNMENT AGENCY  
BIENNIAL REVIEW

**BACKGROUND INFORMATION:**

The Political Reform Act (the “Act”) requires all public agencies to adopt and maintain a Conflict of Interest Code containing the rules for disclosure of personal assets and the prohibition from making or participating in making governmental decisions that may affect any personal assets. The Conflict of Interest Code must specifically designate all agency positions that make or participate in the making of decisions and assign specific types of personal assets to be disclosed that may be affected by the exercise of powers and duties of that position.

The Act further requires that an agency regularly review and update its Code as necessary when directed by the code-reviewing body or when change is necessitated by changed circumstances (Sections 87306 and 87306.5).

Pursuant to the Act the District adopted a Conflict of Interest Code which was approved by the San Diego County Board of Supervisors in 2018. Review of the Code shows that it must be amended to designate a new position, Director of Educational Services.

Attached is a redline version of the proposed amended Code showing the revisions made to the Conflict of Interest Code.

**RECOMMENDATION:**

Adopt Resolution No. 19/20-0054 amending the Conflict of Interest Code of the San Ysidro School District and directing that such amendment be submitted to the San Diego County Board of Supervisors as the District’s code-reviewing body (Gov. Code § 82011) requesting approval of the amendment as required under Government Code section 87303.

**LCAP GOAL AND ACTION/SERVICE (please indicate):**

<input type="checkbox"/> Renewal	<input checked="" type="checkbox"/> New	<input type="checkbox"/> Amendment	<input type="checkbox"/> Ratify	<input type="checkbox"/> Other	<b>Business Services Reviewed:</b> _____
Financial Implications?		Are funds for this item available in the 2019-2020 Budget?			Requisition #
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
N/A	N/A				
(Amount)	(Name of funding source and/or location)				

Recommended for:  Approval  Denial Certification Requested  Yes  No

# NOTICE OF INTENTION TO AMEND THE CONFLICT OF INTEREST CODE OF THE SAN YSIDRO SCHOOL DISTRICT

NOTICE IS HEREBY GIVEN that the Governing Board of the San Ysidro School District (the “District”) intends to amend the District’s Conflict of Interest Code (the “Code”) pursuant to Government Code Section 87306.

The Code designates those employees, members, officers, and consultants who make or participate in the making of decisions which may affect personal financial interests and are subject to the disclosure requirements of the District’s Code. The District’s proposed amendment is to include a new position that must be designated.

The proposed amended Code will be considered by the Governing Board on June 25, 2020, at 5:00 p.m. The meeting will be conducted pursuant to the provisions of the Governor’s Executive Order N-29-20 dated March 17, 2020 and will be held via Zoom Teleconferencing only. Any interested person may view the public meeting via the YouTube District Live Stream:

<https://www.youtube.com/channel/UCGyF01068pwbhe-B5xnyl-A/videos>. Public comment may be submitted by email to [publiccomment@sysdschools.org](mailto:publiccomment@sysdschools.org) on or before Thursday, June 25, 2020 at 3:00 pm. Any inquiries should be directed to the attention of Monica Yrineo, Senior Executive Secretary, San Ysidro School District, 4350 Otay Mesa Road, San Ysidro, CA 92173; (619) 428-4476 Ext. 3022.

Copies of the proposed amended Code may be obtained from Ms. Yrineo.

**RESOLUTION NO. 19/20-0054**

**RESOLUTION OF THE GOVERNING BOARD OF THE SAN YSIDRO  
SCHOOL DISTRICT AMENDING THE CONFLICT OF INTEREST CODE  
PURSUANT TO THE POLITICAL REFORM ACT OF 1974**

**WHEREAS**, the State of California enacted the Political Reform Act of 1974, Government Code section 81000 et seq. (the “Act”), which contains provisions relating to conflicts of interest which potentially affect all officers, employees and consultants of the San Ysidro School District (the “District”) and requires all public agencies to adopt and promulgate a conflict of interest code; and

**WHEREAS**, the Governing Board adopted a Conflict of Interest Code (the “Code”) which was amended on November 8, 2018, in compliance with the Act; and

**WHEREAS**, subsequent changed circumstances within the District have made it advisable and necessary pursuant to Sections 87306 and 87307 of the Act to amend and update the District’s Code; and

**WHEREAS**, the potential penalties for violation of the provisions of the Act are substantial and may include criminal and civil liability, as well as equitable relief which could result in the District being restrained or prevented from acting in cases where the provisions of the Act may have been violated; and

**WHEREAS**, notice of the time and place of a public meeting on, and of consideration by the Governing Board of, the proposed amended Code was provided to each affected designated employee and publicly posted for review at the offices of the District; and

**WHEREAS**, a public meeting was held upon the proposed amended Code at a regular meeting of the Governing Board on June 25, 2020, at which all present were given an opportunity to be heard on the proposed amended Code.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Board of the San Ysidro School District that the Governing Board does hereby adopt the proposed amended Conflict of Interest Code, a copy of which is attached hereto and shall be on file with the Executive Secretary to the Superintendent and available to the public for inspection and copying during regular business hours;

**BE IT FURTHER RESOLVED** that the said amended Code shall be submitted to the Board of Supervisors of the County of San Diego for approval and said Code shall become effective immediately upon approval by the Board of Supervisors.

**APPROVED, SIGNED AND ADOPTED** this 25th day of June, 2020.

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President, Governing Board  
San Ysidro School District

ATTEST:

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Secretary, Governing Board  
San Ysidro School District

13.10  
Page 4 of 15

**LEGISLATIVE VERSION**  
**(SHOWS CHANGES MADE)**

**CONFLICT OF INTEREST CODE**

**OF THE**

**SAN YSIDRO SCHOOL DISTRICT**

# CONFLICT OF INTEREST CODE OF THE SAN YSIDRO SCHOOL DISTRICT

~~(Adopted November 8, 2018)~~ Amended June 25, 2020

The Political Reform Act (Gov. Code § 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. § 18730) which contains the terms of a standard conflict of interest code which can be incorporated by reference in an agency's code. After public notice and hearing Section 18730 may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This incorporation page, Regulation 18730 and, the attached Appendix designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the **San Ysidro School District (the "District")**.

All officials and designated positions required to submit a statement of economic interests shall file their statements with the **Executive Secretary** as the District's filing officer. The **Executive Secretary** shall make and retain a copy of all statements filed by Members of the Governing Board and the Superintendent, and forward the originals of such statements to the Clerk of the Board of Supervisors. The **Executive Secretary** shall retain the originals of all other designated positions and make all retained statements available for public inspection and reproduction during regular business hours. (Gov. Code § 81008.)

13.10  
Page 6 of 15

**APPENDIX**  
**CONFLICT OF INTEREST CODE**  
**OF THE**  
**SAN YSIDRO SCHOOL DISTRICT**

**(Adopted November 8, 2018 Amended June 25, 2020)**

**PART “A”**

**OFFICIALS WHO MANAGE PUBLIC INVESTMENTS**

District Officials who manage public investments, as defined by 2 Cal. Code of Regs. § 18700.3, are NOT subject to the District’s Code, but must file disclosure statements under Government Code section 87200 et seq. [Regs. § 18730(b)(3)] These positions are listed here for informational purposes only.

It has been determined that the positions listed below are officials who manage public investments<sup>1</sup>:

Members of the Governing Board

Chief Business Official

Investment Consultants

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<sup>1</sup> Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

**DESIGNATED POSITIONS**  
**GOVERNED BY THE CONFLICT OF INTEREST CODE**

<b><u>DESIGNATED POSITIONS'</u></b> <b><u>TITLE OR FUNCTION</u></b>	<b><u>DISCLOSURE CATEGORIES</u></b> <b><u>ASSIGNED</u></b>
Assistant Principals (ALL)	5
Coordinator, Community Schools & After School Programs	5
Coordinator, Federal & State Programs: Pupil Services	5
Coordinator, Human Resources & Credentialing	5
Director of Child Development	5
Director of Child Nutrition Services	5
<u>Director of Educational Services</u>	<u>5</u>
Director of Education Technology	5
Director of Maintenance, Operations, Transportation and Facilities	2, 3, 5
Director of Special Education	5
Executive Director of Curriculum, Instruction and Innovation	5
Executive Director of Human Resources	5
General Counsel	1, 2
Principals (ALL)	5
Program Specialist	5
Superintendent of Schools	1, 2
Consultant and New Positions <sup>2</sup>	

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<sup>2</sup> Individuals serving as a consultant as defined in FPPC Reg 18700.3 or in a new position created since this Code was ~~later amended~~last approved that makes or participates in making decisions must file under the broadest disclosure requirements set forth in this Code subject to the following limitation:

The Superintendent may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code § 82019; FPPC Regs 18219 and 18734.) The Superintendent's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code § 81008.)

## **PART B** **DISCLOSURE CATEGORIES**

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which he or she is assigned.<sup>3</sup> "Investment" means financial interest in any business entity (including a consulting business or other independent contracting business) and are reportable if they are either located in or doing business in the jurisdiction, are planning to do business in the jurisdiction, or have done business during the previous two years in the jurisdiction of the District.

Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are located in, do business in or own real property within the jurisdiction of the District.

Category 2: All Interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the District.

Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District.

Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the District.

Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the designated position's department, unit or division.

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<sup>3</sup> This Conflict of Interest Code does not require the reporting of gifts from outside this agency's jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position. (Reg. 18730.1)

**CONFLICT OF INTEREST CODE  
OF THE  
SAN YSIDRO SCHOOL DISTRICT**

# CONFLICT OF INTEREST CODE OF THE SAN YSIDRO SCHOOL DISTRICT (Amended June 25, 2020)

The Political Reform Act (Gov. Code § 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. § 18730) which contains the terms of a standard conflict of interest code which can be incorporated by reference in an agency's code. After public notice and hearing Section 18730 may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This incorporation page, Regulation 18730 and, the attached Appendix designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the **San Ysidro School District (the "District")**.

All officials and designated positions required to submit a statement of economic interests shall file their statements with the **Executive Secretary** as the District's filing officer. The **Executive Secretary** shall make and retain a copy of all statements filed by Members of the Governing Board and the Superintendent, and forward the originals of such statements to the Clerk of the Board of Supervisors. The **Executive Secretary** shall retain the originals of all other designated positions and make all retained statements available for public inspection and reproduction during regular business hours. (Gov. Code § 81008.)

**APPENDIX**  
**CONFLICT OF INTEREST CODE**  
**OF THE**  
**SAN YSIDRO SCHOOL DISTRICT**

**(Amended June 25, 2020)**

**PART “A”**

**OFFICIALS WHO MANAGE PUBLIC INVESTMENTS**

District Officials who manage public investments, as defined by 2 Cal. Code of Regs. § 18700.3, are NOT subject to the District’s Code, but must file disclosure statements under Government Code section 87200 et seq. [Regs. § 18730(b)(3)] These positions are listed here for informational purposes only.

It has been determined that the positions listed below are officials who manage public investments<sup>1</sup>:

Members of the Governing Board

Chief Business Official

Investment Consultants

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<sup>1</sup> Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

**DESIGNATED POSITIONS**  
**GOVERNED BY THE CONFLICT OF INTEREST CODE**

<b><u>DESIGNATED POSITIONS'</u></b> <b><u>TITLE OR FUNCTION</u></b>	<b><u>DISCLOSURE CATEGORIES</u></b> <b><u>ASSIGNED</u></b>
Assistant Principals (ALL)	5
Coordinator, Community Schools & After School Programs	5
Coordinator, Federal & State Programs: Pupil Services	5
Coordinator, Human Resources & Credentialing	5
Director of Child Development	5
Director of Child Nutrition Services	5
Director of Educational Services	5
Director of Education Technology	5
Director of Maintenance, Operations, Transportation and Facilities	2, 3, 5
Director of Special Education	5
Executive Director of Curriculum, Instruction and Innovation	5
Executive Director of Human Resources	5
General Counsel	1, 2
Principals (ALL)	5
Program Specialist	5
Superintendent of Schools	1, 2
Consultant and New Positions <sup>2</sup>	

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<sup>2</sup> Individuals serving as a consultant as defined in FPPC Reg 18700.3 or in a new position created since this Code was last approved that make or participate in making decisions must file under the broadest disclosure requirements set forth in this Code subject to the following limitation:

The Superintendent may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov.

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Code § 82019; FPPC Regs 18219 and 18734.) The Superintendent's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code § 81008.)

## **PART B** **DISCLOSURE CATEGORIES**

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which he or she is assigned.<sup>33</sup> "Investment" means financial interest in any business entity (including a consulting business or other independent contracting business) and are reportable if they are either located in or doing business in the jurisdiction, are planning to do business in the jurisdiction, or have done business during the previous two years in the jurisdiction of the District.

Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are located in, do business in or own real property within the jurisdiction of the District.

Category 2: All Interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the District.

Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District.

Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the District.

Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the designated position's department, unit or division.

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<sup>3</sup> This Conflict of Interest Code does not require the reporting of gifts from outside this agency's jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position. (Reg. 18730.1)

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** June 25, 2020

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Human Resources  
David Farkas, Executive Director

**INITIAL:** \_\_\_\_\_  
 Informational  
 Action

**AGENDA ITEM:** EMPLOYEE ATTENDANCE INCENTIVE

**BACKGROUND INFORMATION:**

Per The San Ysidro Education Association Collective Bargaining Agreement Article 8.A.7, unit members who have perfect attendance at the end of the fiscal year will receive a bonus of five hundred dollars (\$500). There are 11 certificated employees who had perfect attendance during the 2019-2020 school year.

**RECOMMENDATION:**

Approve the attendance incentive for the 11 certificated employees listed on the attached sheet.

**LCAP GOAL AND ACTION/SERVICE (please indicate):**

**Goal #1: Student Achievement – 1.5 Staffing**

Renewal     New     Amendment     Ratify     Other                      **Business Services Reviewed:** \_\_\_\_\_

Financial Implications?	Are funds for this item available in the 2019-2020 Budget?	Requisition #
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
\$5,500.00	General Fund	
(Amount)	(Name of funding source and/or location)	
<b>Recommended for:</b> <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <b>Certification Requested</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

**San Ysidro Education Association Employee Attendance Incentive 2019-2020**

**The following employees will be compensated for perfect attendance in the July paycheck \$500.00:**

1. Bisaga, Katie
2. Franco, Natalia
3. Garcia, Oscar
4. Guerrero Lorena
5. Hendrick, Melissa
6. Kinney, Shirley
7. Minea Loomis, Lianne
8. Murray, Mei-Ling
9. Pitts, William
10. Portillo, Maggy
11. Salazar, David

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** June 25, 2020

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Human Resources  
David Farkas, Executive Director

Informational  
 Action

**AGENDA ITEM:** COLLECTIVE BARGAINING AGREEMENT WITH SAN YSIDRO EDUCATION ASSOCIATION (SYEA)

**BACKGROUND INFORMATION:**

The San Ysidro School District and the San Ysidro Education Association (SYEA) have signed a reopener tentative agreement effective 2018 through 2021. The agreement was reached on May 15, 2020. The articles that have been revised are as follows:

Article 10: Hours

Updated language regarding prep period buyout to further clarify the process for paying 1/6<sup>th</sup> per diem. Updated language regarding Open House dates.

Article 13: Safety Conditions

Updated personal property reimbursement to a maximum of \$1,000. Added sections for and language regarding working conditions, pupil suspension, physical and emotional safety, assault, insult and abuse, and safe and secure learning environment.

Article 18: Compensation and Fringe Benefits

Agreed to 0% salary increase for the 2019-2020 school year. No language changes.

**RECOMMENDATION:**

Approve the reopener collective bargaining agreement between the San Ysidro School District and the San Ysidro Education Association (SYEA) for the period 2018 through 2021.

**LCAP GOAL AND ACTION/SERVICE (please indicate):**

Goal #1: Student Achievement – 1.5 Staffing

Renewal     New     Amendment     Ratify     Other

Financial Implications?	Are funds for this item available in the 2019-2020 Budget?	Requisition #
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
(Amount)	(Name of funding source and/or location)	
Recommended for: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial		Certification Requested <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## ARTICLE 10. HOURS

A. The basic day of service for all full time bargaining unit members shall be as follows:

1. Monday through Friday, 6 hours, 30 minutes, exclusive of a 45 minute duty free lunch.
2. Fridays, up to once per month, 7 hours 0 minutes with 5 calendar days' notice before scheduled meeting, as needed. This meeting shall apply to all unit members, all school sites, and/or district wide and may be called by site principals and Assistant Superintendents with the Superintendent's approval. Extended minimum days shall be held only on Fridays that are not individual planning and preparation days.
3. Any teacher assigned to a six period schedule will teach five periods and receive a preparation period.
  - a. With mutual agreement between the site administrator and the unit member, the District may purchase the preparation period at a rate of one sixth (1/6<sup>th</sup>) of that unit member's per diem.
  - b. Unit members whose regular assignment includes a daily purchased preparation period, shall have their base pay adjusted to include the 1/6<sup>th</sup> per diem for the duration of the assignment.

B. Instructional Day:

Pre-School	180 minutes
Transitional K	225 minutes
K	315 minutes
Grades 1-6	330 minutes (exclusive of recesses)
Grades 7-8	334 minutes (inclusive of 1 preparatory period)

The District shall determine starting and ending times of the instructional day in order to accommodate student scheduling.

C. Instructional Minutes on Minimum Days:

Pre-School	180 minutes
TK & K	200 minutes
Grades 1-8	240 minutes (exclusive of recesses)

As part of the annual process of calendar development, minimum days shall be incorporated into the calendar as agreed to by District and Association as follows:

1. Nine (9) minimum days split between the first week and the last week of instruction.
2. Ten (10) minimum days for parent conferences split between the fall and spring.
3. Each Friday not covered in #1 or #2, shall be divided approximately evenly among the four categories of activities listed below. The first three categories shall be directed by the site administrator.
  - a. Staff meetings
  - b. Grade level meetings with an agenda shall exclusively include and promote one or more of the following activities:
    - i. Analysis of, and discussion regarding, student achievement data
    - ii. Development of curriculum and teaching plans
    - iii. Discussion, work, and study regarding Professional Learning Communities
    - iv. Analysis of student achievement for Response to Intervention and Student Study Team processes
    - v. Other subjects or topics recommended by the Leadership Team
  - c. Other meetings directed by the site principal with an emphasis on training and the majority of time devoted to professional development activities
  - d. Individual planning and preparation

D. In addition to the above basic day, unit members are responsible for professional duties which include:

1. Parent conferences, exclusive of minimum day conference periods, in the afternoon or evening as needed to accommodate parents.
2. One (1) "Back to School Night" which shall be held during the first trimester and one (1) "Open House Night", which shall be held during the second trimester, each school year. These two events shall be calendared within the first two weeks of the school year. In the event, due to extenuating

circumstances, the "Open House Night" is not able to be held during the second trimester, the Principal will consult with their teachers to determine an acceptable date prior to Spring Break.

3. Extra-curricular student activities that require chaperoning beyond contractual hours, where no volunteers exist, will be mandatorily assigned to unit members at a school site on a rotating basis with compensation at Student Contact rate. Administration will make an effort to provide timely notice with the exception of emergency situations where administration had no previous notice.
4. The principal will be responsible for assigning the maximum allowable duty time to all aides. If this is not sufficient time to cover necessary duties, teachers will be assigned on a rotating basis. Adjunct duties shall be equitably distributed to the extent practicable.

E. Special Day Class teachers and Resource Specialists shall have up to nine (9) release days per year for IEP's, testing and consultation. The release days shall be reasonably distributed throughout the year and shall not consist of more than two (2) consecutively.

F. School Psychologists shall collaborate with each other one Friday afternoon for half a duty day once a month. The topics and agenda for collaboration meetings may be determined by the Director of Special Education.

G. Contingency Condition Schedule

1. Notwithstanding anything in the Article 10, to the contrary, during a contingent condition the daily schedule may be adjusted during lunch break to ensure that students are able to be supervised in a safe physical environment. Lunch break will be reduced to 30 minutes and unit members will be dismissed 15 minutes early. If the contingency condition occurs on a day when there is an after-school meeting scheduled, the meeting will be reduced by 15 minutes. A contingency condition is hereby defined as a condition for which student's safety is unduly compromised. Examples may include: weather related conditions, or catastrophic events, as determined by the District and/or Site Administrator.

TA'd on May 15, 2020

For SYEA:

Nate Lopez 6/18/2020  
G. Sanchez 6-18-20

For SYSD:

[Signature] 6-28-20

## **ARTICLE 13. SAFETY CONDITIONS**

### **Personal Property**

- A. Unit members shall be reimbursed for any verifiable loss, destruction or damage to their personal property or vehicle while the unit member is conscientiously performing or in a location to perform, his/her duties, a maximum of one thousand dollars (\$1,000.00), if there is no negligence on the part of the employee. Reimbursement for vehicle damage is strictly limited to actual use during and within the scope of employment. The total reimbursement for all loss, damage or destruction of personal property for all unit members and/or all incidents under these provisions shall not exceed \$10,000.00 in any fiscal year.
- B. Reimbursement for verified loss, damage or destruction of personal property suffered while performing services for the District is provided only when written approval for the use of personal property in the schools was given by the supervisor before use. All such prior approval shall be in writing. Exception to such prior approval shall be vehicles, eyeglasses, hearing aids, dentures, watches or articles of clothing necessarily worn or carried by the unit member.
- C. If a unit member receives any payment from an insurance carrier for any loss, damage or destruction for which the District gave reimbursement, the unit member shall repay the District if such payment from an insurance carrier covers the same loss, damage or destruction covered by the District. The District shall, in addition, have all rights of subrogation; and the unit member shall execute all assignments and other documents and cooperate and perform all other acts as required by the District in pursuing such rights of subrogation.
- D. A written request for reimbursement must be filed by the unit member within twenty (20) regularly scheduled work days of the incident with the District. The District shall conduct such investigation as may be necessary.

### **Working Conditions**

- A. The district shall provide a safe workplace that protects unit members from physical and emotional violence, sexual harassment, and other threatening behavior from parents, students, the governing board, classified employees, certificated unit members, and district administrators. Unit members shall not be required to work in unsafe working conditions, or engage in activities that endanger their health, safety, or well-being.
- B. Bargaining unit members shall notify their immediate supervisor in writing concerning an unsafe condition in the District directly affecting their physical welfare, or the physical

welfare of students. The immediate supervisor shall investigate the reported unsafe condition and advise the unit member of any findings and suggested corrected action within five (5) work days. The corrective action shall be initiated and/or corrected within five (5) additional work days.

- C. If the unit member identifies the condition as one that poses an imminent threat of danger to the safety of staff or students, the formal response process shall begin immediately. The condition shall be investigated and a determination of action shall be made by the end of the following work day. The matter shall be resolved as soon as possible.
- D. The District shall keep all school grounds and facilities free of unwanted rodents, pests, arachnids, and insects such as ants, roaches, and fleas. If pesticides or poisons are used, the District shall notify unit members of the names of the chemicals used at least one week in advance of their use, except in situations where immediate use is necessary the district will notify members within 24 hours. The District shall apply them only at times when unit members and pupils are not present, allowing sufficient time for toxic effects to wear off before humans re-enter the affected area.
- E. Each worksite shall have a Site Safety Committee, comprised of a representative from all stakeholder groups including the certificated bargaining unit. Site Safety Committee members shall be recruited jointly by the association and site administrators. The committee shall develop and annually review its discipline, site safety, health, and emergency preparedness plan. The plan shall be distributed to employees at the site on an annual basis. The District Safety Committee shall provide each worksite with general procedures for safety with the site committee overseeing unique site issues. The committee shall make the District aware of any unaddressed safety issues. Unit members serving on site safety committees shall receive release time or the non-student contact hourly rate of pay for committee work.
- F. The District shall work with each site safety committee to provide necessary items such as: a telephone in each classroom or major work area, first aid kits containing rubber gloves, walkie-talkies, mouth-to-mouth breathers, flashlight, basic first aid supplies, emergency toileting supplies, and other items which may be unique to a work location such as a bullhorn, AM/FM radio, blankets, water, and food packages.

### **Pupil Suspension**

- A. A bargaining unit member may suspend a pupil from her/his class for the day of the suspension and the following day for any act that disrupts or diminishes the education process in accordance with Education Code section 48910 and 48900. This includes willful defiance and disruption provided that other means of correction, as set forth in Education Code 48900.5(b), fail to bring about proper conduct.
- B. The unit member shall immediately report the suspension to the site administrator (or their designee) and send the pupil to the administrator (or their designee) for appropriate

action.

- C. The pupil shall not be returned to the class from which he or she was suspended, during the period of the suspension, without the concurrence of the bargaining unit member and the site administrator. The pupil shall not be placed in another regular class during the period of suspension. If the pupil is assigned to more than one class per day, this section shall apply only to other regular classes scheduled during the same time as the class from which the pupil was suspended.
- D. A student may be disciplined with an out-of-school suspension or expulsion, in accordance with Ed Code 48900-48915 for the following reasons:
- a. Caused, attempted to cause, or threatened to cause physical injury to another person; or willfully used force or violence against the person of another, except in self-defense
  - b. Possessed, sold, or otherwise furnished a knife or other dangerous object, except with written permission of the school administrator
  - c. Unlawfully possessed, used, furnished or been under the influence of a controlled substance, an alcoholic beverage, or an intoxicant of any kind
  - d. Offered to sell controlled substance and provided look alike substance instead
  - e. Committed or attempted to commit robbery or extortion
  - f. Caused or attempted to cause damage to school or private property
  - g. Stole or attempted to steal school or private property
  - h. Possessed or used tobacco, or any products containing tobacco or nicotine products
  - i. Committed an obscene act or engaged in habitual profanity or vulgarity
  - j. Unlawfully possessed or offered, arranged, negotiated to sell drug paraphernalia
  - k. Knowingly received stolen school or private property
  - l. Possessed an imitation firearm
  - m. Committed or attempted to commit sexual assault or battery as defined in Sections 261, 266c, 286, 287, 288 or 289 of the Penal Code
  - n. Harassed, threatened or intimidated a student who is a witness in a student discipline proceeding
  - o. Offered, or arranged/negotiated to sell, or sold the prescription drug Soma
  - p. Engaged in or attempted to engage in hazing
  - q. Bullying (including with electronic act), as defined in Education Code 48900
  - r. Aids or abets (suspension only) as defined in Section 31 of the Penal Code

### **Physical and Emotional Safety**

- A. The association and the District agree that unit members and the District have a responsibility to follow state law concerning student discipline.
- B. In accordance with Education Code section 49079, the district shall notify unit members of each pupil who has engaged in or is reasonably suspected to have engaged in any of

the acts defined in Education Code Sections 48900 (excluding subdivision h), 48900.2, 48900.3, 48900.4 or 48900.7. . The District shall provide the information to the bargaining unit member based upon any records from the previous three school years, which the District maintains in its ordinary course of business or receives from a law enforcement agency.

- C. Upon receiving a transfer student's records regarding acts committed by the student that resulted in his/her suspension or expulsion, the Superintendent or designee shall inform any of the student's teacher(s) that the student was previously suspended or expelled from his/her prior district as soon as reasonably possible. The District shall ensure suspension information is recorded in the Student Information System. The District shall not be held accountable for failure to provide discipline information not disclosed within the transfer request.
- D. Any information received by a unit member pursuant to Education Code Section 49079 or otherwise covered in this section, shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the unit member.

### **Assault, Insult and Abuse**

- A. Whenever any unit member is attacked, assaulted, or physically threatened by any pupil, it shall be the duty of the employee, and the duty of any immediate supervisor who has knowledge of the incident, to promptly report the incident to the appropriate law enforcement authorities of the county or city in which the incident occurred.
- B. A member of the governing board, superintendent, or an employee of the district shall not directly or indirectly inhibit or impede the making of the report prescribed by the affected unit member.
- C. Unit members may submit a claim in accordance with the Personal Property section of this article, for reimbursements of the costs of repair or replacement of personal property damages as a result of a workplace assault.
- D. When absence or disability arises from assault, unit members shall suffer no loss in wages, benefits or leaves in accordance with worker's compensation and other state laws.
- E. The District shall provide training on a voluntary basis to unit members requesting training on de-escalation and confliction intervention techniques.

### **Safe and Secure Learning Environment**

- A. Pursuant to Education Code Section 51512, the use of any electronic listening or recording device by any person, including a pupil, in any classroom without the prior consent of the teacher and the principal is prohibited.

B. In accordance with a safe and secure learning environment the district shall comply with Education Code 44810.

TA'd on May 15, 2020

For SYEA:

Maria Lopez 6/18/20  
A. Sanchez 6-18-20

For SYSD:

[Signature] 6-18-20

**ARTICLE 18. COMPENSATION AND FRINGE BENEFITS**

**A. Compensation.**

The certificated salary schedule shall be increased by 2% effective July 1, 2018.

- B. Immediately following the ratification of this Agreement by both parties, the following proposed hourly rates shall be effective. The rates shall be paid in accordance with past practice and apply to those professional assignments which occur outside the unit member's contractual duty day and are authorized by the site administrator and approved by the Governing Board. Such assignments would be in-district, unless otherwise authorized by the Superintendent or his/her designee, and the District shall be the sole determiner as to whether the activity is covered by this Article.**

Student Contact Time	\$40/hour
Non-Student Contact Time	\$30/hour

**C. Fringe Benefits:**

1. Eligible employees may select the type of plan and carrier approved by the District for medical, dental, vision, and life insurance benefits.
2. The District on an annual basis shall establish a "pool" to implement the District's maximum contribution per eligible employee. All eligible District certificated employees shall be placed into one (1) combined pool. The pool shall be equal, on an annualized basis to the product of Nine Thousand Five Hundred Dollars and Zero Cents (\$9,500.00) times the number of eligible employees. The utilization of a pool approach shall allow an individual eligible employee to receive a District contribution of less or more than \$9,500.00 per year, but in no event shall the total amount contributed by the District be less than the product \$9,500.00 times the number of eligible employees on an annualized basis. In the event that the total amount in the pool is not sufficient to cover the costs for all eligible employees, the cost in excess of the total amount in the pool shall be paid by eligible employees whose plans exceed \$9,500.00 on a proportionate basis according to the full costs of their respective plans.
3. The District shall allow qualified unit members to enroll in the Medicare program.
4. As long as a single pool for all employees is maintained, the District shall ensure that its contribution to the pool is no less than the current "per employee" contribution, as set forth above in Section D.2, and at least as much as the total annual premium costs for employee only coverage for health, dental, vision and life in the HMO plans available in each of those categories. The District will also work with its insurance administrator, currently VEBA, to maintain compliance with all provisions of any contract between the District and its insurance administrator.

5. The District will convene a Composite Insurance Team ("CIT") composed of up to four (4) members from, and selected by, each employee group (SYEA, CSEA and Management/Confidential). Within 20 working days of receiving rate information for the upcoming plan year from the Insurance Administrator, the CIT shall convene to review the rate information, plan options and applicable cost comparisons. CIT members shall then share the information obtained with their respective bargaining teams for negotiation.

TA'd on May 15, 2020

For SYEA:

Nate Smith 6/19/2020  
J. Sandy 6-18-20

For SYSD:

[Signature] 6-18-20  
\_\_\_\_\_

# SAN YSIDRO SCHOOL DISTRICT GOVERNING BOARD AGENDA

**TO:** Governing Board

**BOARD MEETING DATE:** June 25, 2020

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Human Resources  
David Farkas, Executive Director

**INITIAL:** \_\_\_\_\_  
 Informational  
 Action

**AGENDA ITEM:** INJURY AND ILLNESS PREVENTION PROGRAM

**BACKGROUND INFORMATION:**

Title 8 California Code of Regulations 3203(a) (1) states that effective July 1, 1991, every employer shall establish, implement and maintain an effective Injury and Illness Prevention Program (IIPP). The program needs to be in writing and at a minimum identify the person or persons with authority and responsibility for implementing the program. Include a system for:

- Ensuring that employees comply with safe and healthy work practices.
- Communicating with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health.
- Procedures to identify and evaluate workplace hazards.
- Provide training to all new employees, employees on new job assignments for which training has not been previously been received. Whenever a new substance, process, procedure or equipment are introduced to the workplace and represent a new hazard.
- Records of trainings of scheduled and periodic inspections need to be kept for a minimum of one year.

The District is updating IIPP to include current list of responsible personnel and has included a COVID-19 Addendum.

**RECOMMENDATION:**

Approve the updated Injury and Illness Prevention Program and COVID-19 Addendum as required by Title 8 California Code of Regulations 3203(a)(1).

**LCAP GOAL AND ACTION/SERVICE (please indicate):**

N/A

Renewal     New     Amendment     Ratify     Other    **Business Services Reviewed:** \_\_\_\_\_

Financial Implications?	Are funds for this item available in the 2019-2020 Budget?	Requisition #
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
(Amount)	(Name of funding source and/or location)	
<b>Recommended for:</b> <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <b>Certification Requested</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

**INJURY & ILLNESS PREVENTION PROGRAM**

**FOR**

**SAN YSIDRO SCHOOL DISTRICT**



**San Ysidro**  
School District **EST - 1887**  
QUALITY EDUCATION AND OPPORTUNITY FOR ALL STUDENTS TO SUCCEED

**Revised June 2020**

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## **INTRODUCTION**

In order to maintain a safe and healthful work environment the San Ysidro School District has developed this Injury & Illness Prevention Program for all employees to follow. This document describes the goals, statutory authority, and the responsibilities of all employees under the Program. It addresses Compliance, Hazard Identification, Accident Investigation, Hazard Mitigation, Training, Hazard Communication, and Program Documentation. By making employee safety a high priority for every employee we can reduce injuries and illnesses, increase productivity, and promote a safer and healthier environment for all individuals at San Ysidro School District.

## **GOALS**

Diligent implementation of this program will reap many benefits for San Ysidro School District. Most notably it will:

1. Protect the health and safety of employees. Decrease the potential risk of disease, illness, injury, and harmful exposures to district personnel.
2. Reduce workers' compensation claims and costs.
3. Improve efficiency by reducing the time spent replacing or reassigning injured employees, as well as reduce the need to find and train replacement employees.
4. Improve employee morale and efficiency as employees see that their safety is important to management.
5. Minimize the potential for penalties assessed by various enforcement agencies by maintaining compliance with Health and Safety Codes.

## **STATUTORY AUTHORITY**

- ◆ California Labor Code Section 6401.7.
- ◆ California Code of Regulations Title 8, Sections 1509 and 3203.

## **RESPONSIBILITY**

The ultimate responsibility for establishing and maintaining effective environmental health and safety policies specific to district facilities and operations rests with the Superintendent. General policies, which govern the activities and responsibilities of the Injury & Illness Prevention Program, are established under the Executive Director of Human Resources (his or her) final authority.

It is the responsibility of Site Administrators Supervisors and Managers to develop procedures, which ensure effective compliance with the Injury & Illness Prevention Program, as well as other health and safety policies related to operations under their control.

Site Administrators, Supervisors and Managers, are responsible for enforcement of this Program among the employees under their direction by carrying out the various duties outlined herein, setting acceptable safety policies and procedures for each employee to follow and ensuring that employees receive the general safety training. Each Site Administrator, Supervisor, and Manager must also ensure that appropriate job specific safety training is received, and that safety responsibilities are clearly outlined in the job descriptions, which govern the employees under their direction. Supervising others also carries the responsibility for knowing how to safely accomplish the tasks assigned each employee, for purchasing appropriate personal protective equipment, and for evaluating employee compliance.

Immediate responsibility for workplace health and safety rests with each individual employee. Employees are responsible for following the established work procedures and safety guidelines in their area, as well as those identified in this Program. Employees are also responsible for using the personal protective equipment issued to protect them from identified hazards, and for reporting any unsafe conditions to their supervisors.

The Human Resources Department, in collaboration with the Business Services Department, is responsible for developing and managing this Injury & Illness Prevention Program.

## **COMPLIANCE**

Compliance with this Injury & Illness Prevention Program will be achieved in the following manner:

1. Site Administrators, Supervisors, and Managers will set positive examples for working safely and require that all staff under their direction work safely.
2. Site Administrators, Supervisors, and Managers will use all disciplinary procedures available to them to ensure that employees follow established safety policies and procedures. Performance evaluations, verbal counseling, written warnings, and other forms of disciplinary action are available.
3. Site Administrators, Supervisors, and Managers will identify the resources necessary to provide a safe work environment for their employees and include them in budget requests.
4. Site Administrators, Supervisors, and Managers will establish appropriate means of recognition for employees who demonstrate safe work practices.

San Ysidro School District has developed this comprehensive Injury & Illness Prevention Program to enhance the health and safety of its employees.

## **HAZARD ASSESSMENT**

A health and safety inspection program is essential in order to reduce unsafe conditions, which may expose employees to incidents that could result in personal injuries or property damage. It is the responsibility of the Director of Maintenance, Operations, Transportation and Facilities to ensure that appropriate, systematic safety inspections are conducted periodically.

### ***Scheduled Safety Inspections***

Upon initial implementation of this Program inspections of all work areas will be conducted. All inspections will be documented using the attached forms (or equivalent) with appropriate abatement of any hazards detected.

Thereafter, safety inspections will be conducted at the frequency described below:

1. Annual inspections of all office areas will be conducted to detect and eliminate any hazardous conditions that may exist.
2. Semi-annual inspections of all potentially hazardous areas (shops, cafeterias, warehouses, gymnasiums, sheds, etc.) will be conducted to detect and eliminate any hazardous conditions that may exist.

### ***Unscheduled Safety Inspections***

1. Additional safety inspections will be conducted whenever new equipment or changes in procedures are introduced into the workplace that presents new hazards.
2. The Site Administrator will conduct periodic unscheduled safety inspections of all potentially hazardous areas to assist in the maintenance of a safe and healthful workplace.
3. Safety reviews will be conducted when occupational accidents occur to identify and correct hazards that may have contributed to the accident.

## **ACCIDENT/EXPOSURE INVESTIGATION**

Superintendents, Site Administrators, Supervisors, and Managers will investigate all accidents, injuries, occupational illnesses, and near-miss incidents to identify the root cause. Appropriate repairs or procedural changes will be implemented promptly to correct the hazards implicated in these events.

To ensure timely accounting for Workers' Compensation procedures, both employee and supervisor must complete their respective portions on the Report of Employee Injury/Exposure Form and District Accident Investigation Form available at the District Office or school site.

## **HAZARD CORRECTION**

All hazards identified will be promptly investigated and alternate procedures implemented as indicated. The District recognizes that hazards range from imminent dangers to hazards of relatively low risk. Corrective actions or plans, including suitable timetables for completion, are the responsibility of the Site Administrator or Superintendent.

## **TRAINING AND INSTRUCTION**

Effective dissemination of safety information lies at the very heart of a successful Injury & Illness Prevention Program. All employees must be trained in general safe work practices. In addition, specific instruction with respect to hazards unique to each employee's job assignment will be provided.

### ***General Safe Work Practices***

At a minimum, all employees will be trained in the following:

1. Fire Safety, Evacuation, and Emergency Procedures
2. Hazard Communication (Use of Material Safety Data Sheets)
3. Bloodborne Pathogens
4. Injury & Illness Prevention Program

### ***Specific Safe Work Practices***

In addition to this general training, each employee will be instructed how to protect themselves from the hazards specific to their individual job duties. At a minimum this entails how to use workplace equipment, safe handling of hazardous materials and use of personal protective equipment. Training must be completed before beginning to work on assigned equipment, and whenever new hazards or changes in procedures are implemented.

The Superintendent is responsible for providing Site Administrators, Supervisors, and Managers with the training necessary to familiarize themselves with the safety and health hazards their employees are exposed to.

It is the responsibility of each Site Administrator, Supervisor, and Manager to know the hazards related to his/her employee's job tasks, and ensure they receive appropriate training.

1. Supervisors will ensure that all employees receive general and job-specific training prior to initial or new job assignments.
2. Supervisors will ensure that employees are trained whenever new substances, processes, procedures or equipment are introduced to the workplace which may create new hazards. Training must also be given when new or previously unrecognized hazards are brought to a supervisor's attention.
3. All training will be documented and kept in employee files. The attached Employee Training Checklist Form (or equivalent) will be used for this purpose.

### **COMMUNICATION**

Effective two-way communication, which involves employee input on matters of workplace safety, is essential to maintaining an effective Injury & Illness Prevention Program. To foster better safety communication the following guidelines will be implemented:

The department will use an Employee Bulletin Board for posting information on safety in a location accessible to all employees. Changes in protocol, safety bulletins, accident statistics, training announcements, and other safety information will be posted, as they become available.

Site Administrators, Managers, and Supervisors will provide time at periodic staff meetings to discuss safety topics. Status reports will be given on safety inspections, hazard correction projects, and accident investigation results, as well as feedback to previous employee suggestions. Employees will be encouraged to participate and give suggestions without fear of reprisal. The attached attendance sheet should be used to document attendance and topics covered. Additional communication methods to be used are:

Posters       Meetings       Manuals  
 Newsletters       Bulletins       Warning Labels

Other, please specify:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employees are encouraged to bring to the District’s attention any potential health or safety hazard that may exist in the work area. The attached Employee Safety Recommendation form (or equivalent) can be used for this purpose. These forms are available in the District Office and at each school site.

Supervisors will follow up all suggestions and investigate the concerns brought up through these communication methods. Feedback to the employees is critical, and must be provided for effective two-way communication.

*Compliance will be reinforced by:*

Appropriate comments on performance evaluations.

Other, please specify: Staff meeting agenda topics  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Non-compliance will be addressed by:*

An immediate discussion between the supervisor and the employee who is discovered working in an unsafe manner.

Appropriate disciplinary action up to dismissal.

Other, please specify: Staff meeting agenda topics  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The District will pursue readily understandable health and safety communications for all affected employees.

## **RECORDKEEPING**

Many standards and regulations of Cal/OSHA contain requirements for the maintenance and retention of records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections and other activities relevant to occupational health and safety. To comply with these regulations, as well as to demonstrate that the critical elements of this Injury & Illness Prevention Program are being implemented, the following records will be kept on file in the District Office or school site for at least the length of time indicated below:

1. Copies of all IIPP Safety Inspection Forms. Retain 5 years.
2. Copies of all Accident Investigation Forms. Retain 5 years.
3. Copies of all Employee Training Checklists and related Training Documents. Retain for duration of each individual's employment.
4. Copies of all Safety Meeting Agendas. Retain 5 years.

The District will ensure that these records are kept in their files, and present them to Cal/OSHA or other regulatory agency representatives if requested. A review of these records will be conducted by the Superintendent during routine inspections to measure compliance with the Program.

A safe and healthy workplace must be the goal of everyone at San Ysidro School District, with responsibility shared by management and staff alike. If you have any questions regarding this Injury & Illness Prevention Program, please contact the District Office at (619) 428-4476 ext. 3013.

**APPENDIX A**  
**ACCIDENT INVESTIGATION CHECKLIST**

SUPERVISOR'S ACCIDENT INVESTIGATION REPORT

(This report is confidential for transmission to attorneys for the District in the event that litigation arises out of this incident.)

NAME OF INJURED: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_ SEX \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

DATE OF INCIDENT: \_\_\_\_\_ HOUR: \_\_\_\_\_ PHOTOS

Y/N

DATE REPORTED: \_\_\_\_\_ HOUR: \_\_\_\_\_

ACCIDENT LOCATION \_\_\_\_\_

WITNESSES: NAMES; ADDRESSES; PHONE NUMBERS

1. \_\_\_\_\_

2. \_\_\_\_\_

TIME NOTIFIED \_\_\_\_\_ TIME ON SCENE \_\_\_\_\_ TIME OFF SCENE \_\_\_\_\_

**FIELD INVESTIGATION**

EXACT LOCATION OF INCIDENT \_\_\_\_\_

\_\_\_\_\_

Completely describe location of incident: including lighting, walking surface, weather, measurements, and any other condition that could have contributed to or prevented the incident

\_\_\_\_\_

\_\_\_\_\_

Describe injuries / illnesses which you observed or which were described to you: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe demeanor of person involved and include statements made as "Excited Utterances":

\_\_\_\_\_

\_\_\_\_\_

Describe shoes, physical appearance or any other characteristic that would contribute to understanding how the accident occurred:

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Describe how the incident occurred; state facts, contributing factors, cite witnesses and support evidence: \_\_\_\_\_

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Steps taken to prevent similar incident:

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Did employee seek medical care? (Check one) Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, name of medical facility/Doctor: \_\_\_\_\_ Date/Time: \_\_\_\_\_

\_\_\_\_\_  
Investigator's Signature

\_\_\_\_\_  
Date/time form completed

\_\_\_\_\_  
Print Investigator's Name

**APPENDIX B  
EMPLOYEE SAFETY RECOMMENDATION FORM**

<u>SAN YSIDRO SCHOOL DISTRICT</u>	
<u>EMPLOYEE SAFETY RECOMMENDATION FORM</u>	
LOCATION:	DEPT:
SUPERVISOR:	DATE:
<b>IDENTIFICATION OF SAFETY OR HEALTH HAZARD</b>	
<b>SUGGESTION FOR ABATEMENT OF THE SAFETY OR HEALTH HAZARD</b>	
<b>DO NOT WRITE BELOW THIS LINE</b>	
Date complaint was investigated:	
Investigated by:	
Action taken:	
Date Action was reported to the employee:	
Comments:	

# APPENDIX C OFFICE SAFETY INSPECTION CHECKLIST

## SAN YSIDRO SCHOOL DISTRICT OFFICE SAFETY INSPECTION CHECKLIST

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_

Inspector: \_\_\_\_\_ Job Title: \_\_\_\_\_

### ADMINISTRATION AND TRAINING

- | Yes                   | No                    | N/A                   |   |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 1. Does the department have a written Injury & Illness Prevention Plan? Are all departmental safety records maintained in a centralized file for easy access? Is it current?  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 2. Have all of the employees attended an IIPP training class? If not, what percentage has received training? _____  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 3. Does the department have a completed Emergency Action Plan? Percentage completed? _____ Is training being provided to employees on its contents?   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 4. Are chemical products used in the office? (Are Material Safety Data Sheets maintained?)  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 5. Are the Cal/OSHA Information Poster, Workers' Compensation Bulletin, Annual Accident Summaries (must be posted during February, at a minimum) and Emergency Response Guide flipchart posted? Is the Safety Briefs newsletter being sent to the area? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 6. Are annual workplace inspections being performed? Are records being maintained?  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 7. Has there been any employee accidents from this department? Are there Accident Investigation Reports completed for each accident?  |

### GENERAL SAFETY

- |                       |                       |                       |  |
|-----------------------|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 8. Are all exits, fire alarms, pullboxes, extinguishers, sprinklers, and fire notification devices clearly marked and unobstructed?                  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 9. Are all aisles/corridors unobstructed to allow unimpeded evacuations?   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 10. Is a clearly identified, charged, currently inspected and tagged, wall-mounted fire extinguisher available within 75 feet of all work areas? (No |

empty wall hooks, charge needles in the red, missing plastic pin tabs or extinguishers on the floor.)

- 11. Are ergonomic issues being addressed for administrative personnel using computers?
- 12. Is a fully stocked first-aid kit available? Do all employees in the area know its location?
- 13. Are all cabinets, shelves, or furniture above 5 feet in height secured to prevent toppling during an earthquake?
- 14. Are all books and supplies stored so as not to fall during an earthquake? (Store heavy items low to the floor, shelf lips on shelves above work areas.)
- 15. Is the office kept clean of trash and other recyclable materials removed promptly?

**ELECTRICAL/MECHANICAL SAFETY**

- 16. Are all plugs, cords, electrical panels, and receptacles in good condition (no exposed conductors or broken insulation)?
- 17. Are all circuit breaker panels accessible with each breaker appropriately labeled?
- 18. Are fused power strips being used in lieu of receptacle adapters? Are additional outlets needed in some areas?
- 19. Is lighting adequate throughout the work environment?
- 20. Are extension cords being used correctly? (They must not be run through walls, doors, ceilings; not represent a trip hazard running across aiseways; not to be used as a permanent source of electrical supply--use fused outlet strips or have additional outlets installed; not to be linked together. No "thin" zip cords.)
- 21. Are portable electric heaters being used? (If so, use fused power strips and locate away from combustible materials.)

**Comments**

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# APPENDIX D LABORATORY SAFETY INSPECTION CHECKLIST

## SAN YSIDRO SCHOOL DISTRICT LABORATORY SAFETY INSPECTION CHECKLIST

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_

Inspector: \_\_\_\_\_ Job Title: \_\_\_\_\_

### HEALTH AND SAFETY MANAGEMENT

- | Yes                   | No                    | N/A                   |   |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 1. Is there a Chemical Hygiene Program present?   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 2. Are personnel trained in chemical health/physical hazards and laboratory safety?                               |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 3. Do lab personnel have access to and are familiar with the use of Material Safety Data Sheets (MSDSs)?          |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 4. Have personnel using biohazards, toxins, and regulated carcinogens been given documented special training?     |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 5. Are personnel instructed in emergency procedures (exits, location, and use of fire extinguishers, medical)?    |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 6. Have personnel been instructed on how to respond in the event of a chemical spill?                             |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 7. Are complete training records and documents available for review by the Personnel Office and outside agencies? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 8. Have all hazards identified by the annual survey been abated? (Action records must be retained.)               |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 9. Do laboratory personnel perform semi-annual lab inspections? (PI must retain records.)                         |

### GENERAL SAFETY

- |                       |                       |                       |   |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 10. Are rooms and cabinets containing regulated carcinogens, biohazards, and radioactive materials labeled? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 11. Are work areas clean and uncluttered?   |

- 12. Do employees know the location of the first aid kit and is it accessible?
- 13. Is equipment greater than 5 feet tall seismically secured to prevent tipping during an earthquake?
- 14. Do shelves have lips, wires, or other seismic restraints to prevent items from falling?
- 15. Are food and beverages kept away from work areas and out of laboratory refrigerators or cabinets?
- 16. Are fire extinguishers accessible and charged? (If not, please call Physical Plant Services.)
- 17. Are sinks labeled, "Industrial Water – Do Not Drink"?
- 18. Have personnel been instructed on the hazards of wearing contact lenses in the laboratory?
- 19. Are protective gloves available and worn for laboratory procedures where skin absorption/irritation may occur?
- 20. Are safety glasses or other eye protection available and worn in the laboratory?

**COMMENTS**

Biosafety Cabinet: Date last inspected?  
 Types of regulated carcinogens  
 Types and quantity of compressed gasses  
 Gallons of flammable liquids  
 Types of personnel protective equipment

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**LABORATORY EQUIPMENT**

- 21. Have chemical fume hoods been tested within the past year?
- 22. Is storage in hoods kept to a minimum and is it placed so it does not impede proper airflow?
- 23. Does fume hood draw air (test with a tissue on hood edge) and is alarm installed and working?
- 24. Is the lab ventilation negative with respect to corridors and offices?

- o o o 25. Are rotating or moveable parts and belts guarded with screens having less than 1/4 inch opening?
- o o o 26. Are refrigerators and freezers, which are used for storage of flammables, spark proof and properly labeled?
- o o o 27. Are non-spark proof refrigerators labeled as “Unsafe for Flammable Storage”?
- o o o 28. Are all gas cylinders restrained to prevent tipping or falling?
- o o o 29. Are valves of gas cylinders capped when not in use?

**HAZARDOUS MATERIALS**

- o o o 30. Are chemicals labeled to identify contents and hazards?
- o o o 31. Are regulated carcinogens handled safely to reduce employee exposure?
- o o o 32. Are chemicals separated by hazard class and stored to prevent spills (acids, bases, oxidizers, flammables, etc.)?
- o o o 33. Are chemicals inventoried (chemical name, quantity on hand, amount used per year)?
- o o o 34. Are chemical wastes properly segregated and stored with Waste Pick-up Tags attached to the containers?
- o o o 35. Are all hazardous wastes disposed of and not poured into the sewer system?
- o o o 36. Is a plumbed emergency eyewash station available within 100 feet of all areas where chemicals may splash onto an employee’s body?
- o o o 37. Is a plumbed emergency eyewash station available within 100 feet of all areas where chemicals may splash or mechanical hazards such as grinding?
- o o o 38. Are ether and other peroxide formers dated?
- o o o 39. Are sharps stored in puncture-proof containers and labeled appropriately (infectious waste or hazardous waste)?

**FIRE AND ELECTRICAL SAFETY**

- o o o 40. Are fire doors unobstructed and readily closeable?
- o o o 41. If greater than 10 gallons of flammables are stored, is an approved flammable storage cabinet used?

- 42. Are flammable liquids stored in less than 1-gallon quantity or kept in less than 2-gallon safety cans?
- 43. Are flammable liquids limited to 60 gallons per fire area?
- 44. Are plugs, cords, and receptacles in good condition (no splices or frayed cords)?
- 45. Is all equipment properly grounded?
- 46. Are extension cords used? (These are not to be used in place of permanent wiring, running through walls, ceilings, doors, etc.)
- 47. Are all electrical boxes, panels, receptacles, and fittings covered to protect against electrical shock?
- 48. Are control switches, circuit breakers, electrical panels, and emergency power cabinets free of obstructions?
- 49. Are circuit breakers labeled to indicate what equipment is served by each?
- 50. Have all outlet adapters been removed? (Install additional outlets or use fused power strips if current demand is within the strip's rating.)

**COMMENTS**

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# APPENDIX E FACILITY SAFETY INSPECTION CHECKLIST

## SAN YSIDRO SCHOOL DISTRICT FACILITY SAFETY INSPECTION CHECKLIST

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_

Inspector: \_\_\_\_\_ Job Title: \_\_\_\_\_

### ADMINISTRATION AND TRAINING

- | Yes                   | No                    | N/A                   |   |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 1. Have all employees received General Safety Training (fire, earthquake, VDTs, lifting, emergency evacuation, etc.)? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 2. Are all employees familiar with the use of MSDSs?  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 3. Have all employees been instructed in how to operate the equipment they are required to use?                       |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 4. Have all employees been trained in how to protect themselves from the hazards identified in their work area?       |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 5. Are all employees current on any specialized training (lockout, confined space, respirators, etc.) needed?         |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 6. Are all training records up to date for each employee?   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 7. Do all employees have access to the Departmental Emergency Action Plan and know their responsibilities?            |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 8. Is the Cal/OSHA information poster, Workers' Compensation Bulletin and Annual Injury & Illness Summaries posted?   |

### FIRE SAFETY

- |                       |                       |                       |   |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 9. Are all fire exits clearly marked and unobstructed?  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 10. Is trash, debris, and oily rags removed from the shop daily? Are metal cans available for storage of oily rags?     |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 11. Are all aisles cleared for at least a 44-inch pathway and building exit corridors completely clear for safe egress? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 12. Are all flammable solvents in excess of 10 1-gallon containers stored in approved flammable storage cabinets?       |

- o o o 13. Are spray-painting operations, which employ flammable materials, conducted inside spray booths?
- o o o 14. Are flammable and combustible materials stored at least 25 feet away from heat or ignition sources?
- o o o 15. Are flammable gas cylinders are stored at least 25 feet away from oxygen cylinders or ignition sources?
- o o o 16. Are fire separators intact (no holes in firewalls, no doors to exit corridors propped open, etc.)?
- o o o 17. Are charged, wall-mounted fire extinguishers (of the appropriate type) available within 75 feet of all workstations?
- o o o 18. Are employee workstations arranged to be comfortable without unnecessary strain on backs, arms, necks, etc.?
- o o o 19. Is there an inspection card attached to each fire extinguisher and are monthly inspections properly documented?

#### **ELECTRICAL SAFETY**

- o o o 20. Are all plugs, cords, panels, and receptacles in good condition (no exposed conductors or broken insulation)?
- o o o 21. Are all circuit breaker panels accessible with labels identifying each switch's function?
- o o o 22. Are plug adapters banned? (Install additional outlets or properly rated fused power strips in lieu of plug adapters.)
- o o o 23. Is permanent building wiring installed away from public contact (in conduit, raceways, or walls)?
- o o o 24. Are Ground Fault Circuit Interrupters available for use in wet areas?
- o o o 25. Are the wheels on rolling files or other mobile equipment free from binding when rolled?
- o o o 26. Are extension cords in use? (These are not to be run through walls, ceilings, or doors, and are not safe for permanent equipment. Unplug extension cords daily or replace with fused power strips if current demand is within the strip's rating; otherwise, install additional outlets to reach equipment. Do not link extension cords together.)

#### **MECHANICAL SAFETY**

- o o o 27. Is defective equipment promptly repaired? (If defects pose an imminent danger, then remove out of service.)

- o o o 28. Are all the machine guards for belts, gears, and points of operation in place and adjusted properly?
- o o o 29. Are machine and tool switches safe (easy access to disengage, stay off if de-energized and re-started)?
- o o o 30. Are gas welding torches equipped with flashback arrestors? Are arc welders properly grounded with safe wiring?
- o o o 31. Are air tanks greater than 1.5 cubic feet (11.22 gal.) capacity inspected as evidenced by a current posted Cal/OSHA permit?
- o o o 32. Are cranes, slings, ropes, hoists, jacks, jackstands, etc., inspected prior to each use and used safely?
- o o o 33. Are floors maintained clean, spills wiped up promptly, and anti-slip materials used where moisture is prevalent?
- o o o 34. Are all cabinets, shelves, and equipment greater than 5 feet high secured to prevent injury to custodial personnel?
- o o o 35. Are cutting blades disposed of in rigid containers to prevent injury to custodial personnel?
- o o o 36. Are guardrails installed around floor openings and lofts, along catwalks, etc., to prevent employee falls?
- o o o 37. Are potable water, soap, and towels available for hand washing?
- o o o 38. Are all plumbing fixtures served by Industrial Water labeled to prohibit drinking?
- o o o 39. Are forklifts inspected frequently for defects, equipped with proper safety devices and operated safely?
- o o o 40. Are excessive noise levels adequately controlled?
- o o o 41. Is an approved first aid kit available and its location known to all employees?
- o o o 42. Are stacked and shelved items stored to prevent falling during an earthquake? (Advise installing 2 inch shelf lips or other means of restraining items, especially above exits and employee workstations.)
- o o o 43. Are cross-connections between potable water and sewer inlets promptly abated (remove hoses which extend into sinks or down drains), and leaking backflow protection devices promptly repaired?

**HAZARDOUS MATERIALS/PERSONAL PROTECTION**

Yes	No	N/A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	44. Are chemicals stored to prevent spills?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	45. Are carcinogens handled safely to reduce employee exposure?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	46. Are chemicals separated by Hazard Class (acids, bases, oxidizers, flammables, etc.)?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	47. Are chemicals inventoried with copies provided to the Personnel Office?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	48. Are chemical wastes properly segregated and stored with Waste Pickup Tags attached to the containers?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	49. Are all hazardous wastes disposed of and not poured into the sewer system?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	50. Is a plumbed emergency shower available within 100 feet of all areas where chemicals may splash onto an employee's body?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	51. Are gloves suitable for the hazard warranting protection (chemicals, heat, friction, etc.) available?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	52. Is eye protection suitable for the hazard warranting protection (welding, chemicals, particulates, etc.) available?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	53. Is a plumbed emergency eyewash station available within 100 feet of all chemical splash or mechanical hazards such as grinding operations?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	54. Is hearing protection suitable for the hazards warranting protection available?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	55. Are safety shoes available for those employees subject to falling objects and other foot impact hazards?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	56. Are hard hats available for employees subject to falling objects, low overhead obstructions, etc.?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	57. Are aprons or other suitable clothing available for employees subject to chemicals, oil, grease, etc.?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	58. Are lockout locks and tags available for employees who work on equipment served by hazardous energy sources?

**COMMENTS**

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# **SAN YSIDRO SCHOOL DISTRICT INJURY AND ILLNESS PREVENTION PROGRAM COVID-19 ADDENDUM**

## **Purpose**

It is the policy of the San Ysidro School District to ensure a safe and healthy environment for employees, staff, and students. Communicable and infectious diseases such as COVID-19 are minimized by providing prevention, education, identification through examination, surveillance, immunization, treatment and follow-up, isolation, and reporting.

Due to the widespread of COVID-19 in the community, San Ysidro School District has implemented the following infection control measures, including applicable and relevant recommendations from the Centers for Disease Control and Prevention (CDC) and our state and local guidelines.

## **Introduction**

### **What is Covid-19?**

On February 11, 2020, the World Health Organization announced an official name for the disease that is causing the 2019 novel coronavirus outbreak, first identified in Wuhan China. The new name of this disease is Coronavirus disease 2019, abbreviated as COVID-19. In COVID-19, 'CO' stands for 'corona,' 'VI' for 'virus,' and 'D' for disease. Formerly, this disease was referred to as “2019 novel coronavirus” or “2019-nCoV”. There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a new coronavirus that has not previously been seen in humans. There is currently no vaccine to prevent COVID-19.

### **What are the Symptoms of Covid-19? :**

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

## **Procedures to Help Prevent the Spread of COVID-19**

### **Protect Yourself**

Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing serious complications from COVID-19 illness.

### How does it spread?

There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19). The best way to prevent illness is to avoid being exposed to this virus.

- The virus is thought to spread mainly from person-to-person.
- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- Through respiratory droplets that can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

To prevent the spread of respiratory infections from one person to the next, frequent hand washing is recommended.

Germs can spread from other people or surfaces when:

- Touching eyes, nose, and mouth with unwashed hands
- Prepare or eat food and drinks with unwashed hands
- Touch a contaminated surface or objects
- Blowing nose, coughing, or sneezing into hands and then touching other people's hands or common objects.
- Touching an item or surface in a public area that may be frequently touched by other people, such as door handles, tables, etc.

## **Hand Hygiene**

Hand hygiene procedures include the use of alcohol-based hand rubs and hand washing with soap and water. Washing hands with soap and water is the best way to get rid of germs in most situations, and it's one of the most effective ways to prevent the spread of germs. If soap and water are not readily available, use an alcohol-based hand sanitizer (containing at least 60% alcohol).

Properly hand wash with soap and water by:

- Wet hands first with water (avoid using hot water).
- Apply soap to hands.
- Rub hands vigorously for at least 15 seconds, covering all surfaces of hands and fingers.
- Rinse hands with water and dry thoroughly with paper towel.
- Use paper towel to turn off water faucet.

Alcohol-based hand rub is an ideal method for decontaminating hands, except when hands are visibly soiled (e.g., dirt, blood, body fluids), and may not remove harmful chemicals from hands like pesticides and heavy metals, in which case soap and water should be used. Hand hygiene stations should be strategically placed to ensure easy access.

Using Alcohol-based Hand Rub (follow manufacturer's directions):

- Dispense the recommended volume of product;
- Apply product to the palm of one hand; and
- Rub hands together, covering all surfaces of hands and fingers until they are dry (no rinsing is required), this should take around 20 seconds.

Handwashing facilities will be maintained to provide adequate supply of hand washing soap and paper towels.

### **Coughing and Sneezing Etiquette**

Covering coughs and sneezes and keeping hands clean can help prevent the spread of serious respiratory illnesses.

Germs can be easily spread by:

- Coughing, sneezing, or talking
- Touching your face with unwashed hands after touching contaminated surfaces or objects
- Touching surfaces or objects that may be frequently touched by other people
- Covering coughs and sneezes and washing hands are especially important for infection control measures in healthcare settings, such as emergency departments, doctor's offices, and clinics.

To help stop the spread of germs:

- Cover mouth and nose with a tissue when coughing or sneezing.
- Throw used tissues in the trash
- If a tissue is not available, cough or sneeze into the elbow, not in hands.
- Immediately wash hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean hands with a hand sanitizer that contains at least 60% alcohol.

### **Avoid Close Contact – Distancing**

Physical distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting the contact between people. For COVID-19, the recommended distance is at least 6 feet. To help prevent the spread of respiratory disease, employees should avoid close contact with people who are sick.

Each site will have a plan in place to ensure social distancing at their location. The plan will include, but is not limited to the following:

- Implementing flexible work hours by rotating or staggering shifts to limit the number of employees on site at the same time
- Increasing physical space between employees by modifying the workspace.
- Avoiding shared work spaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) when possible. If they must be shared, following the cleaning and disinfecting the building and facility guidelines to clean and disinfect shared workspaces and work items before and after use.
- Increasing physical space between employees and public by offering drive-through service or physical barriers such as partitions.
- Using signs, tape marks, or other visual cues on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.
- Close or limited access to common areas where employees are likely to congregate and interact.
- Delivering services and holding meetings remotely by phone, video or internet.
- Limiting any unnecessary travel with passenger(s) from one site to another in work vehicles and personal employee vehicles.
- Eliminating all non-essential and non-related services, such as entertainment activities.

- Using videoconferencing or teleconferencing when possible for work-related meetings and gatherings.
- Canceling, adjusting, or postponing large work-related meetings or gatherings that can only occur in-person in accordance with state and local regulations and guidance.
- When videoconferencing or teleconferencing is not possible, holding meetings in open, well-ventilated spaces continuing to maintain a distance of 6 feet apart and wear cloth face coverings.

Employees will also be asked to practice social distancing outdoors including, but not limited to the following:

- When working in sports fields, playgrounds, assembly areas, and/or other outdoor areas
- Before starting the work shift
- After the work shift
- Coming and going from vehicles
- Entering, working and exiting physical buildings or other structures
- During breaks and lunch periods

### **If an Employee is Sick**

Employees will be asked to monitor their health each day, and are asked to notify their supervisor before their scheduled shift and prior to arriving at the site, if they have been exposed to someone with COVID-19 or you have a temperature of 100.4 or more, tiredness, chills, shortness of breath, difficulty breathing, nausea, vomiting, diarrhea, sore throat, loss of taste or smell, cough, or muscle pain.

If an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19, such as acute respiratory symptoms or a fever, San Ysidro School District will:

- Immediately send employees with acute respiratory illness symptoms home or to medical care as soon as possible
- Actively encourage sick employees to stay home.
- If an employee goes home because they are sick, follow the cleaning and disinfecting the building and facility guidelines to disinfect the area/room/office where the person worked, the tools and equipment they used prior to use by others.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC-recommended precautions.

### **Personal Protective Equipment**

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE include: gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

Unless otherwise directed by your supervisor, all employees must cover their mouth and nose with a cloth face cover when around others.

- You could spread COVID-19 to others even if you do not feel sick.

- Everyone should wear a [cloth face cover](#).
  - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

## **Washing Facilities**

Notify your supervisor if any washing facilities do not have an adequate supply of suitable cleansing agents, water and single-use towels or blowers.

## **Cleaning and Disinfecting**

San Ysidro School District will establish routine schedules to clean and disinfect common surfaces and objects in the workplace. This includes, but is not limited to, classroom technology devices, containers, counters, tables, desks, chairs, benches, door handles, knobs, drinking fountains, refrigerators, vending machines, portable restroom and bathroom surfaces, automobiles and buses – inside and out, and trash cans.

The process of disinfecting includes providing disinfecting products, that are EPA approved for use against the virus that causes COVID-19 and following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time.)

Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects. Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.

Disinfectants kill germs on surfaces after cleaning that can further lower the risk of spreading infection. Employees will need to follow the district's approved disinfecting products and procedures when using disinfectants. Disinfecting procedures include:

- Some surfaces only need to be cleaned with soap and water. For example, surfaces and objects that are not frequently touched should be cleaned and do not require additional disinfection.
- Clean and disinfect frequently touched surfaces daily and shared workspaces and work items before and after use.
- Store and use disinfectants in a responsible and appropriate manner according to the label.
- Keep all disinfectants out of the reach of children. Disinfectants should typically not be applied on items used by children, especially any items that children might put in their mouths. Many disinfectants are toxic when swallowed.
- Do not overuse or stockpile disinfectants or other supplies.
- Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed based on setting and product.
- Areas unoccupied for 7 or more days need only routine cleaning.
- Outdoor areas generally require normal routine cleaning and do not require disinfection.

## Electronics

For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines:

- Consider putting a wipeable cover on electronics.
- Follow manufacturer's instruction for cleaning and disinfecting.
- If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

## Cleaning and Disinfecting Building or Facility if Someone is Sick:

- Close off areas used by the sick person.
- Open outside doors and windows to increase air circulation in the area.
  - Wait 24 hours before you clean or disinfect.
  - If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls.
- Always wash immediately after removing gloves and after contact with a sick person.
- If more than 7 days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection

## **Employee Training**

San Ysidro School District will provide regular training for employees on the following topics:

- What is COVID-19 and how is it spread
- Signs and symptoms of COVID-19
- When to seek medical attention if not feeling well
- Prevention of the spread of COVID-19 if you are sick
- Physical and social distancing guidelines
- Importance of washing hands with soap and water or use of hand sanitizer if soap and water are not readily available.
- Reminders and methods to avoid touching eyes, nose and mouth
- Coughing and sneezing etiquette
- Safely using cleansers and disinfectants

## **Compliance**

This addendum will be reviewed regularly and according to federal, state and local requirements. These guidelines and written addendum are subject to change as information is received and the situation evolves.

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** June 25, 2020

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Human Resources  
David Farkas, Executive Director

Informational  
 Action

**AGENDA ITEM:** MEMORANDUM OF UNDERSTANDING BETWEEN SAN YSIDRO SCHOOL DISTRICT (SYSD) AND SAN YSIDRO EDUCATION ASSOCIATION (SYEA) REGARDING THE 2020-2021 WORK YEAR CALENDAR

**BACKGROUND INFORMATION:**

The San Ysidro School District and the San Ysidro Education Association (SYEA) have signed a Memorandum of Understanding (MOU) concerning the District's response to the coronavirus (COVID-19) epidemic and continued safety concerns regarding reopening schools at the start of the 2020-2021 school year. SYSD and SYEA agreed to a later start date for the 2020-2021 school year to adjust the calendar as set forth in the revised 2020-2021 certificated and student calendars, and to allow for individual calendar changes for certificated staff who had a pre-planned fall vacation that they cannot reschedule. The MOU shall expire on June 30, 2021.

**RECOMMENDATION:**

Approve the MOU concerning the revised work year calendar and pre-planned fall vacation accommodations due to the COVID-19 pandemic.

**LCAP GOAL AND ACTION/SERVICE (please indicate):**

Goal #1: Student Achievement – 1.5 Staffing

Renewal     New     Amendment     Ratify     Other

Financial Implications?	Are funds for this item available in the 2020-2021 Budget?	Requisition #
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
(Amount)	(Name of funding source and/or location)	
Recommended for: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial		Certification Requested <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Month	M	T	W	TH	F	Student Days	Teacher Days	Holidays	Fri. Minimum Day Meetings:
July 2020			1	2	3			7/3 - In lieu of Independence Day - Legal Holiday	
	6	7	8	9	10				
	13	14	15	16	17				
	20	21	22	23	24				
	27	28	29	30	31	0	0		
August 2020	3							8/12 - Staff Development 8/13 - AM Staff Dev. - PM Teacher Prep 8/14 - Teacher Prep 8/17 - First Day for Students	Staff Mtg./Principal Directed Tch. Prep/Individual Planning
	10	11	12	13	14				
	17	18	19	20	21				
	24	25	26	27	28				
	31					11	14		
September 2020		1	2	3	4			9/7 - Labor Day - Legal Holiday	Grade Level/Teacher Collaboration Staff Mtg./Principal Directed Tch. Prep/Individual Planning Other - District/Principal Directed
	7	8	9	10	11				
	14	15	16	17	18				
	21	22	23	24	25				
	28	29	30			21	21		
October 2020				1	2				Grade Level/Teacher Collaboration Staff Mtg./Principal Directed Tch. Prep/Individual Planning Other - District/Principal Directed Tch. Prep/Individual Planning
	5	6	7	8	9				
	12	13	14	15	16				
	19	20	21	22	23				
	26	27	28	29	30	22	22		
November 2020								11/6 - End of first trimester (59 days) 11/11 - Veteran's Day - Legal Holiday 11/16 - 11/20 - Parent Conferences 11/26 - Thanksgiving Legal 11/27 - Local Holiday	Grade Level/Teacher Collaboration Staff Mtg./Principal Directed
	2	3	4	5	6				
	9	10	11	12	13				
	16	17	18	19	20				
	23	24	25	26	27				
	30					15	15		
December 2020		1	2	3	4				Grade Level/Teacher Collaboration Staff Mtg./Principal Directed Tch. Prep/Individual Planning
	7	8	9	10	11				
	14	15	16	17	18				
	21	22	23	24	25			12/21 - 1/5 Winter Break 12/24 - 12/25 Declared and Legal Holidays 12/31 - Declared Holiday	
	28	29	30	31		14	14		
January 2021								1/1 - New Year's Day - Legal Holiday 1/6 - AM Staff Dev. - PM Teacher Prep 1/7 - Students Return 1/18 - Martin Luther King Jr. - Legal Holiday	Grade Level/Teacher Collaboration Staff Mtg./Principal Directed Tch. Prep/Individual Planning Other - District/Principal Directed
	4	5	6	7	8				
	11	12	13	14	15				
	18	19	20	21	22				
	25	26	27	28	29	16	17		
February 2021								2/12 - Lincoln Day - Legal Holiday 2/15 - Washington Day - Legal Holiday	Grade Level/Teacher Collaboration Staff Mtg./Principal Directed Tch. Prep/Individual Planning
	1	2	3	4	5				
	8	9	10	11	12				
	15	16	17	18	19				
	22	23	24	25	26	18	18		
March 2021								3/5 - End of second trimester (63 days) 3/15 - 3/19 - Parent Conferences 3/22 - 4/1 Spring Break 3/29 - In lieu of Cesar Chavez - Observed Holiday	Grade Level/Teacher Collaboration Staff Mtg./Principal Directed
	1	2	3	4	5				
	8	9	10	11	12				
	15	16	17	18	19				
	22	23	24	25	26				
	29	30	31			15	15		
April 2021								4/2 - AM Staff Dev. - PM Teacher Prep 4/5 - Students Return	Grade Level/Teacher Collaboration Staff Mtg./Principal Directed Tch. Prep/Individual Planning Other - District/Principal Directed
	5	6	7	8	9				
	12	13	14	15	16				
	19	20	21	22	23				
	26	27	28	29	30	20	21		
May 2021									Grade Level/Teacher Collaboration Staff Mtg./Principal Directed Tch. Prep/Individual Planning Other - District/Principal Directed
	3	4	5	6	7				
	10	11	12	13	14				
	17	18	19	20	21				
	24	25	26	27	28				
	31					20	20	5/31 - Memorial Day - Legal Holiday	
June 2021								6/10 - End of third trimester (58 days) 6/10 - Last Day for Students 6/11 - AM Staff Dev. - PM Teacher Prep	Staff Mtg./Principal Directed
	7	8	9	10	11				
	14	15	16	17	18				
	21	22	23	24	25				
	28	29	30			8	9		
						180	186		School Closed

◻ First/Last Day for Students

○ Minimum Days

▭ Legal/Local Holidays

Board Approved:

Subject to modification if required by Collective Bargaining

*Natalie L...*  
6/18/2020

*H. Sanchez*  
6-18-20

*[Signature]*  
6-18-20



GOVERNING BOARD

Humberto Gurmilan, President  
Antonio Martinez, Vice-President

Rudy Lopez Clerk  
Irene Lopez, Member  
Rosaleah Pallasigue, Member

Quality education and opportunity for all students to succeed

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
SAN YSIDRO SCHOOL DISTRICT  
AND  
SAN YSIDRO EDUCATION ASSOCIATION  
REGARDING THE 2020-2021 WORK YEAR CALENDAR  
June 8, 2020**

This Memorandum of Understanding is agreed between the San Ysidro School District ("District") and the San Ysidro Education Association ("SYEA"), collectively referred to hereinafter as "the parties," concerning the District's response to the coronavirus (COVID-19) epidemic and continued safety concerns regarding reopening schools at the start of the 2020-2021 school year. The parties recognize that the District is not waiving its right to set the student calendar.

1. The parties have mutually agreed to a later start date for the 2020-2021 school year, and to adjust the calendar as set forth in the revised 2020-2021 certificated and student calendars.
2. The parties acknowledge past practice has been to closely align the school year with SUHSD; however, the parties also understand challenges and considerations regarding safely reopening schools and providing meaningful instruction via distance learning.
3. The parties agree the District shall continue to issue pay warrants for the 2020-2021 school year on a 12 month cycle, commencing July 2020 and continuing through June 2021. Any employee not working the entire work year will be required to repay any advanced salary compensation and benefits if applicable.
4. The parties acknowledge unit members may have previously scheduled plans based upon the prior agreed to and adopted 2020-2021 calendar. Unit members who provide documentation as soon as possible but no later than July 15, 2020, of personal plans made prior to the March 13, 2020 Declaration of National Emergency, and are unable to reschedule, shall schedule an appointment with Human Resources to create a plan to allow the employee leave days so they can attend their pre-scheduled vacation. The plan may include personal necessity days, unpaid leave, make-up days or a combination of these. Permission to make up missed work days shall be determined by Human Resources Department Head or designee. The unit member will work with the District on a written plan for makeup days and work to be completed.
6. This MOU shall expire on June 30, 2021. Nothing in this MOU shall be considered precedent setting or constitutes the establishment of a past practice.

  
Natalie LaRosa  
San Ysidro Education Association

  
David Farkas  
San Ysidro School District

13.14  
Page 3 of 3

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** June 25, 2020

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Human Resources  
David Farkas, Executive Director of  
Human Resources

**INITIAL:** \_\_\_\_\_  
 Informational  
 Action

**AGENDA ITEM:** REVISED 2020-2021 STUDENT CALENDAR

**BACKGROUND INFORMATION:**

In order to establish the 2020-2021 school year and to make necessary instructional plans in light of the COVID-19 pandemic, the San Ysidro School District recommends the adoption of the revised Student Calendar for the 2020-2021 school year as attached

**RECOMMENDATION:**

Approve the Revised 2020-2021 Student Calendar.

**LCAP GOAL AND ACTION/SERVICE (please indicate):**

**Goal #1: Student Achievement**

Renewal     New     Amendment     Ratify     Other                      **Business Services Reviewed:** \_\_\_\_\_

Financial Implications?	Are funds for this item available in the 2020-2021 Budget?	Requisition #
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
N/A	--	--
(Amount)	(Name of funding source and/or location)	(Funding account number)
<b>Recommended for:</b> <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <b>Certification Requested</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

# 2020

## SAN YSIDRO SCHOOL DISTRICT STUDENT CALENDAR

# 2021

Month	M	T	W	TH	F	Student Days	Holidays
July 2020			1	2	3	0	7/3 - In lieu of Independence Day - Legal Holiday
	6	7	8	9	10		
	13	14	15	16	17		
	20	21	22	23	24		
	27	28	29	30	31		
August 2020						11	8/17 - First Day for Students
	3	4	5	6	7		
	10	11	12	13	14		
	17	18	19	20	21		
	24	25	26	27	28		
September 2020						21	9/7 - Labor Day - Legal Holiday
	7	8	9	10	11		
	14	15	16	17	18		
	21	22	23	24	25		
	28	29	30				
October 2020						22	
				1	2		
	5	6	7	8	9		
	12	13	14	15	16		
	19	20	21	22	23		
November 2020						15	11/6 - End of first trimester (59 days) 11/11 - Veteran's Day - Legal Holiday 11/16 - 11/20 - Parent Conferences 11/23 - 11/25 Non Instructional days 11/26 & 11/27 - Thanksgiving & Local Holidays
	2	3	4	5	6		
	9	10	11	12	13		
	16	17	18	19	20		
	23	24	25	26	27		
December 2020						14	12/21 - 1/6 Winter Break 12/24 - 12/25 Declared and Legal Holidays 12/31 - Declared Holiday
		1	2	3	4		
	7	8	9	10	11		
	14	15	16	17	18		
	21	22	23	24	25		
January 2021						16	1/1 - New Year's Day - Legal Holiday 1/7 - Students Return 1/18 - Martin Luther King Jr. - Legal Holiday
					1		
	4	5	6	7	8		
	11	12	13	14	15		
	18	19	20	21	22		
February 2021						18	2/12 - Lincoln Day - Legal Holiday 2/15 - Washington Day - Legal Holiday
	1	2	3	4	5		
	8	9	10	11	12		
	15	16	17	18	19		
	22	23	24	25	26		
March 2021						15	3/5 - End of second trimester (63 days) 3/15 - 3/19 - Parent Conferences 3/22 - 4/2 Spring Break 3/29 - In lieu of Cesar Chavez - Observed Holiday
	1	2	3	4	5		
	8	9	10	11	12		
	15	16	17	18	19		
	22	23	24	25	26		
April 2021						20	4/5 - Students Return
				1	2		
	5	6	7	8	9		
	12	13	14	15	16		
	19	20	21	22	23		
May 2021						20	5/31 - Memorial Day - Legal Holiday
	3	4	5	6	7		
	10	11	12	13	14		
	17	18	19	20	21		
	24	25	26	27	28		
June 2021						8	6/10 - End of third trimester (58 days) 6/10 - Last Day for Students
					1		
	7	8	9	10	11		
	14	15	16	17	18		
	21	22	23	24	25		
	28	29	30				
						180	

◇ First/Last Day for Students    ○ Minimum Days    □ Legal/Local Holidays  
— — End of Trimester

School Closed

Board Approved: \_\_\_\_\_

"Subject to modification if required by Collective Bargaining"

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** June 25, 2020

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Human Resources  
David Farkas, Executive Director of  
Human Resources

**INITIAL:** \_\_\_\_\_  
 Informational  
 Action

**AGENDA ITEM:** REVISED 2020-2021 CERTIFICATED WORK CALENDAR

**BACKGROUND INFORMATION:**

In order to establish the 2020-2021 school year and to make necessary instructional plans in light of the COVID-19 pandemic, the San Ysidro School District recommends the adoption of the revised Certificated Work Calendar for the 2020-2021 school year as attached

**RECOMMENDATION:**

Approve the Revised 2020-2021 Certificated Work Calendar.

**LCAP GOAL AND ACTION/SERVICE (please indicate):**

**Goal #1: Student Achievement**

Renewal     New     Amendment     Ratify     Other                      **Business Services Reviewed:** \_\_\_\_\_

Financial Implications?	Are funds for this item available in the 2020-2021 Budget?	Requisition #
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
N/A	--	--
(Amount)	(Name of funding source and/or location)	(Funding account number)
<b>Recommended for:</b> <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <b>Certification Requested</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

# 2020

## SAN YSIDRO SCHOOL DISTRICT CERTIFICATED WORK CALENDAR

# 2021

Month	M	T	W	TH	F	Student Days	Teacher Days	Holidays	Fri. Minimum Day Meetings:
July 2020			1	2	3			7/3 - In lieu of Independence Day - Legal Holiday	
	6	7	8	9	10				
	13	14	15	16	17				
	20	21	22	23	24				
	27	28	29	30	31	0	0		
August 2020	3	4	5	6	7			8/12 - Staff Development	
	10	11	12	13	14			8/13 - AM Staff Dev. - PM Teacher Prep	Staff Mtg./Principal Directed
	17	18	19	20	21			8/14 - Teacher Prep	Tch. Prep/Individual Planning
	24	25	26	27	28			8/17 - First Day for Students	
	31					11	14		
September 2020		1	2	3	4			9/7 - Labor Day - Legal Holiday	Grade Level/Teacher Collaboration
	7	8	9	10	11				Staff Mtg./Principal Directed
	14	15	16	17	18				Tch. Prep/Individual Planning
	21	22	23	24	25				Other - District/Principal Directed
	28	29	30			21	21		
October 2020				1	2				Grade Level/Teacher Collaboration
	5	6	7	8	9				Staff Mtg./Principal Directed
	12	13	14	15	16				Tch. Prep/Individual Planning
	19	20	21	22	23				Other - District/Principal Directed
	26	27	28	29	30	22	22		Tch. Prep/Individual Planning
November 2020	2	3	4	5	6			11/6 - End of first trimester (59 days)	Grade Level/Teacher Collaboration
	9	10	11	12	13			11/11 - Veteran's Day - Legal Holiday	Staff Mtg./Principal Directed
	16	17	18	19	20			11/16 - 11/20 - Parent Conferences	
	23	24	25	26	27			11/26 - Thanksgiving Legal	
	30					15	15	11/27 - Local Holiday	
December 2020		1	2	3	4				Grade Level/Teacher Collaboration
	7	8	9	10	11				Staff Mtg./Principal Directed
	14	15	16	17	18			12/21 - 1/5 Winter Break	
	21	22	23	24	25			12/24 - 12/25 Declared and Legal Holidays	
	28	29	30	31		14	14	12/31 - Declared Holiday	
January 2021					1			1/1 - New Year's Day - Legal Holiday	Grade Level/Teacher Collaboration
	4	5	6	7	8			1/6 - AM Staff Dev. - PM Teacher Prep	Staff Mtg./Principal Directed
	11	12	13	14	15			1/7 - Students Return	Tch. Prep/Individual Planning
	18	19	20	21	22			1/18 - Martin Luther King Jr. - Legal Holiday	Other - District/Principal Directed
	25	26	27	28	29	16	17		
February 2021	1	2	3	4	5			2/12 - Lincoln Day - Legal Holiday	Grade Level/Teacher Collaboration
	8	9	10	11	12			2/15 - Washington Day - Legal Holiday	Staff Mtg./Principal Directed
	15	16	17	18	19				Tch. Prep/Individual Planning
	22	23	24	25	26	18	18		
March 2021	1	2	3	4	5			3/5 - End of second trimester (63 days)	Grade Level/Teacher Collaboration
	8	9	10	11	12				Staff Mtg./Principal Directed
	15	16	17	18	19			3/15 - 3/19 - Parent Conferences	Tch. Prep/Individual Planning
	22	23	24	25	26			3/22 - 4/1 Spring Break	
	29	30	31			15	15	3/29 - In lieu of Cesar Chavez - Observed Holiday	
April 2021				1	2			4/2 - AM Staff Dev. - PM Teacher Prep	Grade Level/Teacher Collaboration
	5	6	7	8	9			4/5 - Students Return	Staff Mtg./Principal Directed
	12	13	14	15	16				Tch. Prep/Individual Planning
	19	20	21	22	23				Other - District/Principal Directed
	26	27	28	29	30	20	21		
May 2021	3	4	5	6	7				Grade Level/Teacher Collaboration
	10	11	12	13	14				Staff Mtg./Principal Directed
	17	18	19	20	21				Tch. Prep/Individual Planning
	24	25	26	27	28				Other - District/Principal Directed
	31					20	20	5/31 - Memorial Day - Legal Holiday	
June 2021		1	2	3	4			6/10 - End of third trimester (58 days)	Staff Mtg./Principal Directed
	7	8	9	10	11			6/10 - Last Day for Students	
	14	15	16	17	18			6/11 - AM Staff Dev. - PM Teacher Prep	
	21	22	23	24	25				
	28	29	30			8	9		
						180	186		

First/Last Day for Students  
 End of Trimester Elementary  
 Minimum Days  
 Legal/Local Holidays  
 Pupil free day (tentative-may be altered as result of labor negotiations)

School Closed  
 Board Approved:

Subject to modification if required by Collective Bargaining

Month	M	T	W	TH	F	Student Days	Teacher Days	Holidays	Fri. Minimum Day Meetings:
July 2020			1	2	3			7/3 - In lieu of Independence Day - Legal Holiday	
	6	7	8	9	10				
	13	14	15	16	17				
	20	21	22	23	24				
	27	28	29	30	31	0	0		
August 2020	3							8/12 - Staff Development	
	10	11	12	13	14			8/13 - AM Staff Dev. - PM Teacher Prep	Staff Mtg./Principal Directed
	17	18	19	20	21			8/14 - Teacher Prep	Tch. Prep/Individual Planning
	24	25	26	27	28			8/17 - First Day for Students	
	31					11	14		
September 2020		1	2	3	4			9/7 - Labor Day - Legal Holiday	Grade Level/Teacher Collaboration
	7	8	9	10	11				Staff Mtg./Principal Directed
	14	15	16	17	18				Tch. Prep/Individual Planning
	21	22	23	24	25				Other - District/Principal Directed
	28	29	30			21	21		
October 2020				1	2				Grade Level/Teacher Collaboration
	5	6	7	8	9				Staff Mtg./Principal Directed
	12	13	14	15	16				Tch. Prep/Individual Planning
	19	20	21	22	23				Other - District/Principal Directed
	26	27	28	29	30	22	22		Tch. Prep/Individual Planning
November 2020	2	3	4	5	6			11/6 - End of first trimester (59 days)	Grade Level/Teacher Collaboration
	9	10	11	12	13			11/11 - Veteran's Day - Legal Holiday	Staff Mtg./Principal Directed
	16	17	18	19	20			11/16 - 11/20 - Parent Conferences	
	23	24	25	26	27			11/26 - Thanksgiving Legal	
	30					15	15	11/27 - Local Holiday	
December 2020		1	2	3	4				Grade Level/Teacher Collaboration
	7	8	9	10	11				Staff Mtg./Principal Directed
	14	15	16	17	18			12/21 - 1/5 Winter Break	Tch. Prep/Individual Planning
	21	22	23	24	25			12/24 - 12/25 Declared and Legal Holidays	
	28	29	30	31		14	14	12/31 - Declared Holiday	
January 2021	4	5	6	7	8			1/1 - New Year's Day - Legal Holiday	Grade Level/Teacher Collaboration
	11	12	13	14	15			1/6 - AM Staff Dev. - PM Teacher Prep	Staff Mtg./Principal Directed
	18	19	20	21	22			1/7 - Students Return	Tch. Prep/Individual Planning
	25	26	27	28	29	16	17	1/18 - Martin Luther King Jr. - Legal Holiday	Other - District/Principal Directed
February 2021	1	2	3	4	5				Grade Level/Teacher Collaboration
	8	9	10	11	12			2/12 - Lincoln Day - Legal Holiday	Staff Mtg./Principal Directed
	15	16	17	18	19			2/15 - Washington Day - Legal Holiday	Tch. Prep/Individual Planning
	22	23	24	25	26	18	18		
March 2021	1	2	3	4	5			3/5 - End of second trimester (63 days)	Grade Level/Teacher Collaboration
	8	9	10	11	12				Staff Mtg./Principal Directed
	15	16	17	18	19			3/15 - 3/19 - Parent Conferences	
	22	23	24	25	26			3/22 - 4/1 Spring Break	
	29	30	31			15	15	3/29 - In lieu of Cesar Chavez - Observed Holiday	
April 2021				1	2			4/2 - AM Staff Dev. - PM Teacher Prep	Grade Level/Teacher Collaboration
	5	6	7	8	9			4/5 - Students Return	Staff Mtg./Principal Directed
	12	13	14	15	16				Tch. Prep/Individual Planning
	19	20	21	22	23				Other - District/Principal Directed
	26	27	28	29	30	20	21		
May 2021	3	4	5	6	7				Grade Level/Teacher Collaboration
	10	11	12	13	14				Staff Mtg./Principal Directed
	17	18	19	20	21				Tch. Prep/Individual Planning
	24	25	26	27	28				Other - District/Principal Directed
	31					20	20	5/31 - Memorial Day - Legal Holiday	
June 2021		1	2	3	4			6/10 - End of third trimester (58 days)	Staff Mtg./Principal Directed
	7	8	9	10	11			6/10 - Last Day for Students	
	14	15	16	17	18			6/11 - AM Staff Dev. - PM Teacher Prep	
	21	22	23	24	25				
	28	29	30			8	9		
						180	186		School Closed

First/Last Day for Students    
  Minimum Days    
  Legal/Local Holidays    
 Board Approved: \_\_\_\_\_

End of Trimester Elementary    
 Pupil free day (tentative - may be altered as result of labor negotiations)    
 Subject to modification if required by Collective Bargaining

*Natalie L...*  
 6/18/2020

*H. Sanchez*  
 6-18-20

*[Signature]*  
 6-18-20



GOVERNING BOARD

Humberto Gurmilan, President  
Antonio Martinez, Vice-President

Rudy Lopez Clerk  
Irene Lopez, Member  
Rosaleah Pallasigue, Member

Quality education and opportunity for all students to succeed

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
SAN YSIDRO SCHOOL DISTRICT  
AND  
SAN YSIDRO EDUCATION ASSOCIATION  
REGARDING THE 2020-2021 WORK YEAR CALENDAR  
June 8, 2020**

This Memorandum of Understanding is agreed between the San Ysidro School District ("District") and the San Ysidro Education Association ("SYEA"), collectively referred to hereinafter as "the parties," concerning the District's response to the coronavirus (COVID-19) epidemic and continued safety concerns regarding reopening schools at the start of the 2020-2021 school year. The parties recognize that the District is not waiving its right to set the student calendar.

1. The parties have mutually agreed to a later start date for the 2020-2021 school year, and to adjust the calendar as set forth in the revised 2020-2021 certificated and student calendars.
2. The parties acknowledge past practice has been to closely align the school year with SUHSD; however, the parties also understand challenges and considerations regarding safely reopening schools and providing meaningful instruction via distance learning.
3. The parties agree the District shall continue to issue pay warrants for the 2020-2021 school year on a 12 month cycle, commencing July 2020 and continuing through June 2021. Any employee not working the entire work year will be required to repay any advanced salary compensation and benefits if applicable.
4. The parties acknowledge unit members may have previously scheduled plans based upon the prior agreed to and adopted 2020-2021 calendar. Unit members who provide documentation as soon as possible but no later than July 15, 2020, of personal plans made prior to the March 13, 2020 Declaration of National Emergency, and are unable to reschedule, shall schedule an appointment with Human Resources to create a plan to allow the employee leave days so they can attend their pre-scheduled vacation. The plan may include personal necessity days, unpaid leave, make-up days or a combination of these. Permission to make up missed work days shall be determined by Human Resources Department Head or designee. The unit member will work with the District on a written plan for makeup days and work to be completed.
6. This MOU shall expire on June 30, 2021. Nothing in this MOU shall be considered precedent setting or constitutes the establishment of a past practice.

Natalie LaRosa  
San Ysidro Education Association

David Farkas  
San Ysidro School District

13.16  
Page 4 of 4  
Page 1

SAN YSIDRO SCHOOL DISTRICT  
**GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** June 25, 2020

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Human Resources  
David Farkas, Executive Director  
of Human Resources

**INITIAL:** \_\_\_\_\_  
Informational  
Action

**AGENDA ITEM:** REVISED 2020-2021 CLASSIFIED 10-MONTH, 209 WORK CALENDAR

**BACKGROUND INFORMATION:**

In order to establish the 2020-2021 school year and to make necessary instructional plans in light of the COVID-19 pandemic, the San Ysidro School District recommends the adoption of the revised Classified 10-Month Work Calendar for the 2020-2021 school year as attached. This calendar is subject to CSEA ratification.

**RECOMMENDATION:**

Approve the Revised 2020-2021 Classified 10-Month, 209 Work Calendar.

**LCAP GOAL AND ACTION/SERVICE (please indicate):**

**Goal #1: Student Achievement**

Renewal	New	Amendment	Ratify	Other	Business Services Reviewed:
Financial Implications?		Are funds for this item available in the 2020-2021 Budget?			Requisition #
Yes	No	Yes	No		
N/A		--			--
(Amount)		(Name of funding source and/or location)			(Funding account number)
Recommended for:		Approval	Certification Requested		
Denial			Yes	No	

2020-2021

**SAN YSIDRO SCHOOL DISTRICT  
Classified Employee Calendar**

**209 Work Year**

**10 Months**

<b>Work Days</b>	182
<b>Holidays</b>	17
<b>Mandatory Vacation Days</b>	10
<b>Non-Work Days</b>	52

**Additional  
Vacation Days  
with Approval**

1-5 yrs	6-10 yrs	11-15 yrs	16-20 yrs	21+ yrs
2	4	5	7	8

Board Approved

M	T	W	TH	F	Student Days	Work Days	Holidays	Vacation Days	Non-Wrk Days	Holidays
---	---	---	----	---	--------------	-----------	----------	---------------	--------------	----------

July, 2020

		1	2	3						7/3 - In lieu of Independence Day - Legal Holiday
6	7	8	9	10						
13	14	15	16	17						
20	21	22	23	24						
27	28	29	30	31	0	0	1	0	22	

M	T	W	TH	F	Student Days	Work Days	Holidays	Vacation Days	Non-Wrk Days	Holidays
---	---	---	----	---	--------------	-----------	----------	---------------	--------------	----------

January, 2021

				1						1/1 - New Year's Day - Legal Holiday
4	5	6	7	8						
11	12	13	14	15						
18	19	20	21	22						1/18 - Martin Luther King Jr. - Legal Holiday
25	26	27	28	29	16	16	2	0	3	

August, 2020

3	4	5	6	7						
10	11	12	13	14						
17	18	19	20	21						
24	25	26	27	28						
31					11	13	0	0	8	

February, 2021

1	2	3	4	5						
8	9	10	11	12						2/12 - A. Lincoln - Legal Holiday
15	16	17	18	19						2/15 - G. Washington - Legal Holiday
22	23	24	25	26						
					18	18	2	0	0	

September, 2020

	1	2	3	4						
7	8	9	10	11						9/7 - Labor Day - Legal Holiday
14	15	16	17	18						
21	22	23	24	25						
28	29	30			21	21	1	0	0	

March, 2021

1	2	3	4	5						
8	9	10	11	12						
15	16	17	18	19						3/22 - 4/2 Student Spring Break
22	23	24	25	26						3/30 - Spring Holiday
29	30	31			15	15	2	5	1	3/31 - Cesar Chavez - Local Holiday

October, 2020

	1	2								
5	6	7	8	9						
12	13	14	15	16						
19	20	21	22	23						
26	27	28	29	30	22	22	0	0	0	

April, 2021

		1	2							
5	6	7	8	9						
12	13	14	15	16						
19	20	21	22	23						
26	27	28	29	30	20	20	0	0	2	

November, 2020

2	3	4	5	6						
9	10	11	12	13						11/11 - Veteran's Day - Legal Holiday
16	17	18	19	20						11/25 - Admission Day - Legal Holiday
23	24	25	26	27						11/26 - Thanksgiving - Legal Holiday
30					15	15	4	0	2	11/27 - Thanksgiving - Local Holiday

May, 2021

3	4	5	6	7						
10	11	12	13	14						
17	18	19	20	21						
24	25	26	27	28						
31					20	20	1	0	0	5/31 - Memorial Day - Legal Holiday

December, 2020

	1	2	3	4						12/21 - 1/7 Student Winter Break
7	8	9	10	11						12/24 - Christmas Eve - Legal Holiday
14	15	16	17	18						12/25 - Christmas Day - Legal Holiday
21	22	23	24	25						12/30 - CSEA Floating Holiday
28	29	30	31		14	14	4	5	0	12/31 - New Year's Eve - Legal Holiday

June, 2021

	1	2	3	4						
7	8	9	10	11						
14	15	16	17	18						
21	22	23	24	25						
28	29	30			8	8	0	0	14	

Bus Driver  
Campus Aide  
Campus Security  
Child Nutrition Specialist  
District Translator  
Health Clerk

Instructional Aide (Elementary & Preschool)  
Instructional Aide Special Education  
Instructional Health Care Assistant  
Lead Child Nutrition Specialist  
Licensed Vocational Nurse  
Outreach Consultant  
Testing Assistant

2020-2021

**SAN YSIDRO SCHOOL DISTRICT  
Classified Employee Calendar**

**209 Work Year**

**10 Months**

Work Days	182
Holidays	17
Mandatory Vacation Days	10
Non-Work Days	52

**Additional  
Vacation Days  
with Approval**

1-5 yrs	6-10 yrs	11-15 yrs	16-20 yrs	21+ yrs
2	4	5	7	8

Board Approved

M	T	W	TH	F	Student Days	Work Days	Holidays	Vacation Days	Non-Wrk Days	Holidays
---	---	---	----	---	--------------	-----------	----------	---------------	--------------	----------

July, 2020

		1	2	3						7/3 - In lieu of Independence Day - Legal Holiday
6	7	8	9	10						
13	14	15	16	17						
20	21	22	23	24						
27	28	29	30	31	0	0	1	0	22	

M	T	W	TH	F	Student Days	Work Days	Holidays	Vacation Days	Non-Wrk Days	Holidays
---	---	---	----	---	--------------	-----------	----------	---------------	--------------	----------

January, 2021

				1						1/1 - New Year's Day - Legal Holiday
4	5	6	7	8						
11	12	13	14	15						
18	19	20	21	22						1/18 - Martin Luther King Jr. - Legal Holiday
25	26	27	28	29	16	16	2	0	3	

August, 2020

		3	4	5	6	7				
10	11	12	13	14						
17	18	19	20	21						
24	25	26	27	28						
31					11	13	0	0	8	

February, 2021

		1	2	3	4	5				
8	9	10	11	12						2/12 - A. Lincoln - Legal Holiday
15	16	17	18	19						2/15 - G. Washington - Legal Holiday
22	23	24	25	26						
					18	18	2	0	0	

September, 2020

		1	2	3	4					
7	8	9	10	11						9/7 - Labor Day - Legal Holiday
14	15	16	17	18						
21	22	23	24	25						
28	29	30			21	21	1	0	0	

March, 2021

		1	2	3	4	5				
8	9	10	11	12						
15	16	17	18	19						
22	23	24	25	26						3/22 - 4/2 Student Spring Break
29	30	31			15	15	2	5	1	3/30 - Spring Holiday
										3/31 - Cesar Chavez - Local Holiday

October, 2020

		1	2							
5	6	7	8	9						
12	13	14	15	16						
19	20	21	22	23						
26	27	28	29	30	22	22	0	0	0	

April, 2021

				1	2					
5	6	7	8	9						
12	13	14	15	16						
19	20	21	22	23						
26	27	28	29	30	20	20	0	0	2	

November, 2020

		2	3	4	5	6				
9	10	11	12	13						11/11 - Veteran's Day - Legal Holiday
16	17	18	19	20						11/25 - Admission Day - Legal Holiday
23	24	25	26	27						11/26 - Thanksgiving - Legal Holiday
30					15	15	4	0	2	11/27 - Thanksgiving - Local Holiday

May, 2021

		3	4	5	6	7				
10	11	12	13	14						
17	18	19	20	21						
24	25	26	27	28						
31					20	20	1	0	0	5/31 - Memorial Day - Legal Holiday

December, 2020

		1	2	3	4					
7	8	9	10	11						12/21 - 1/7 Student Winter Break
14	15	16	17	18						12/24 - Christmas Eve - Legal Holiday
21	22	23	24	25						12/25 - Christmas Day - Legal Holiday
28	29	30	31		14	14	4	5	0	12/30 - CSEA Floating Holiday
										12/31 - New Year's Eve - Legal Holiday

June, 2021

		1	2	3	4					
7	8	9	10	11						
14	15	16	17	18						
21	22	23	24	25						
28	29	30			8	8	0	0	14	

Bus Driver  
Campus Aide  
Campus Security  
Child Nutrition Specialist  
District Translator  
Health Clerk

For CSEA:

  
\_\_\_\_\_  
Cynthia McDaniel

Instructional Aide (Elementary & Preschool)  
Instructional Aide Special Education  
Instructional Health Care Assistant  
Lead Child Nutrition Specialist  
Licensed Vocational Nurse  
Outreach Consultant  
Testing Assistant

For SYSD:

  
\_\_\_\_\_

SAN YSIDRO SCHOOL DISTRICT  
**GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** June 25, 2020

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Human Resources  
David Farkas, Executive Director  
of Human Resources

**INITIAL:** \_\_\_\_\_  
Informational  
Action

**AGENDA ITEM:** REVISED 2020-2021 CLASSIFIED 10-MONTH, 213 WORK CALENDAR

**BACKGROUND INFORMATION:**

In order to establish the 2020-2021 school year and to make necessary instructional plans in light of the COVID-19 pandemic, the San Ysidro School District recommends the adoption of the revised Classified 10-Month Work Calendar for the 2020-2021 school year as attached. This calendar is subject to CSEA ratification.

**RECOMMENDATION:**

Approve the Revised 2020-2021 Classified 10-Month, 213 Work Calendar.

**LCAP GOAL AND ACTION/SERVICE (please indicate):**

**Goal #1: Student Achievement**

Renewal	New	Amendment	Ratify	Other	Business Services Reviewed:
Financial Implications?		Are funds for this item available in the 2020-2021 Budget?			Requisition #
Yes	No	Yes	No		
N/A		--			--
(Amount)		(Name of funding source and/or location)			(Funding account number)
Recommended for:		Approval		Certification Requested	
Denial				Yes	No

2020-2021

**SAN YSIDRO SCHOOL DISTRICT  
Classified Employee Calendar**

**10 Months**

<b>Work Days</b>	186
<b>Holidays</b>	17
<b>Mandatory Vacation Days</b>	10
<b>Non-Work Days</b>	48

**213 Work Year**

\_\_\_\_ Board  
Approved

**Additional  
Vacation Days  
with Approval**

1-5 yrs	6-10 yrs	11-15 yrs	16-20 yrs	21+ yrs
2	4	5	7	8

M	T	W	TH	F	Student Days	Work Days	Holidays	Vacation Days	Non-Wrk Days	Holidays
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M	T	W	TH	F	Student Days	Work Days	Holidays	Vacation Days	Non-Wrk Days	Holidays
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July, 2020

		1	2	3						7/3 - In lieu of Independence Day - Legal Holiday
6	7	8	9	10						
13	14	15	16	17						
20	21	22	23	24						
27	28	29	30	31	0	0	1	0	22	

January, 2021

				1						1/1 - New Year's Day - Legal Holiday
4	5	6	7	8						
11	12	13	14	15						
18	19	20	21	22						1/18 - Martin Luther King Jr. - Legal Holiday
25	26	27	28	29	16	17	2	0	2	

August, 2020

3	4	5	6	7						
10	11	12	13	14						
17	18	19	20	21						
24	25	26	27	28						
31					11	14	0	0	7	

February, 2021

1	2	3	4	5						
8	9	10	11	12						2/12 - A. Lincoln - Legal Holiday
15	16	17	18	19						2/15 - G. Washington - Legal Holiday
22	23	24	25	26						
					18	18	2	0	0	

September, 2020

1	2	3	4							
7	8	9	10	11						9/7 - Labor Day - Legal Holiday
14	15	16	17	18						
21	22	23	24	25						
28	29	30			21	21	1	0	0	

March, 2021

1	2	3	4	5						
8	9	10	11	12						
15	16	17	18	19						
22	23	24	25	26						3/22 - 4/2 Student Spring Break
29	30	31			15	15	2	5	1	3/30 - Spring Holiday

October, 2020

	1	2								
5	6	7	8	9						
12	13	14	15	16						
19	20	21	22	23						
26	27	28	29	30	22	22	0	0	0	

April, 2021

		1	2							
5	6	7	8	9						
12	13	14	15	16						
19	20	21	22	23						
26	27	28	29	30	20	21	0	0	1	

November, 2020

2	3	4	5	6						
9	10	11	12	13						11/11 - Veteran's Day - Legal Holiday
16	17	18	19	20						11/25 - Admission Day - Legal Holiday
23	24	25	26	27						11/26 - Thanksgiving - Legal Holiday
30					15	15	4	0	2	11/27 - Thanksgiving - Local Holiday

May, 2021

3	4	5	6	7						
10	11	12	13	14						
17	18	19	20	21						
24	25	26	27	28						
31					20	20	1	0	0	5/31 - Memorial Day - Legal Holiday

December, 2020

1	2	3	4							12/21 - 1/6 Student Winter Break
7	8	9	10	11						12/24 - Christmas Eve - Legal Holiday
14	15	16	17	18						12/25 - Christmas Day - Legal Holiday
21	22	23	24	25						12/30 - CSEA Floating Holiday
28	29	30	31		14	14	4	5	0	12/31 - New Year's Eve - Legal Holiday

June, 2021

	1	2	3	4						
	7	8	9	10	11					
	14	15	16	17	18					
	21	22	23	24	25					
	28	29	30			8	9	0	0	13

**Specific Employees in the following classifications:**

- Children & Families Project Facilitator
- Health Clerk
- Testing Assistant
- Instructional Aide (Elementary & Preschool)
- Instructional Health Care Assistant
- Instructional Aide Special Education

2020-2021

**SAN YSIDRO SCHOOL DISTRICT**  
**Classified Employee Calendar**

**10 Months**

<b>Work Days</b>	186
<b>Holidays</b>	17
<b>Mandatory Vacation Days</b>	10
<b>Non-Work Days</b>	48

**213 Work Year**

\_\_\_\_ Board  
 Approved

M	T	W	TH	F	Student Days	Work Days	Holidays	Vacation Days	Non-Wrk Days	Holidays
---	---	---	----	---	--------------	-----------	----------	---------------	--------------	----------

July, 2020

		1	2	3						7/3 - In lieu of Independence Day - Legal Holiday
6	7	8	9	10						
13	14	15	16	17						
20	21	22	23	24						
27	28	29	30	31	0	0	1	0	22	

August, 2020

3	4	5	6	7						
10	11	12	13	14						
17	18	19	20	21						
24	25	26	27	28						
31					11	14	0	0	7	

September, 2020

	1	2	3	4						
7	8	9	10	11						9/7 - Labor Day - Legal Holiday
14	15	16	17	18						
21	22	23	24	25						
28	29	30			21	21	1	0	0	

October, 2020

		1	2							
5	6	7	8	9						
12	13	14	15	16						
19	20	21	22	23						
26	27	28	29	30	22	22	0	0	0	

November, 2020

2	3	4	5	6						
9	10	11	12	13						11/11 - Veteran's Day - Legal Holiday
16	17	18	19	20						11/25 - Admission Day - Legal Holiday
23	24	25	26	27						11/26 - Thanksgiving - Legal Holiday
30					15	15	4	0	2	11/27 - Thanksgiving - Local Holiday

December, 2020

	1	2	3	4						12/21 - 1/6 Student Winter Break
7	8	9	10	11						12/24 - Christmas Eve - Legal Holiday
14	15	16	17	18						12/25 - Christmas Day - Legal Holiday
21	22	23	24	25						12/30 - CSEA Floating Holiday
28	29	30	31		14	14	4	5	0	12/31 - New Year's Eve - Legal Holiday

**Additional Vacation Days with Approval**

1-5 yrs	6-10 yrs	11-15 yrs	16-20 yrs	21+ yrs
2	4	5	7	8

M	T	W	TH	F	Student Days	Work Days	Holidays	Vacation Days	Non-Wrk Days	Holidays
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January, 2021

				1						1/1 - New Year's Day - Legal Holiday
4	5	6	7	8						
11	12	13	14	15						
18	19	20	21	22						1/18 - Martin Luther King Jr. - Legal Holiday
25	26	27	28	29	16	17	2	0	2	

February, 2021

1	2	3	4	5						
8	9	10	11	12						2/12 - A. Lincoln - Legal Holiday
15	16	17	18	19						2/15 - G. Washington - Legal Holiday
22	23	24	25	26						
					18	18	2	0	0	

March, 2021

1	2	3	4	5						
8	9	10	11	12						
15	16	17	18	19						
22	23	24	25	26						3/22 - 4/2 Student Spring Break
29	30	31			15	15	2	5	1	3/30 - Spring Holiday

April, 2021

		1	2							
5	6	7	8	9						
12	13	14	15	16						
19	20	21	22	23						
26	27	28	29	30	20	21	0	0	1	

May, 2021

3	4	5	6	7						
10	11	12	13	14						
17	18	19	20	21						
24	25	26	27	28						
31					20	20	1	0	0	5/31 - Memorial Day - Legal Holiday

June, 2021

	1	2	3	4						
7	8	9	10	11						
14	15	16	17	18						
21	22	23	24	25						
28	29	30			8	9	0	0	13	

**Specific Employees in the following classifications:**

- Children & Families Project Facilitator
- Health Clerk
- Testing Assistant
- Instructional Aide (Elementary & Preschool)
- Instructional Health Care Assistant
- Instructional Aide Special Education

For CSEA:

  
 Cynthia Moreno

For SYSD:



SAN YSIDRO SCHOOL DISTRICT  
**GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** June 25, 2020

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Human Resources  
David Farkas, Executive Director  
of Human Resources

**INITIAL:** \_\_\_\_\_  
Informational  
Action

**AGENDA ITEM:** REVISED 2020-2021 CLASSIFIED 11-MONTH WORK CALENDAR

**BACKGROUND INFORMATION:**

In order to establish the 2020-2021 school year and to make necessary instructional plans in light of the COVID-19 pandemic, the San Ysidro School District recommends the adoption of the revised Classified 11-Month Work Calendar for the 2020-2021 school year as attached. This calendar is subject to CSEA ratification.

**RECOMMENDATION:**

Approve the Revised 2020-2021 Classified 11-Month Work Calendar.

**LCAP GOAL AND ACTION/SERVICE (please indicate):**

**Goal #1: Student Achievement**

Renewal	New	Amendment	Ratify	Other	Business Services Reviewed:
Financial Implications?		Are funds for this item available in the 2020-2021 Budget?			Requisition #
Yes	No	Yes	No		
N/A		--			--
(Amount)		(Name of funding source and/or location)			(Funding account number)
Recommended for:		Approval		Certification Requested	
Denial				Yes	No

2020-2021

**SAN YSIDRO SCHOOL DISTRICT  
Classified Employee Calendar**

**11 Months**

<b>Work Days</b>	222
<b>Holidays</b>	17
<b>Mandatory Vacation Days</b>	0
<b>Non-Work Days</b>	16

**239 Work Year**

\_\_\_\_ Board  
Approved

M	T	W	TH	F	Student Days	Work Days	Holidays	Vacation Days	Non-Wrk Days	Holidays
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July, 2020										
		1	2	3						7/3 - In lieu of Independence Day - Legal Holiday
6	7	8	9	10						
13	14	15	16	17						
20	21	22	23	24						
27	28	29	30	31	0	12	1	0	4	

August, 2020										
3	4	5	6	7						
10	11	12	13	14						
17	18	19	20	21						
24	25	26	27	28						
31					11	21	0	0	0	

September, 2020										
	1	2	3	4						
7	8	9	10	11						9/7 - Labor Day - Legal Holiday
14	15	16	17	18						
21	22	23	24	25						
28	29	30			21	21	1	0	0	

October, 2020										
		1	2							
5	6	7	8	9						
12	13	14	15	16						
19	20	21	22	23						
26	27	28	29	30	22	22	0	0	0	

November, 2020										
2	3	4	5	6						
9	10	11	12	13						11/11 - Veteran's Day - Legal Holiday
16	17	18	19	20						11/25 - Admission Day - Legal Holiday
23	24	25	26	27						11/26 - Thanksgiving - Legal Holiday
30					15	15	4	0	2	11/27 - Thanksgiving - Local Holiday

December, 2020										
	1	2	3	4						12/21 - 1/6 Student Winter Break
7	8	9	10	11						12/24 - Christmas Eve - Legal Holiday
14	15	16	17	18						12/25 - Christmas Day - Legal Holiday
21	22	23	24	25						12/30 - CSEA Floating Holiday
28	29	30	31		14	14	4	0	5	12/31 - New Year's Eve - Legal Holiday

**Allotted Vacation Days with Approval**

1-5 yrs	6-10 yrs	11-15 yrs	16-20 yrs	21+ yrs
13	15	16	18	19

M	T	W	TH	F	Student Days	Work Days	Holidays	Vacation Days	Non-Wrk Days	Holidays
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January, 2021										
				1						1/1 - New Year's Day - Legal Holiday
4	5	6	7	8						
11	12	13	14	15						
18	19	20	21	22						1/18 - Martin Luther King Jr. - Legal Holiday
25	26	27	28	29	16	19	2	0	0	

February, 2021										
1	2	3	4	5						
8	9	10	11	12						2/12 - A. Lincoln - Legal Holiday
15	16	17	18	19						2/15 - G. Washington - Legal Holiday
22	23	24	25	26						
					18	18	2	0	0	

March, 2021										
1	2	3	4	5						
8	9	10	11	12						
15	16	17	18	19						
22	23	24	25	26						3/22 - 4/2 Student Spring Break
29	30	31			15	20	2	0	1	3/30 - Spring Holiday

April, 2021										
		1	2							
5	6	7	8	9						
12	13	14	15	16						
19	20	21	22	23						
26	27	28	29	30	20	21	0	0	1	

May, 2021										
3	4	5	6	7						
10	11	12	13	14						
17	18	19	20	21						
24	25	26	27	28						
31					20	20	1	0	0	5/31 - Memorial Day - Legal Holiday

June, 2021										
	1	2	3	4						
7	8	9	10	11						
14	15	16	17	18						
21	22	23	24	25						
28	29	30			8	19	0	0	3	

- Administrative Clerk I
- Administrative Clerk II
- Administrative Secretary I
- Instructional Media Resource Aide
- Publication Technician
- School Administrative Assistant

2020-2021

**SAN YSIDRO SCHOOL DISTRICT**  
**Classified Employee Calendar**

**11 Months**

Work Days	222
Holidays	17
Mandatory Vacation Days	0
Non-Work Days	22

**239 Work Year**

\_\_\_\_ Board  
 Approved

M	T	W	TH	F	Student Days	Work Days	Holidays	Vacation Days	Non-Wrk Days	Holidays
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July, 2020

		1	2	3						7/3 - In lieu of Independence Day - Legal Holiday
6	7	8	9	10						
13	14	15	16	17						
20	21	22	23	24						
27	28	29	30	31	0	12	1	0	10	

August, 2020

3	4	5	6	7						
10	11	12	13	14						
17	18	19	20	21						
24	25	26	27	28						
31					11	21	0	0	0	

September, 2020

	1	2	3	4						
7	8	9	10	11						9/7 - Labor Day - Legal Holiday
14	15	16	17	18						
21	22	23	24	25						
28	29	30			21	21	1	0	0	

October, 2020

		1	2							
5	6	7	8	9						
12	13	14	15	16						
19	20	21	22	23						
26	27	28	29	30	22	22	0	0	0	

November, 2020

2	3	4	5	6						
9	10	11	12	13						11/11 - Veteran's Day - Legal Holiday
16	17	18	19	20						11/25 - Admission Day - Legal Holiday
23	24	25	26	27						11/26 - Thanksgiving - Legal Holiday
30					15	15	4	0	2	11/27 - Thanksgiving - Local Holiday

December, 2020

	1	2	3	4						12/21 - 1/6 Student Winter Break
7	8	9	10	11						12/24 - Christmas Eve - Legal Holiday
14	15	16	17	18						12/25 - Christmas Day - Legal Holiday
21	22	23	24	25						12/30 - CSEA Floating Holiday
28	29	30	31		14	14	4	0	5	12/31 - New Year's Eve - Legal Holiday

Allotted Vacation Days with Approval

1-5 yrs	6-10 yrs	11-15 yrs	16-20 yrs	21+ yrs
13	15	16	18	19

M	T	W	TH	F	Student Days	Work Days	Holidays	Vacation Days	Non-Wrk Days	Holidays
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January, 2021

				1						1/1 - New Year's Day - Legal Holiday
4	5	6	7	8						
11	12	13	14	15						
18	19	20	21	22						1/18 - Martin Luther King Jr. - Legal Holiday
25	26	27	28	29	16	19	2	0	0	

February, 2021

1	2	3	4	5						
8	9	10	11	12						2/12 - A. Lincoln - Legal Holiday
15	16	17	18	19						2/15 - G. Washington - Legal Holiday
22	23	24	25	26						
					18	18	2	0	0	

March, 2021

1	2	3	4	5						
8	9	10	11	12						
15	16	17	18	19						3/22 - 4/2 Student Spring Break
22	23	24	25	26						3/30 - Spring Holiday
29	30	31			15	20	2	0	1	3/31 - Cesar Chavez - Local Holiday

April, 2021

			1	2						
5	6	7	8	9						
12	13	14	15	16						
19	20	21	22	23						
26	27	28	29	30	20	21	0	0	1	

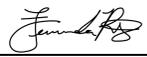
May, 2021

3	4	5	6	7						
10	11	12	13	14						
17	18	19	20	21						
24	25	26	27	28						
31					20	20	1	0	0	5/31 - Memorial Day - Legal Holiday

June, 2021

	1	2	3	4						
7	8	9	10	11						
14	15	16	17	18						
21	22	23	24	25						
28	29	30			8	19	0	0	3	

- Administrative Clerk I
- Administrative Clerk II
- Administrative Secretary I
- Instructional Media Resource Aide
- Publication Technician
- School Administrative Assistant

For CSEA:   
Cynthia Williams

SYSD: 

SAN YSIDRO SCHOOL DISTRICT  
**GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** June 25, 2020

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Human Resources  
David Farkas, Executive Director  
of Human Resources

**INITIAL:** \_\_\_\_\_  
Informational  
Action

**AGENDA ITEM:** REVISED 2020-2021 CLASSIFIED 12-MONTH WORK CALENDAR

**BACKGROUND INFORMATION:**

In order to establish the 2020-2021 school year and to make necessary instructional plans in light of the COVID-19 pandemic, the San Ysidro School District recommends the adoption of the revised Classified 12-Month Work Calendar for the 2020-2021 school year as attached. This calendar is subject to CSEA ratification.

**RECOMMENDATION:**

Approve the Revised 2020-2021 Classified 12-Month Work Calendar.

**LCAP GOAL AND ACTION/SERVICE (please indicate):**

**Goal #1: Student Achievement**

Renewal	New	Amendment	Ratify	Other	Business Services Reviewed:
Financial Implications?		Are funds for this item available in the 2020-2021 Budget?			Requisition #
Yes	No	Yes	No		
N/A		--			--
(Amount)		(Name of funding source and/or location)			(Funding account number)
Recommended for:		Approval	Certification Requested		
Denial			Yes	No	

2020-2021

**SAN YSIDRO SCHOOL DISTRICT**  
**Classified Employee Calendar**

**12 Months**

<b>Work Days</b>	243
<b>Holidays</b>	17
<b>Mandatory Vacation Days</b>	0
<b>Non-Work Days</b>	1

**260 Work Year**

**Allotted Vacation Days with Approval**

1-5 yrs	6-10 yrs	11-15 yrs	16-20 yrs	21+ yrs
14	16	17	19	20

Board Approved

M	T	W	TH	F	Student Days	Work Days	Holidays	Vacation Days	Non-Wrk Days	Holidays
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M	T	W	TH	F	Student Days	Work Days	Holidays	Vacation Days	Non-Wrk Days	Holidays
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July, 2020

		1	2	3						7/3 - In lieu of Independence Day - Legal Holiday
6	7	8	9	10						
13	14	15	16	17						
20	21	22	23	24						
27	28	29	30	31	0	22	1	0	0	

January, 2021

				1						1/1 - New Year's Day - Legal Holiday
4	5	6	7	8						
11	12	13	14	15						
18	19	20	21	22						1/18 - Martin Luther King Jr. - Legal Holiday
25	26	27	28	29	16	19	2	0	0	

August, 2020

3	4	5	6	7						
10	11	12	13	14						
17	18	19	20	21						
24	25	26	27	28						
31					11	21	0	0	0	

February, 2021

1	2	3	4	5						
8	9	10	11	12						2/12 - A. Lincoln - Legal Holiday
15	16	17	18	19						2/15 - G. Washington - Legal Holiday
22	23	24	25	26						
					18	18	2	0	0	

September, 2020

	1	2	3	4						
7	8	9	10	11						9/7 - Labor Day - Legal Holiday
14	15	16	17	18						
21	22	23	24	25						
28	29	30			21	21	1	0	0	

March, 2021

1	2	3	4	5						
8	9	10	11	12						
15	16	17	18	19						3/22 - 4/2 Student Spring Break
22	23	24	25	26						3/30 - Spring Holiday
29	30	31			15	20	2	0	1	3/31 - Cesar Chavez - Local Holiday

October, 2020

	1	2								
5	6	7	8	9						
12	13	14	15	16						
19	20	21	22	23						
26	27	28	29	30	22	22	0	0	0	

April, 2021

	1	2								
5	6	7	8	9						
12	13	14	15	16						
19	20	21	22	23						
26	27	28	29	30	20	22	0	0	0	

November, 2020

2	3	4	5	6						
9	10	11	12	13						11/11 - Veteran's Day - Legal Holiday
16	17	18	19	20						11/25 - Admission Day - Legal Holiday
23	24	25	26	27						11/26 - Thanksgiving - Legal Holiday
30					15	17	4	0	0	11/27 - Thanksgiving - Local Holiday

May, 2021

3	4	5	6	7						
10	11	12	13	14						
17	18	19	20	21						
24	25	26	27	28						
31					20	20	1	0	0	5/31 - Memorial Day - Legal Holiday

December, 2020

	1	2	3	4						12/21 - 1/6 Student Winter Break
7	8	9	10	11						12/24 - Christmas Eve - Legal Holiday
14	15	16	17	18						12/25 - Christmas Day - Legal Holiday
21	22	23	24	25						12/30 - CSEA Floating Holiday
28	29	30	31		14	19	4	0	0	12/31 - New Year's Eve - Legal Holiday

June, 2021

	1	2	3	4						
7	8	9	10	11						
14	15	16	17	18						
21	22	23	24	25						
28	29	30			8	22	0	0	0	

Accounting Technician II  
 Accounting Technician III  
 Administrative Secretary II  
 Administrative Secretary III  
 Buyer  
 Custodian  
 Data Support Specialist  
 Delivery Person  
 Gardener  
 Information Computer Specialist  
 Information Systems Analyst  
 Lead Custodian

Lead Maintenance  
 Maintenance / Electrical Person  
 Maintenance / HVAC  
 Maintenance / Locksmith  
 Maintenance / Painter  
 Maintenance / Plumber  
 Maintenance Person  
 Mechanic  
 Senior Payroll & Benefits Accountant  
 Special Education Technician  
 Transportation Operations Technician  
 Warehouse Distribution Associate

2020-2021

**SAN YSIDRO SCHOOL DISTRICT**  
**Classified Employee Calendar**

**12 Months**

<b>Work Days</b>	243
<b>Holidays</b>	17
<b>Mandatory Vacation Days</b>	0
<b>Non-Work Days</b>	1

**260 Work Year**

**Allotted Vacation Days with Approval**

1-5 yrs	6-10 yrs	11-15 yrs	16-20 yrs	21+ yrs
14	16	17	19	20

Board Approved

M	T	W	TH	F	Student Days	Work Days	Holidays	Vacation Days	Non-Wrk Days	Holidays
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M	T	W	TH	F	Student Days	Work Days	Holidays	Vacation Days	Non-Wrk Days	Holidays
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July, 2020

										7/3 - In lieu of Independence Day - Legal Holiday
	1	2	3							
6	7	8	9	10						
13	14	15	16	17						
20	21	22	23	24						
27	28	29	30	31	0	22	1	0	0	

January, 2021

										1/1 - New Year's Day - Legal Holiday
				1						
4	5	6	7	8						
11	12	13	14	15						
18	19	20	21	22						1/18 - Martin Luther King Jr. - Legal Holiday
25	26	27	28	29	16	19	2	0	0	

August, 2020

3	4	5	6	7						
10	11	12	13	14						
17	18	19	20	21						
24	25	26	27	28						
31					11	21	0	0	0	

February, 2021

1	2	3	4	5						
8	9	10	11	12						2/12 - A. Lincoln - Legal Holiday
15	16	17	18	19						2/15 - G. Washington - Legal Holiday
22	23	24	25	26						
					18	18	2	0	0	

September, 2020

	1	2	3	4						
7	8	9	10	11						9/7 - Labor Day - Legal Holiday
14	15	16	17	18						
21	22	23	24	25						
28	29	30			21	21	1	0	0	

March, 2021

1	2	3	4	5						
8	9	10	11	12						
15	16	17	18	19						3/22 - 4/2 Student Spring Break
22	23	24	25	26						3/30 - Spring Holiday
29	30	31			15	20	2	0	1	3/31 - Cesar Chavez - Local Holiday

October, 2020

	1	2								
5	6	7	8	9						
12	13	14	15	16						
19	20	21	22	23						
26	27	28	29	30	22	22	0	0	0	

April, 2021

	1	2								
5	6	7	8	9						
12	13	14	15	16						
19	20	21	22	23						
26	27	28	29	30	20	22	0	0	0	

November, 2020

2	3	4	5	6						
9	10	11	12	13						11/11 - Veteran's Day - Legal Holiday
16	17	18	19	20						11/25 - Admission Day - Legal Holiday
23	24	25	26	27						11/26 - Thanksgiving - Legal Holiday
30					15	17	4	0	0	11/27 - Thanksgiving - Local Holiday

May, 2021

3	4	5	6	7						
10	11	12	13	14						
17	18	19	20	21						
24	25	26	27	28						
31					20	20	1	0	0	5/31 - Memorial Day - Legal Holiday

December, 2020

	1	2	3	4						12/21 - 1/6 Student Winter Break
7	8	9	10	11						12/24 - Christmas Eve - Legal Holiday
14	15	16	17	18						12/25 - Christmas Day - Legal Holiday
21	22	23	24	25						12/30 - CSEA Floating Holiday
28	29	30	31		14	19	4	0	0	12/31 - New Year's Eve - Legal Holiday

June, 2021

	1	2	3	4						
7	8	9	10	11						
14	15	16	17	18						
21	22	23	24	25						
28	29	30			8	22	0	0	0	

- Accounting Technician II
- Accounting Technician III
- Administrative Secretary II
- Administrative Secretary III
- Buyer
- Custodian
- Data Support Specialist
- Delivery Person
- Gardener
- Information Computer Specialist
- Information Systems Analyst
- Lead Custodian

- Lead Maintenance
- Maintenance / Electrical Person
- Maintenance / HVAC
- Maintenance / Locksmith
- Maintenance / Painter
- Maintenance / Plumber
- Maintenance Person
- Mechanic
- Senior Payroll & Benefits Accountant
- Special Education Technician
- Transportation Operations Technician
- Warehouse Distribution Associate

13.20  
 Page 3 of 3

For CSEA:

  
 Cynthia Williams

SYSD:



# SAN YSIDRO SCHOOL DISTRICT GOVERNING BOARD AGENDA

**TO:** Governing Board

**BOARD MEETING DATE:** June 25, 2020

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Human Resources  
David Farkas, Executive Director of  
Human Resources

**INITIAL:** \_\_\_\_\_  
 Informational  
 Action

**AGENDA ITEM:** REVISED 2020-2021 PRINCIPAL/ASSISTANT PRINCIPAL WORK  
CALENDAR

**BACKGROUND INFORMATION:**

In order to establish the 2020-2021 school year and to make necessary instructional plans in light of the COVID-19 pandemic, the San Ysidro School District recommends the adoption of the revised Principal/Assistant Principal Work Calendar for the 2020-2021 school year as attached

**RECOMMENDATION:**

Approve the Revised 2020-2021 Principal/Assistant Principal Work Calendar.

**LCAP GOAL AND ACTION/SERVICE (please indicate):**

**Goal #1: Student Achievement**

Renewal     New     Amendment     Ratify     Other    **Business Services Reviewed:** \_\_\_\_\_

Financial Implications?	Are funds for this item available in the 2020-2021 Budget?	Requisition #
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
N/A	--	--
(Amount)	(Name of funding source and/or location)	(Funding account number)
<b>Recommended for:</b> <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <b>Certification Requested</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

2020-2021

**SAN YSIDRO SCHOOL DISTRICT**  
**Principals/Assistant Principals**  
**207 work year**

Board Approved: \_\_\_\_\_

M	T	W	TH	F	Student Days	Work Days	Holidays	Non-Wrk Days	Holidays
July, 2020									
		1	2	3					7/3 - In lieu of Independence Day - Legal Holiday
6	7	8	9	10					
13	14	15	16	17					
20	21	22	23	24					
27	28	29	30	31	0	3	1	19	
August, 2020									
3	4	5	6	7					8/17 - First Day for Students
10	11	12	13	14					
17	18	19	20	21					
24	25	26	27	28					
31					11	21	0	0	
September, 2020									
	1	2	3	4					9/7 - Labor Day - Legal Holiday
7	8	9	10	11					
14	15	16	17	18					
21	22	23	24	25					
28	29	30			21	21	1	0	
October, 2020									
		1	2						
5	6	7	8	9					
12	13	14	15	16					
19	20	21	22	23					
26	27	28	29	30	22	22	0	0	
November, 2020									
2	3	4	5	6					11/6 - End of first trimester 59 days
9	10	11	12	13					11/11 - Veteran's Day - Legal Holiday
16	17	18	19	20					11/16-11/20 - Parent Conferences
23	24	25	26	27					11/26 - Thanksgiving - Legal Holiday
30					15	15	3	3	11/27 - Thanksgiving - Local Holiday
December, 2020									
	1	2	3	4					12/21 - 1/5 Winter Break
7	8	9	10	11					12/24 - Christmas Eve - Legal Holiday
14	15	16	17	18					12/25 - Christmas Day - Legal Holiday
21	22	23	24	25					12/31 - New Year's Eve - Legal Holiday
28	29	30	31		14	14	3	6	

M	T	W	TH	F	Student Days	Work Days	Holidays	Non-Wrk Days	Holidays
January, 2021									
				1					1/1 - New Year's Day - Legal Holiday
4	5	6	7	8					1/7 - Students Return
11	12	13	14	15					
18	19	20	21	22					1/18 - Martin Luther King Jr. - Legal Holiday
25	26	27	28	29	16	17	2	2	
February, 2021									
1	2	3	4	5					2/12 - A. Lincoln - Legal Holiday
8	9	10	11	12					2/15 - G. Washington - Legal Holiday
15	16	17	18	19					
22	23	24	25	26					
					18	18	2	0	
March, 2021									
1	2	3	4	5					3/5 - End of second trimester 63 days
8	9	10	11	12					
15	16	17	18	19					3/15-3/19 - Parent Conferences
22	23	24	25	26					3/30 - Spring Holiday
29	30	31			15	15	2	6	3/31 - Cesar Chavez - Local Holiday
April, 2021									
			1	2					3/22 - 4/1 Spring Break
5	6	7	8	9					4/5 - Students Return
12	13	14	15	16					
19	20	21	22	23					
26	27	28	29	30	20	21	0	1	
May, 2021									
3	4	5	6	7					
10	11	12	13	14					
17	18	19	20	21					
24	25	26	27	28					
31					20	20	1	0	5/31 - Memorial Day - Legal Holiday
June, 2021									
	1	2	3	4					6/10 - Last Day for Students
7	8	9	10	11					6/10 - End of third trimester 58 days
14	15	16	17	18					
21	22	23	24	25					
28	29	30			8	14	0	8	

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** June 25, 2020

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Human Resources  
David Farkas, Executive Director of  
Human Resources

**INITIAL:** \_\_\_\_\_  
 Informational  
 Action

**AGENDA ITEM:** REVISED 2020-2021 CERTIFICATED DIRECTORS/COORDINATORS  
WORK CALENDAR

**BACKGROUND INFORMATION:**

In order to establish the 2020-2021 school year and to make necessary instructional plans in light of the COVID-19 pandemic, the San Ysidro School District recommends the adoption of the revised Certificated Directors/Coordinators Work Calendar for the 2020-2021 school year as attached

**RECOMMENDATION:**

Approve the Revised 2020-2021 Certificated Directors/Coordinators Work Calendar.

**LCAP GOAL AND ACTION/SERVICE (please indicate):**

**Goal #1: Student Achievement**

Renewal     New     Amendment     Ratify     Other                      **Business Services Reviewed:** \_\_\_\_\_

Financial Implications?	Are funds for this item available in the 2020-2021 Budget?	Requisition #
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
N/A	--	--
(Amount)	(Name of funding source and/or location)	(Funding account number)
<b>Recommended for:</b> <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial      <b>Certification Requested</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

2020-2021

SAN YSIDRO SCHOOL DISTRICT  
 Certificated Directors/Coordinators  
 225 work year

Board Approved: \_\_\_\_\_

M	T	W	TH	F	Student Days	Work Days	Holidays	Non-Wrk Days	Holidays
July, 2020									
		1	2	3					7/3 - In lieu of Independence Day - Legal Holiday
6	7	8	9	10					
13	14	15	16	17					
20	21	22	23	24					
27	28	29	30	31	0	12	1	10	
August, 2020									
3	4	5	6	7					8/17 - First Day for Students
10	11	12	13	14					
17	18	19	20	21					
24	25	26	27	28					
31					11	21	0	0	
September, 2020									
	1	2	3	4					9/7 - Labor Day - Legal Holiday
7	8	9	10	11					
14	15	16	17	18					
21	22	23	24	25					
28	29	30			21	21	1	0	
October, 2020									
		1	2						
5	6	7	8	9					
12	13	14	15	16					
19	20	21	22	23					
26	27	28	29	30	22	22	0	0	
November, 2020									
2	3	4	5	6					11/6 - End of first trimester 59 days
9	10	11	12	13					11/11 - Veteran's Day - Legal Holiday
16	17	18	19	20					11/16-11/20 - Parent Conferences
23	24	25	26	27					11/26 - Thanksgiving - Legal Holiday
30					15	15	3	3	11/27 - Thanksgiving - Local Holiday
December, 2020									
	1	2	3	4					12/21 - 1/5 Winter Break
7	8	9	10	11					12/24 - Christmas Eve - Legal Holiday
14	15	16	17	18					12/25 - Christmas Day - Legal Holiday
21	22	23	24	25					12/31 - New Year's Eve - Legal Holiday
28	29	30	31		14	14	3	6	

M	T	W	TH	F	Student Days	Work Days	Holidays	Non-Wrk Days	Holidays
January, 2021									
				1					1/1 - New Year's Day - Legal Holiday
4	5	6	7	8					1/7 - Students Return
11	12	13	14	15					
18	19	20	21	22					1/18 - Martin Luther King Jr. - Legal Holiday
25	26	27	28	29	16	19	2	0	
February, 2021									
1	2	3	4	5					2/12 - A. Lincoln - Legal Holiday
8	9	10	11	12					2/15 - G. Washington - Legal Holiday
15	16	17	18	19					
22	23	24	25	26					
					18	18	2	0	
March, 2021									
1	2	3	4	5					3/5 - End of second trimester 63 days
8	9	10	11	12					
15	16	17	18	19					3/15-3/19 - Parent Conferences
22	23	24	25	26					3/30 - Spring Holiday
29	30	31			15	20	2	1	3/31 - Cesar Chavez - Local Holiday
April, 2021									
		1	2						3/29 - 4/1 Spring Break
5	6	7	8	9					4/5 - Students Return
12	13	14	15	16					
19	20	21	22	23					
26	27	28	29	30	20	21	0	1	
May, 2021									
3	4	5	6	7					
10	11	12	13	14					
17	18	19	20	21					
24	25	26	27	28					
31					20	20	1	0	5/31 - Memorial Day - Legal Holiday
June, 2021									
	1	2	3	4					
7	8	9	10	11					6/10 - Last Day for Students
14	15	16	17	18					6/10 - End of third trimester 58 days
21	22	23	24	25					
28	29	30			8	17	0	5	

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** June 25, 2020

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Human Resources  
David Farkas, Executive Director of  
Human Resources

**INITIAL:** \_\_\_\_\_  
 Informational  
 Action

**AGENDA ITEM:** REVISED 2020-2021 CLASSIFIED MANAGEMENT & CONFIDENTIAL  
WORK CALENDAR

**BACKGROUND INFORMATION:**

In order to establish the 2020-2021 school year and to make necessary instructional plans in light of the COVID-19 pandemic, the San Ysidro School District recommends the adoption of the revised Classified Management & Confidential Work Calendar for the 2020-2021 school year as attached

**RECOMMENDATION:**

Approve the Revised 2020-2021 Classified Management & Confidential Work Calendar.

**LCAP GOAL AND ACTION/SERVICE (please indicate):**

**Goal #1: Student Achievement**

Renewal     New     Amendment     Ratify     Other                      **Business Services Reviewed:** \_\_\_\_\_

Financial Implications?	Are funds for this item available in the 2020-2021 Budget?	Requisition #
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
N/A	--	--
(Amount)	(Name of funding source and/or location)	(Funding account number)
<b>Recommended for:</b> <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial      <b>Certification Requested</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

2020-2021

**SAN YSIDRO SCHOOL DISTRICT**  
**Classified Management & Confidential**  
**260 Work Year**

Board Approved: \_\_\_\_\_

Work Days	243
Holidays	17
Non-Work Days	1

M	T	W	TH	F	Student Days	Work Days	Holidays	Vacation Days	Non-Wrk Days	Holidays
July, 2020										
		1	2	3						7/3 - In lieu of Independence Day - Legal Holiday
6	7	8	9	10						
13	14	15	16	17						
20	21	22	23	24						
27	28	29	30	31	0	22	1	0	0	
August, 2020										
3	4	5	6	7						
10	11	12	13	14						
17	18	19	20	21						
24	25	26	27	28						
31					11	21	0	0	0	
September, 2020										
	1	2	3	4						
7	8	9	10	11						9/7 - Labor Day - Legal Holiday
14	15	16	17	18						
21	22	23	24	25						
28	29	30			21	21	1	0	0	
October, 2020										
	1	2								
5	6	7	8	9						
12	13	14	15	16						
19	20	21	22	23						
26	27	28	29	30	22	22	0	0	0	
November, 2020										
2	3	4	5	6						
9	10	11	12	13						11/11 - Veteran's Day - Legal Holiday
16	17	18	19	20						11/25 - Admission Day - Legal Holiday
23	24	25	26	27						11/26 - Thanksgiving - Legal Holiday
30					15	17	4	0	0	11/27 - Thanksgiving - Local Holiday
December, 2020										
	1	2	3	4						12/21 - 1/6 Student Winter Break
7	8	9	10	11						12/24 - Christmas Eve - Legal Holiday
14	15	16	17	18						12/25 - Christmas Day - Legal Holiday
21	22	23	24	25						12/30 - Floating Holiday
28	29	30	31		14	19	4	0	0	12/31 - New Year's Eve - Legal Holiday

M	T	W	TH	F	Student Days	Work Days	Holidays	Vacation Days	Non-Wrk Days	Holidays
January, 2021										
				1						1/1 - New Year's Day - Legal Holiday
4	5	6	7	8						
11	12	13	14	15						
18	19	20	21	22						1/18 - Martin Luther King Jr. - Legal Holiday
25	26	27	28	29	16	19	2	0	0	
February, 2021										
1	2	3	4	5						
8	9	10	11	12						2/12 - A. Lincoln - Legal Holiday
15	16	17	18	19						2/15 - G. Washington - Legal Holiday
22	23	24	25	26						
					18	18	2	0	0	
March, 2021										
1	2	3	4	5						
8	9	10	11	12						
15	16	17	18	19						3/22 - 4/2 Student Spring Break
22	23	24	25	26						3/30 - Spring Holiday
29	30	31			15	20	2	0	1	3/31 - Cesar Chavez - Local Holiday
April, 2021										
	1	2								
5	6	7	8	9						
12	13	14	15	16						
19	20	21	22	23						
26	27	28	29	30	20	22	0	0	0	
May, 2021										
3	4	5	6	7						
10	11	12	13	14						
17	18	19	20	21						
24	25	26	27	28						
31					20	20	1	0	0	5/31 - Memorial Day - Legal Holiday
June, 2021										
	1	2	3	4						
7	8	9	10	11						
14	15	16	17	18						
21	22	23	24	25						
28	29	30			8	22	0	0	0	

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** June 25, 2020

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Human Resources  
David Farkas, Executive Director

Informational  
 Action

**AGENDA ITEM:** MEMORANDUM OF UNDERSTANDING BETWEEN SAN YSIDRO SCHOOL DISTRICT (SYSD) AND MANUELA COLOM REGARDING THE 2020-2021 WORK YEAR CALENDAR

**BACKGROUND INFORMATION:**

The San Ysidro School District has entered into an agreement with Manuela Colom in order to resolve issues related to the number of work days Manuela Colom worked during the 2019-2020 school year. This MOU is only applicable for the 2020-2021 school year.

**RECOMMENDATION:**

Approve the MOU concerning the revised 2020-2021 work year calendar for Manuela Colom.

**LCAP GOAL AND ACTION/SERVICE (please indicate):**

Goal #1: Student Achievement – 1.5 Staffing

Renewal     New     Amendment     Ratify     Other

Financial Implications?	Are funds for this item available in the 2020-2021 Budget?	Requisition #
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
(Amount)	(Name of funding source and/or location)	
<b>Recommended for:</b> <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial      <b>Certification Requested</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		



**GOVERNING BOARD**

Humberto Gurmilan, President  
Antonio Martinez, Vice-President

Rudy Lopez Clerk  
Irene Lopez, Member  
Rosaleah Pallasigue, Member

Quality education and opportunity for all students to succeed

**Memorandum  
Of Understanding  
Between the  
San Ysidro School District  
And  
Manuela Colom**

This Memorandum of Understanding between San Ysidro School District ("District") and Manuela Colom ("Employee") has been entered into by the parties in order to resolve issues related to the number of work days Employee worked during the 2019-2020 school year.

1. The parties acknowledge that Employee is required to work 225 days each school year. The parties further acknowledge that due to the unique circumstances surrounding COVID-19, during the end of the 2019-2020 school year that Employee worked an additional 7 days this school year.
2. Therefore the parties agree that Employee will only be required to work 218 days during the 2020-2021 school year. Employee will work with Superintendent to set their 2020-2021 work calendar and get the Superintendent's approval on days off.
3. This MOU is only applicable for the 2020-2021 school year.

Manuela Colom  
Executive Director of  
Curriculum, Instruction and Innovation

Gina A. Potter  
Superintendent

13.24  
Page 2 of 2

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** June 25, 2020

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Human Resources  
David Farkas, Executive Director

Informational  
 Action

**AGENDA ITEM:** MEMORANDUM OF UNDERSTANDING BETWEEN SAN YSIDRO SCHOOL DISTRICT (SYSD) AND CYNTHIA MONREAL GONZALEZ REGARDING THE 2020-2021 WORK YEAR CALENDAR

**BACKGROUND INFORMATION:**

The San Ysidro School District has entered into an agreement with Cynthia Monreal González in order to resolve issues related to the number of work days Cynthia Monreal González worked during the 2019-2020 school year. This MOU is only applicable for the 2020-2021 school year.

**RECOMMENDATION:**

Approve the MOU concerning the revised 2020-2021 work year calendar for Cynthia Monreal González.

**LCAP GOAL AND ACTION/SERVICE (please indicate):**

Goal #1: Student Achievement – 1.5 Staffing

Renewal     New     Amendment     Ratify     Other

Financial Implications?	Are funds for this item available in the 2020-2021 Budget?	Requisition #
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
(Amount)	(Name of funding source and/or location)	
<b>Recommended for:</b> <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <b>Certification Requested</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		



GOVERNING BOARD

Humberto Gurmilan, President  
Antonio Martinez, Vice-President

Rudy Lopez Clerk  
Irene Lopez, Member  
Rosaleah Pallasigue, Member

Quality education and opportunity for all students to succeed

**Memorandum  
Of Understanding  
Between the  
San Ysidro School District  
And  
Cynthia Monreal González**

This Memorandum of Understanding between San Ysidro School District (“District”) and Cynthia Monreal González (“Employee”) has been entered into by the parties in order to resolve issues related to the number of work days Employee worked during the 2019-2020 school year.

1. The parties acknowledge that Employee is required to work 225 days each school year. The parties further acknowledge that due to the unique circumstances surrounding COVID-19, during the end of the 2019-2020 school year that Employee worked an additional 7 days this school year.
2. Therefore the parties agree that Employee will only be required to work 218 days during the 2020-2021 school year. Employee will work with Superintendent to set their 2020-2021 work calendar and get the Superintendent’s approval on days off.
3. This MOU is only applicable for the 2020-2021 school year.

  
Cynthia Monreal González  
Director of Educational Services

\_\_\_\_\_  
Gina A. Potter  
Superintendent

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** June 25, 2020

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Human Resources  
David Farkas, Executive Director

Informational  
 Action

**AGENDA ITEM:** MEMORANDUM OF UNDERSTANDING BETWEEN SAN YSIDRO SCHOOL DISTRICT (SYSD) AND OSCAR MADERA REGARDING THE 2020-2021 WORK YEAR CALENDAR

**BACKGROUND INFORMATION:**

The San Ysidro School District has entered into an agreement with Oscar Madera in order to resolve issues related to the number of work days Oscar Madera worked during the 2019-2020 school year. This MOU is only applicable for the 2020-2021 school year.

**RECOMMENDATION:**

Approve the MOU concerning the revised 2020-2021 work year calendar for Oscar Madera.

**LCAP GOAL AND ACTION/SERVICE (please indicate):**

Goal #1: Student Achievement – 1.5 Staffing

Renewal     New     Amendment     Ratify     Other

Financial Implications?	Are funds for this item available in the 2020-2021 Budget?	Requisition #
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
(Amount)	(Name of funding source and/or location)	
<b>Recommended for:</b> <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial      <b>Certification Requested</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		



Quality education and opportunity for all students to succeed

**Memorandum  
Of Understanding  
Between the  
San Ysidro School District  
And  
Oscar Madera**

This Memorandum of Understanding between San Ysidro School District (“District”) and Oscar Madera (“Employee”) has been entered into by the parties in order to resolve issues related to the number of work days Employee worked during the 2019-2020 school year.

1. The parties acknowledge that Employee is required to work 225 days each school year. The parties further acknowledge that due to the unique circumstances surrounding COVID-19, during the end of the 2019-2020 school year that Employee worked an additional 7 days this school year.
2. Therefore the parties agree that Employee will only be required to work 218 days during the 2020-2021 school year. Employee will work with Superintendent to set their 2020-2021 work calendar and get the Superintendent’s approval on days off.
3. This MOU is only applicable for the 2020-2021 school year.

Oscar Madera  
Director of Special Education

Gina A. Potter  
Superintendent

13.26  
Page 2 of 2

# SAN YSIDRO SCHOOL DISTRICT GOVERNING BOARD AGENDA

**TO:** Governing Board

**BOARD MEETING DATE:** June 25, 2020

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Human Resources  
David Farkas, Executive Director

Informational  
 Action

**AGENDA ITEM:** MEMORANDUM OF UNDERSTANDING BETWEEN SAN YSIDRO SCHOOL DISTRICT (SYSD) AND KATHLEEN CORDERO REGARDING THE 2020-2021 WORK YEAR CALENDAR

**BACKGROUND INFORMATION:**

The San Ysidro School District has entered into an agreement with Kathleen Cordero in order to resolve issues related to the number of work days Kathleen Cordero worked during the 2019-2020 school year. This MOU is only applicable for the 2020-2021 school year.

**RECOMMENDATION:**

Approve the MOU concerning the revised 2020-2021 work year calendar for Kathleen Cordero.

**LCAP GOAL AND ACTION/SERVICE (please indicate):**

Goal #1: Student Achievement – 1.5 Staffing

Renewal     New     Amendment     Ratify     Other

Financial Implications?	Are funds for this item available in the 2020-2021 Budget?	Requisition #
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
(Amount)	(Name of funding source and/or location)	
<b>Recommended for:</b> <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <b>Certification Requested</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		



GOVERNING BOARD

Humberto Gurmilan, President  
Antonio Martinez, Vice-President

Rudy Lopez Clerk  
Irene Lopez, Member  
Rosaleah Pallasigue, Member

Quality education and opportunity for all students to succeed

**Memorandum  
Of Understanding  
Between the  
San Ysidro School District  
And  
Kathleen Cordero**

This Memorandum of Understanding between San Ysidro School District (“District”) and Kathleen Cordero (“Employee”) has been entered into by the parties in order to resolve issues related to the number of work days Employee worked during the 2019-2020 school year.

1. The parties acknowledge that Employee is required to work 225 days each school year. The parties further acknowledge that due to the unique circumstances surrounding COVID-19, during the end of the 2019-2020 school year that Employee worked an additional 7 days this school year.
2. Therefore the parties agree that Employee will only be required to work 218 days during the 2020-2021 school year. Employee will work with Superintendent to set their 2020-2021 work calendar and get the Superintendent’s approval on days off.
3. This MOU is only applicable for the 2020-2021 school year.

  
Kathleen Cordero  
Program and Pupil Services Specialist

\_\_\_\_\_  
Gina A. Potter  
Superintendent

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** June 25, 2020

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Business Services  
Marilyn Adrianzen, Chief Business Official

Informational  
 Action

**AGENDA ITEM:** ELIMINATE WAREHOUSE INVENTORY IN FISCAL YEAR 2019-20

**BACKGROUND INFORMATION:**

The district began fiscal year 2019-20 with a balance of \$4,569 in the stores warehouse inventory, which consisted primarily of paper to be distributed to school sites and departments. During the fiscal year, the district transferred all remaining inventory to school sites and departments and expensed the items to the appropriate budgets. Now that the stores inventory in the warehouse is zero, the district wishes to eliminate use of the central warehouse. School site and department personnel have been trained in the new procedures:

1. Designated school site and department personnel enter requisitions directly to district-approved office supply vendors
2. Shipments are received by the warehouse clerk
3. Warehouse clerk checks that each item has been received as listed on the receiving paperwork.
4. Warehouse clerk delivers orders to sites and departments

In accordance with Administrative Regulation (AR) 3440, the district will continue to maintain an inventory of all equipment valued in excess of \$500. The district will continue to conduct a physical inventory of equipment at least every two years.

**RECOMMENDATION:**

Eliminate warehouse stores inventory balance of \$4,569 and recognize direct purchasing and delivery procedures for school sites and departments.

**LCAP GOAL AND ACTION/SERVICE (please indicate):**

Renewal     New     Amendment     Ratify     Other

Financial Implications?

Are funds for this item available in the 2019-2020 Budget?

Requisition #

Yes     No

Yes     No

N/A  
(Amount)

N/A  
(Name of funding source and/or location)

Recommended for:     Approval     Denial    Certification Requested     Yes     No

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** June 25, 2020

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Administration  
Gina A. Potter, Ed.D., Superintendent

**INITIAL:** \_\_\_\_\_  
 Informational  
 Action

**AGENDA ITEM:** APPROVAL OF CONFERENCE ATTENDANCE/EVENTS FOR THE GOVERNING BOARD AND SUPERINTENDENT FOR THE 2020-2021 SCHOOL YEAR

**BACKGROUND INFORMATION:**

Organization	Location	Date	Authorized Personnel	Expenses/ Per Participant/ Per Meeting
2020 CSBA Annual Education Conference	Anaheim, CA	December 3-5, 2020	Superintendent and Governing Board	Approx. \$12,000 (includes registration, hotel, mileage and meals)
Individually Selected Conferences/Events	Various Locations		Superintendent and Governing Board	Not to exceed \$2,500 per attendee/per conference
ACSA State Legislative Policy Committee (Chair)	San Diego, CA Sacramento, CA	2020-2021 School Year – Dates To Be Determined	Superintendent	Approx. \$5,000 (includes airfare and hotel) <b>***ACSA will reimburse all costs paid for by the District***</b>

**RECOMMENDATION:**

Approve attendance for the Governing Board and the Superintendent to individually selected conferences/events for the 2020-2021 school year which includes the 2020 CSBA Annual Education Conference and ACSA State Legislative Policy Committee (Chair) and other leadership professional development opportunities.

**LCAP GOAL AND ACTION/SERVICE (please indicate):**

Renewal     New     Amendment     Ratify     Other    **Business Services Reviewed:** \_\_\_\_\_

Financial Implications?    Are funds for this item available in the 2020-2021 Budget?    Requisition #

Yes     No     Yes     No   

Approx. \$29,500.00 <small>(Amount)</small>	General Fund <small>(Name of funding source and/or location)</small>	
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Recommended for:     Approval     Denial    Certification Requested     Yes     No

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** June 25, 2020

**VIA:** Gina Potter, Ed.D.  
Superintendent

**FROM:**  
Administration  
Gina A. Potter, Ed.D.,  
Superintendent

**INITIAL:** \_\_\_\_\_  
 Informational  
 Action

**AGENDA ITEM:** GOVERNING BOARD MEMBERSHIP FOR THE 2020-2021 SCHOOL YEAR

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**BACKGROUND INFORMATION:**

Membership to the California School Boards Association (CSBA) gives board members access to resources that help them fulfill their complex governance and leadership roles and support student success.

Through CSBA Membership, board members have the opportunity to enhance their governance skills and expand their knowledge of critical issues confronting public education. CSBA supports advocacy efforts on national education policy and federal legislative issues.

**RECOMMENDATION:**

Approve Board membership to the California School Boards Association for the 2020-2021 school year at cost of \$14,154.00 from the General fund.

---

**LCAP GOAL AND ACTION/SERVICE (please indicate):**

**Renewal**     **New**     **Amendment**     **Ratify**     **Other**

**Business Services Reviewed:** \_\_\_\_\_

Financial Implications?

Are funds for this item available in the 2020-2021 Budget?

Requisition #

Yes     No

Yes     No

\$14,154.00

(Amount)

General Fund

(Name of funding source and/or location)

---

Recommended for:     Approval     Denial    Certification Requested     Yes     No



California School Boards Association  
(916) 371-4691

Please refer to your invoice number and customer number in all communications regarding this invoice.

REC'D ADMINISTRATION  
JUN 10 '20 PM 1:23

**Invoice Number**      **Invoice Date**      **PO #**  
INV-51666-F9M2B3      5/22/2020

**Bill To:**  
San Ysidro ESD  
4350 Otay Mesa Rd  
San Ysidro, CA 92173  
United States

**Ship To:**  
San Ysidro ESD  
4350 Otay Mesa Rd  
San Ysidro, CA 92173  
United States

Product Code	Description	Unit Price	Quantity	Extended Price	Terms
CSBA	CSBA Membership ( 07/01/2020 - 06/30/2021 )	\$11,323.00	1.00	\$11,323.00	
ELA	ELA Membership ( 07/01/2020 - 06/30/2021 )	\$2,831.00	1.00	\$2,831.00	
<p>Dues not processed before September 15 will result in a disruption of services. Officers or employees of LEAs that have not paid dues by September will not be granted access to CSBA's Annual Education Conference and Trade Show. AEC registrations made absent membership dues will be canceled on September 15. Registrants will be refunded, minus a processing fee, and hotel reservations canceled on September 16.</p>					

**Total Invoice:** \$14,154.00

**Total Paid:** \$0.00

**Balance Due:** \$14,154.00

PLEASE DETACH HERE AND RETURN BOTTOM STUB WITH PAYMENT



Customer Number	Invoice Number	Invoice Date	Terms	Balance Due
100752	INV-51666-F9M2B3	05/22/2020		\$14,154.00

**Make checks payable to:**  
California School Boards Association - CSB (6744)  
c/o West America Bank  
P.O. Box 1450  
Suisun City, CA 94585-4450

**Bill To:**  
San Ysidro ESD  
4350 Otay Mesa Rd  
San Ysidro, CA 92173  
United States

13.30

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** June 25, 2020

**VIA:** David Farkas, Ed.D.,  
Executive Director of  
Human Resources

**FROM:**  
Governing Board President,  
Humberto Gurmilan

Informational  
 Action

**AGENDA ITEM:** THIRD AMENDMENT TO EMPLOYMENT AGREEMENT WITH  
SUPERINTENDENT

---

**BACKGROUND INFORMATION:**

On May 10, 2018, the Board approved the Employment Agreement with Superintendent, Gina A. Potter, Ed.D., effective May 14, 2018. The Board evaluated Dr. Potter at the Special Board Meetings of May 9, 2019 and June 6, 2019.

The Board approved Amendment No. 1 at the Regular Board Meeting of July 11, 2019.

The Board approved Amendment No. 2 at the Regular Board Meeting of March 12, 2020.

The Board evaluated Dr. Potter for the 2019-2020 school year at the Special Board Meetings of May 12, 2020 and June 18, 2020.

The Board will consider approving amendments to the Superintendent's Employment Agreement as outlined below:

1. Section 1 (TERM)
2. Section 2 (SALARY)

**RECOMMENDATION:**

The Board will discuss and approve the third amendment to the Superintendent employment agreement.

---

**LCAP GOAL AND ACTION/SERVICE (please indicate):**

Renewal     New     Amendment     Ratify     Other

Financial Implications?

Yes     No

Are funds for this item available in the 2020-2021 Budget?

Yes     No

Requisition #

As Outlined in  
the Contract

(Amount)

General Fund

(Name of funding source and/or location)

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Recommended for:     Approval     Denial    Certification Requested     Yes     No

**AMENDMENT NO. 3**

**SUPERINTENDENT EMPLOYMENT AGREEMENT BETWEEN  
THE SAN YSIDRO SCHOOL DISTRICT AND GINA ACOSTA POTTER**

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THE SUPERINTENDENT EMPLOYMENT AGREEMENT BETWEEN THE SAN YSIDRO SCHOOL DISTRICT (“DISTRICT”) AND GINA ACOSTA POTTER (“SUPERINTENDENT”) DATED MAY 10, 2018 and AMENDED ON JULY 11, 2019 and MARCH 12, 2020 IS HEREBY AMENDED AS FOLLOWS:

1. **Section 1 (TERM):** This section shall be revised to read as follows: The District hereby employs SUPERINTENDENT for a term of four (4) years, commencing on July 1, 2020 and terminating on June 30, 2024.
  
2. **Section 2 (SALARY):** For the 2020-2021 school year only, in addition to the Superintendent’s annual salary reduction of \$6,056 through the implementation of 6 Furlough days through the March 12, 2020 Amendment referenced above, SUPERINTENDENT’ will also not advance a step on the Superintendent Salary Schedule for the 2020-2021 school year (as currently provided for in the Agreement) which is a savings of \$6,085. SUPERINTENDENT resume advancement on the salary schedule for the 2021-2022 school year.
  
2. Except as expressly amended herein, all other terms and conditions of the Agreement shall remain in full force and effect.

These amendments have been mutually agreed upon by the parties.

**SAN YSIDRO SCHOOL DISTRICT**

\_\_\_\_\_  
Humberto Gurmilan, Board President

\_\_\_\_\_  
Date

**SUPERINTENDENT**

\_\_\_\_\_  
Gina Acosta Potter

\_\_\_\_\_  
Date

# **CURRICULUM & INSTRUCTION**

SAN YSIDRO SCHOOL DISTRICT  
**GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** June 25, 2020

**VIA:** Gina A.Potter, Ed.D.  
Superintendent

**FROM:**  
Educational Services  
Manuela Colom, Executive Director  
Informational Action

**AGENDA ITEM:** PROFESSIONAL DEVELOPMENTS – JUNE

**BACKGROUND INFORMATION:**

In order to stay in compliance with State, Federal and local laws, our staff at the different sites and/or departments will participate in diverse professional developments throughout the year. These trainings/conferences and/or workshops will give our staff the opportunity to be better prepared and will reflect in the academic success of our students.

The following is a list of professional developments up for the June 25, 2020 Board meeting:

- Jornada 2020 Pedagógica Internacional para la Educación Multilingüe Conference, January 18, 2020 in Los Angeles, participants: Elva De Baca and Leticia Lemos

Cost implications might include: Registration fees, lodging, parking, meals, mileage and substitute teacher compensation, as needed.

**RECOMMENDATION:**

Ratify the attendance and participation of District staff (see attached list) to the different professional developments, as scheduled.

**LCAP GOAL AND ACTION/SERVICE:**

Goal 1: Student Achievement – Action 1.14: Provide professional development opportunities to improve teaching and learning in the areas of English Language Arts (ELA), English Language Development (ELD), Mathematics, Science, and Social Studies. Professional development includes training specifically designed to address the achievement gap for students with disabilities.

Renewal	New	Amendment	Ratify	Other	
Financial Implications?		Are funds for this item available in the 2019-2020 Budget?			Requisition #
Yes	No	Yes	No		
<small>APPROXIMATE COST</small> <b>\$300.00</b> <small>(Amount)</small>		<b>General Fund</b> <small>(Name of funding source and/or location)</small>			

Recommended for:      Approval                      Certification Requested      Yes      No  
Denial

**Superintendent’s Office Certification:**

**Professional Development Backup Information – June 25, 2020**

Ratify the attendance and participation of District staff (see attached list) to the different professional developments, as scheduled.

<b>PARTICIPANT(S)</b>	<b>EVENT</b>	<b>PLACE</b>	<b>FROM/TO</b>	<b>COST</b>	<b>FUNDING</b>
Elva De Baca Leticia Ramos	Jornada 2020 Pedagógica Internacional para la Educación Multilingüe Conference	Loyola Marymount University - Los Angeles	January 18, 2020	\$300.00	General Fund



## The Center for Equity for English Learners (CEEL)

is pleased to invite you to a professional development institute titled  
"Fostering Equity for Bilingual Children and Youth: From Policy to Practice"

### 27ma Jornada Pedagógica Internacional para la Educación Multilingüe (International Multilingual Education Conference)

Saturday, January 18, 2020 - 8:00 am- 3:00 pm  
Loyola Marymount University  
University Hall, Roski - 1 LMU Drive - Los Angeles, CA 90045

#### Co-sponsored by

California Association for Bilingual Education - Los Angeles Unified School District

#### Morning Keynote Speaker

Bilingualism and Equity in Early Childhood Education:  
From Investigation to Practice

**Dina C. Castro, M.P.H., Ph.D.**

Professor and Velma E. Schmidt Endowed Chair in Early Childhood  
College of Education, University of North Texas

#### Afternoon Keynote Speaker

Zapotec, Mixtec and Purepecha Students in California:  
Ethnicity, Multilingualism and Academic Achievement

**William Perez, Ph.D.**

School of Education, Loyola Marymount University

#### Session Themes

Interdisciplinary Instruction in Dual Language Classrooms – Technology  
Current Issues Affecting Family & Community – Spanish Literacy Development

#### Registration:

#### Registration Fee (Includes materials and meals):

- Online Registration: \$150.00 per person
- Undergraduate/Graduate Student Fee: \$50.00
- Day of the event: \$170.00 per person

**Registration Deadline: January 6, 2020**

*\*Note: There will be limited on-site registration based on availability at \$170.00 per person. If you register and are not able to attend the conference, your registration will be reimbursed only if you notify CEEL prior to January 9, 2020.*

#### Payment by Purchase Orders, Checks or Credit Cards:

[https://lmupeg.lmu.edu/C20995\\_ustores/web/product\\_detail.jsp?PRODUCTID=744&SINGLESTORE=true](https://lmupeg.lmu.edu/C20995_ustores/web/product_detail.jsp?PRODUCTID=744&SINGLESTORE=true)

For more information email [ceel@lmu.edu](mailto:ceel@lmu.edu)

You are invited to a professional development conference that is entirely in Spanish. Don't miss the opportunity to listen and dialogue in Spanish in academic contexts! This institute is designed for bilingual teachers working in bilingual or dual-language immersion programs, as well as for Spanish speakers and parents who want to promote the use of Spanish in their families and communities.

**BUSINESS**

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** June 25, 2020

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Business Services  
Marilyn Adrianzen, Chief Business Official

Informational  
 Action

**AGENDA ITEM:** AGREEMENT WITH COUNTY OF SAN DIEGO FOR TEMPORARY  
TRANSFER OF FUNDS

---

**BACKGROUND INFORMATION:**

California Constitution Article XVI, Section 6, provides that the County Treasurer shall have the power and the duty to authorize temporary transfers of monies upon the resolution of the Governing Board authorizing such temporary transfer.

Education Code section 42620 provides that the County Treasurer can loan funds to school districts in the event the school district runs short of funds. In order to get over the cash shortages, school districts can borrow up to 85% of the Property Taxes (\$17,389,688) accruing to the District by June 30, 2021, and be repaid when the property tax payments for 2021 are received.

The District has determined that it is necessary to have this authorization in place in the event that the District runs short on funds during fiscal year 2020-21 in order to meet the District's obligations. Resolution No. 19/20-0057 was submitted to the Governing Board on June 25, 2020 requesting such authorization.

**RECOMMENDATION:**

Approve the agreement with the County of San Diego to authorize Property Tax temporary transfer of funds from the County Treasury as needed for the 2020-21 fiscal year.

---

**LCAP GOAL AND ACTION/SERVICE (please indicate):**

Renewal     New     Amendment     Ratify     Other

Financial Implications?

Yes     No

Are funds for this item available in the 2020-2021 Budget?

Yes     No

Requisition #

TTF UP TO

**\$18,789,001.00**

(Amount)

**Temporary Transfer of Funds**

(Name of funding source and/or location)

---

Recommended for:     Approval     Denial    Certification Requested     Yes     No

**TEMPORARY TRANSFER AGREEMENT  
PROPERTY TAXES**

This Temporary Transfer Agreement (Agreement) is made and effective this 25<sup>th</sup> day of June 2020, by and between the County of San Diego, California (County) and San Ysidro School District (District).

**RECITALS**

WHEREAS, by Resolution No. 19/20-0057 of its Board of Trustees (attached as Exhibit A), the District has requested the Board of Supervisors to make a temporary transfer (Transfer) of monies to meet its current maintenance expenses; and

WHEREAS, California Constitution Article XVI, Section 6, provides that the County Treasurer (Treasurer) shall have the power and the duty to authorize temporary transfers of monies upon the resolution of the Board of Supervisors authorizing such temporary transfer; and

WHEREAS, the Board of Supervisors by Administrative Ordinance Section 119.1 et seq. (Ordinance) has authorized and directed the Auditor and Controller and the County Treasurer-Tax Collector to make the Transfer to the District in accordance with the terms of the Ordinance; and

WHEREAS, this Agreement represents the agreement of the County and the District with respect to the Treasurer's authorization of the Transfer and its repayment by the District.

**AGREEMENT**

Section 1. **Transfer; Timing.** Upon receipt of the District's written request, the Treasurer will authorize such Transfer and the Auditor and Controller will transfer to the District, subject to review and approval, the amount requested within 30 days from the District's Transfer request, provided however, that in no event shall the total amount of all Transfers made in accordance with this Agreement exceed 85% of the remaining revenue type(s), shown below, accruing to the District through June 30, 2021, prorated as of the date of the written request.

Revenue Type(s)

<u>  x  </u>	Property Taxes
<u>      </u>	Principal Apportionment(s)
<u>      </u>	Education Protection Account

The written request must contain the amount requested and documentation must be provided demonstrating that the amount requested is necessary to meet current maintenance expenses. Where indicated in the table below, such documentation shall include detailed cash flows for the applicable period that support maintenance expenses and anticipated revenues. Required supporting documentation by revenue type is also presented in the table below.

**TEMPORARY TRANSFER AGREEMENT  
PROPERTY TAXES**

<b>Documentation</b>		
<b>Revenue Type</b>	<b>Description of Documentation Needed</b>	<b>Found in Exhibit</b>
Property Taxes	Not Needed. The necessary documents are compiled by the County of San Diego.	Not Applicable
Principal Apportionment(s)	Cash Flows	Not Applicable
	Verifiable State documents supporting State allocation(s) including deferred allocation(s).	Not Applicable
Education Protection Account	Cash Flows	Not Applicable
	Verifiable State documents supporting State allocation(s).	Not Applicable

The amount requested must be reviewed and approved by the County Auditor and Controller. An authorized Transfer may be made to the District in one or more installments.

No Transfer shall be made after April 26, 2021.

The Transfer will be made from and limited to the County of San Diego Investment Pool (Pool).

Section 2. **Deposit of Transfer.** Any Transfer made by the Treasurer to the District shall be deposited in the District’s General Fund (Fund) for the purpose of lending funds to the District to meet its maintenance obligations.

Section 3. **Repayment; Interest.** Repayment of the funds is anticipated to be made from the revenue type(s) identified in Section 1, accruing to the District. However the District recognizes that the source of repayment may be from other revenues accruing to the District before any other obligation. Interest on any transferred funds will accrue and be payable by the District, at the greater of the same interest rate the Pool is earning or a proxy TRAN cost as determined by the market until the entire amount transferred is repaid. Each month, the appropriate interest rate to be used will be identified, and the resulting calculated interest will be charged.

Upon receipt and deposit, the District agrees that the County may immediately transfer the cash from said revenues to the Pool’s Fund for the purpose of repaying the “temporary transfer of funds” obligations.

Section 4. **District Covenant.** The District represents and covenants with the County that the District’s anticipated revenue for fiscal year 2020-21, as documented in the attached exhibit referred to in Section 1, represents the District’s best estimate of the remaining revenues. The County Auditor and Controller shall review and approve the District’s anticipated revenue calculations included in these documents.

**TEMPORARY TRANSFER AGREEMENT  
PROPERTY TAXES**

Section 5. **Notices.** Any and all notices between the County and the District provided for or permitted under this Agreement or by law shall be in writing and shall be deemed duly given when personally delivered to one of the parties or in lieu of such personal service, when deposited in the United States mail, postage prepaid, addressed to such party at the following address:

If to the County:

Lauren Warrem, Chief Deputy Treasurer County of San Diego Treasurer-Tax Collector 1600 Pacific Highway, Room 101 San Diego, California 92101 619-531-5686 <a href="mailto:Lauren.Warrem@sdcounty.ca.gov">Lauren.Warrem@sdcounty.ca.gov</a>	Brian Ruehle, Deputy Controller County of San Diego Auditor and Controller Department 5530 Overland Avenue, Suite 410 San Diego, California 92123 858-694-2199 <a href="mailto:Brian.Ruehle@sdcounty.ca.gov">Brian.Ruehle@sdcounty.ca.gov</a>
--	---

If to the District:

Gina A. Potter, Ed.D., Superintendent San Ysidro School District 4350 Otay Mesa Road San Ysidro, CA 92173 619-428-4476 ext. 3021 <a href="mailto:Gina.potter@sysdschools.org">Gina.potter@sysdschools.org</a>	Marilyn Adrianzen, CBO San Ysidro School District 4350 Otay Mesa Road San Ysidro, CA 92173 619-428-4476 ext. 3004 <a href="mailto:Marilyn.adrianzen@sysdschools.org">Marilyn.adrianzen@sysdschools.org</a>
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Section 6. **Governing Law, Venue and Entire Agreement.** This Agreement has been negotiated and executed in the State of California and shall be governed by and construed under the laws of the State of California. In the event of any legal action to enforce or interpret this Agreement, the sole and exclusive venue shall be a court of competent jurisdiction located in San Diego, California.

This Agreement constitutes the entire agreement between the County and the District with respect to the Transfer and supersedes any previous agreement(s), negotiations, proposals or understanding, whether written or oral concerning such matter, unless expressly included in this Agreement.

Section 7. **Amendment or Modifications.** No amendment, modification or other alternation of this Agreement shall be valid unless in writing and signed by the parties.

**TEMPORARY TRANSFER AGREEMENT  
PROPERTY TAXES**

Section 8. **Severability.** In the event that any provision of this agreement is held to be invalid, void, or illegal by any court of competent jurisdiction, the same shall be deemed severable from the remainder of this Agreement and such invalidity shall in no way affect, impair, or invalidate any other provision contained herein if there is no substantive effect to the services to be rendered to the County by such judicial finding of invalidity.

Section 9. **Counterparts.** This Agreement may be executed in any number of counterparts, each counterpart shall for all purposes be deemed to be an original, and all such counterparts shall together constitute but one and the same Agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the date first written above.

County of San Diego, California  
Treasurer-Tax Collector

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

By: \_\_\_\_\_  
Chief Deputy Treasurer

APPROVED AS TO FORM AND LEGALITY  
Thomas E. Montgomery, County Counsel

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

By: \_\_\_\_\_  
Senior Deputy

San Ysidro School District

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

By: \_\_\_\_\_  
Marilyn Adrianzen  
Chief Business Official

Board Approved:

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** June 25, 2020

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Administration  
Gina A. Potter, Ed.D., Superintendent

Informational  
 Action

**AGENDA ITEM:** RESOLUTION NO. 19/20-0053 – BOARD COMPENSATION FOR MISSED MEETINGS

---

**BACKGROUND INFORMATION:**

The Governing Board of the San Ysidro School District appreciates the services provided by members of the Board and provides compensation for meeting attendance in accordance with Education Code 35120 and Board Bylaw 9250.

Education Code 35120 provides that the monthly compensation provided to Board members shall commensurate with the percentage of meetings attending during the month unless otherwise authorized by Board resolution. Antonio Martinez was absent from the Special Board Meetings of October 28, 2019 and February 26, 2020.

**RECOMMENDATION:**

Adopt Resolution No. 19/20-0053 recognizing that Antonio Martinez was absent from the Special Board Meetings of October 28, 2019 and February 26, 2020 due to hardship and received the maximum monthly compensation for that month.

---

**LCAP GOAL AND ACTION/SERVICE (please indicate):**

Renewal     New     Amendment     Ratify     Other

Financial Implications?

Yes     No

Are funds for this item available in the 2019-2020 Budget?

Yes     No

Requisition #

\$529.20

(Amount)

General Fund

(Name of funding source and/or location)

---

Recommended for:     Approval     Denial    Certification Requested     Yes     No

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD**

**RESOLUTION NO. 19/20-0053**

**BOARD COMPENSATION FOR MISSED MEETINGS**

**WHEREAS**, the Governing Board of the San Ysidro School District appreciates the services provided by members of the Board and provides compensation for meeting attendance in accordance with Education Code 35120 and Board Bylaw 9250; and

**WHEREAS**, Education Code 35120 provides that the monthly compensation provided to Board members shall be commensurate with the percentage of meetings attended during the month unless otherwise authorized by Board resolution; and

**WHEREAS**, Education Code 35120 specifies limited circumstances under which the Board is authorized to compensate a Board member for meetings he/she missed; and

**WHEREAS**, the Board finds that Antonio Martinez did not attend the Special Board Meetings on October 28, 2019 and February 26, 2020, for the following reason(s):

- Performance of other designated duties for the district during the time of the meeting
- Illness or jury duty
- Hardship deemed acceptable by the Board

**NOW, THEREFORE, BE IT RESOLVED**, that the Governing Board of the San Ysidro School District approved full compensation of the Board member for the month October 2019 and February 2020.

**PASSED AND ADOPTED THIS** 25th day of June 2020 at a regular meeting, by the following vote:

**AYES:** \_\_\_\_\_ **NOES:** \_\_\_\_\_ **ABSENT:** \_\_\_\_\_ **ABSTAIN:** \_\_\_\_\_

Attest:

\_\_\_\_\_  
Gina A. Potter, Ed.D., Superintendent  
Secretary to the Board

\_\_\_\_\_  
Humberto Gurmilan  
Board President

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** June 25, 2020

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Special Education  
Oscar Madera, Director

Informational  
 Action

**AGENDA ITEM:** AMENDMENT TO WESTED AGREEMENT

---

**BACKGROUND INFORMATION:**

WestEd will be conducting a review of data and information gathering on the outcomes for students receiving Special Education services per their Individualized Education Programs (IEPs). The outcome of this review will be the development of recommendations for areas of focus and next steps to support the improvement of outcomes for students receiving Special Education services.

Due to COVID-19 (Novel Coronavirus) pandemic, the San Ysidro School District, together with its partner, WestEd, are extending the term of the agreement to end on December 31, 2020 at no additional cost to the District. All other terms and conditions including cost from original agreement dated November 15, 2019 remain the same.

**RECOMMENDATION:**

Approve the amendment to the WestEd Agreement extending the term of the agreement until December 31, 2020 to conduct a review of data for Special Education at a total cost up to \$22,000.00 from the Special Education fund.

---

**LCAP GOAL AND ACTION/SERVICE (please indicate):**

Goal #1: Student Achievement – 1.5 Staffing

Renewal    New    Amendment    Ratify    Other

Financial Implications?

Yes    No

Are funds for this item available in the 2020-21 Budget?

Yes    No

Requisition #

\$22,000.00

(Amount)

Special Education

(Name of funding source and/or location)

---

Recommended for:    Approval    Denial   Certification Requested    Yes    No

**PROFESSIONAL SERVICES AGREEMENT**

with

WestEd

For conducting a review of data and information for students receiving special education services in their program

**AMENDMENT**

This AMENDMENT is made effective on July 1, 2020, and it is made by and between WestEd, hereafter called "Consultant," and the San Ysidro School District, hereafter called "District."

WHEREAS, the Consultant and District's current agreement dated November 15, 2019, is to collect data of students with special needs.

NOW, THEREFORE, The Consultant and the District would like to extend the term of the current board approved contract with a new end date of December 31, 2020 at no additional cost to the District due to COVID-19 (Novel Coronavirus) pandemic. All other terms and conditions including cost from original agreement dated November 15, 2019 remain the same.

Authorized representatives of the parties have executed this Amendment as indicated below.

**CONSULTANT:**

**DISTRICT:**

WestEd  
730 Harrison Street  
San Francisco, CA 94107-1242  
(415) 615-3136

San Ysidro School District  
4350 Otay Mesa Road  
San Ysidro, CA 92173  
(619) 428-4476

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Lauren Wrotniak, Senior Contract Administrator

Marilyn Adrianzen Chief Business Official

Name & Title

Name & Title

contracts@wested.org

marilyn.adrianzen@sysdschools.org

Email

Email

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Board approved

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** June 25, 2020

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Information Management Systems  
Todd Lewis, Director

Informational  
 Action

**AGENDA ITEM:** AGREEMENT WITH CDW GOVERNMENT LLC FOR  
2019-20 E-RATE CATEGORY 2 EQUIPMENT

---

**BACKGROUND INFORMATION:**

The District published a Request for Proposals (RFP) for prospective bidders for the school district to acquire E-rate Category 2 Equipment (network switches). Six qualified vendors responded to RFP No. 03 2019-20 E-Rate Category 2 Equipment. After review, it was determined that CDW Government LLC met all the required criteria and was one of the three lowest bidders.

On March 12, 2020, the Governing Board approved to award RFP No.03 2019-20 E-Rate Category 2 Equipment to CDW Government LLC.

**RECOMMENDATION:**

Approve the agreement with CDW Government LLC to be the approved vendor of equipment as reflected on RFP No. 03 2019-20 E-Rate Category 2 Equipment in the amount of \$169,230.25 from E-rate funds.

---

**LCAP GOAL AND ACTION/SERVICE (please indicate):**

Renewal     New     Amendment     Ratify     Other

Financial Implications?

Are funds for this item available in the 2020-2021 Budget?

Requisition #

Yes     No

Yes     No

(Amount)

(Name of funding source and/or location)

---

Recommended for:     Approval     Denial    Certification Requested     Yes     No

**CDW Government LLC**  
**Purchase Agreement for E-Rate Customers**  
**LGGN755**  
**Contract #231110**  
**Spin #143005588**  
**FCC Registration #0012123287**

This E-Rate Customer Purchase Agreement (this "Agreement") is by and between CDW Government LLC an Illinois corporation with an office at 230 N. Milwaukee Ave., Vernon Hills, Illinois 60061 ("Seller"), and SAN YSIDRO SCHOOL DISTRICT, a non-profit school or library eligible for Universal Service funding, with offices at 4350 OTAY MESA RD., SAN YSIDRO, CA 92173 ("Customer") and is effective on April 1, 2020 ("Effective Date").

**Definitions:**

As used in the Agreement, the following terms shall have the meanings set forth below:

"E-Rate" – The education rate funding program that is a part of the Schools and Libraries Program that provides discounts to keep students and library patrons connected to broadband and voice services and which is one of the programs that form the Universal Service Program.

"Products" – E-Rate eligible products or services that include computer related hardware but are not limited to caching servers, routers, switches, wireless access points, installation, and warranty maintenance and other items which are eligible for E-Rate discounts in accordance with the rules issued by USAC.

"Customer" – an E-Rate customer that is a school or library eligible to participate in the E-Rate program and, that is applying for E-Rate discount on Products ordered from Seller.

"Funding Commitment Decision Letter" or "FCDL" – A letter that a Customer receives from USAC which indicates the applicable discount amount for a specific funding year.

"Funding Year" – The specific calendar period, as defined by the SLP, during which the Customer is approved for funding or discounts on Products.

"SLP" - The Schools and Libraries Program of the Universal Service Fund, which includes the E-Rate Program and that is administered by the Universal Service Administrative Company (USAC) under the direction of the United States Federal Communications Commission ("FCC").

"Universal Service Administrative Co." or "USAC" – The not for profit organization designated by the U.S. Federal Communications Commission ("FCC") to administer and ensure compliance with the Universal Services Fund.

**1. TERMS AND CONDITIONS**

All orders submitted to Seller by Customer for Products under this Agreement are subject to the terms and conditions on Seller's website at <http://www.cdwg.com/content/terms-conditions/product-sales.asp> (the "Product Sales Terms and Conditions"), unless otherwise stated herein.

**2. PURCHASE AUTHORIZATIONS**

**A. E-Rate Status**

Customer represents and warrants that it qualifies as eligible under the SLP to receive E-Rate funding.

CUSTOMER FURTHER ACKNOWLEDGES AND AGREES THAT THIS AGREEMENT, WHEN EXECUTED, CONSTITUTES A CONTRACT AS REQUIRED BY USAC and the SLP.

**B. E-Rate Purchases**

Customer represents and warrants that all purchases made under this Agreement shall be for its own use and that it is eligible to receive E-Rate funding as specified by USAC.

IN ACCORDANCE WITH FCC REQUIREMENTS, THE CUSTOMER SHALL SUBMIT A COMPLETED AND SIGNED FCC FORM 486 TO USAC The Form 486 shall be approved by USAC prior to order placement with Seller.

**3. ORDERING AND ASSISTANCE**

**A. Ordering**

Purchase orders shall be submitted directly to Seller at the following address or fax number:

CDW Government LLC  
 Attn: E-Rate Sales K-12  
 230 N. Milwaukee Ave.  
 Vernon Hills, IL 60061

Phone: 800-328-4239  
 Facsimile: Please fax Purchase Orders to your Account Manager

**B. Required Information**

All orders shall include 1) a contact name; 2) phone number; 3) purchase order number; 4) part number; 5) Product description; 6) original and discounted Product price 7) percentage Customer owes and percentage SLP owes (if applicable) 8) ship to location; 9) bill to location; and 10) FRN number for each part number. SEPARATE PURCHASE ORDERS SHALL BE SUBMITTED FOR PRODUCTS THAT ARE NOT ELIGIBLE FOR E-RATE FUNDING. ALL ORDERS SHALL BE SUBJECT TO ACCEPTANCE BY SELLER.

**C. Assistance with Order**

Customer may call 1-800-328-4239 to get assistance on any purchase order. Any terms or conditions stated in or on the Customer's purchase order which are inconsistent with or in addition to the terms and conditions in this Agreement or the Product Sales Terms and Conditions shall not be valid, are considered null and void and shall not be applicable to or binding on Seller.

FOR PRODUCTS WHICH ARE DISCONTINUED AFTER A CUSTOMER ORDER HAS BEEN ACCEPTED BY SELLER BUT BEFORE THE PRODUCT HAS SHIPPED, SELLER WILL MAKE REASONABLE EFFORTS TO OFFER A COMPARABLE OR BETTER PRODUCT AT THE SAME OR LESSER PRICE, IF AVAILABLE, UPON SLP'S APPROVAL OF THE PRODUCT SUBSTITUTION.

**4. PRICE AND PAYMENT TERMS**

Payment terms are subject to continuing credit approval by Seller. Seller may change credit or payment terms at any time when, in Seller's opinion, Customer's financial condition, previous payment record, or the nature of Customer's relationship with Seller so warrants.

Seller may discontinue performance under this Agreement (i) if Customer fails to pay any sum when due under this Agreement or any other agreement with Seller until payment is received or (ii) if Customer is in violation of applicable laws and regulations.

**A. Price**

The Price shall be as set forth on the Customer's quote from Seller and which is in the form attached hereto as Exhibit I. All prices are exclusive of federal, state, local, or other taxes, which shall be the responsibility of the Customer.

**B. Payment Terms**

Customer must choose one of the following payment methods. However, Customers that choose to order Products prior to receiving their FCDL shall be required to follow the BEAR payment method.

**1. Form 474 Service Provider Invoice (SPI) Method**

Seller will invoice the Customer for the Product price, as set forth on the Product quote, net of the FCDL amount. Customer shall be responsible for making payment within thirty (30) days from date of invoice.

**2. Form 472 Billed Entity Applicant Reimbursement (BEAR) Method**

Seller will invoice Customer, upon Product shipment, for the total purchase price without regard to any SLP funding applied to that purchase price for the Products. Customer shall pay the invoiced amount within thirty (30) days from the date of invoice.

All payments, regardless of method, shall be submitted to the address set forth below:

CDW Government LLC  
Attn: Accounts Receivable  
230 N. Milwaukee Ave.  
Vernon Hills, IL 60061

CUSTOMER MAY EITHER WAIT TO PLACE AN ORDER PRIOR TO OR AFTER RECEIPT OF ITS FCDL. IN THE EVENT THAT CUSTOMER PLACES AN ORDER PRIOR TO RECEIPT OF THE FCDL, CUSTOMER SHALL BE RESPONSIBLE FOR PAYMENT OF THE ENTIRE PURCHASE PRICE WITHOUT REGARD TO SLP FUNDING.

**5. NON-ASSIGNABILITY AGREEMENT**

Customer shall not assign or otherwise transfer its rights or delegate its obligations under this Agreement without Seller's advance written consent. Any attempted assignment, transfer or delegation without such consent shall be void.

**6. TERM & RENEWAL OF AGREEMENT**

The term of this Agreement shall commence on April 1, 2020 ("Effective Date") and be valid through Funding Year 23. Notwithstanding the foregoing, Seller may terminate this Agreement at any time for any reason upon thirty (30) days prior written notice to the Customer. In addition, the Customer may immediately terminate this Agreement or withdraw an order upon written notice to Seller in the event that funds are not appropriated to Customer under this program ("Termination Notice"). In the event that Customer terminates this Agreement due to non-appropriation of funds, then Seller may immediately cease performance. However, the Customer shall remain liable for any

Products that Seller has shipped or services already provided or subscribed and purchased prior to Seller's receipt of the Termination Notice. Customer shall also be responsible for any of Seller's out-of-pocket costs arising as a result of any such termination.

The term of this Agreement may be renewed in the event that Customer receives an extension of funding from the SLP and upon Seller's and Customer's mutual written consent.

**7. NOTICES**

All notices and other communications required or permitted under this Agreement shall be served in person or sent by U.S. mail, Federal Express, or equivalent carrier at the following address:

If to Seller:

CDW Government LLC  
Attn.: Director, Program Sales  
2 Corporate Drive, Suite 800  
Shelton, CT 06484

If to Customer:

SAN YSIDRO SCHOOLDISTRICT  
Business Services  
4350 OTAYMESA RD.  
SAN YSIDRO, CA 92173

**8. GENERAL**

If any term or provision herein is determined to be illegal or unenforceable, the validity or enforceability of the remainder of the terms or provisions herein will remain in full force and effect.

**9. ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement between Seller and Customer and supersedes and replaces any and all previous and contemporaneous communications, representations or agreements between the parties, whether oral or written, regarding transactions hereunder. No provision of this Agreement may be waived or modified except by an amendment signed by an authorized representative of each party.

**10. GOVERNING LAW**

This Agreement will be governed by the laws of the State of California, without regard to conflicts of laws rules. Any litigation will be brought exclusively in a federal or state court located in San Diego County, California, and Customer consents to the jurisdiction of the federal and state courts located therein Customer shall submit to the jurisdiction thereof and waives the right to change venue. Customer further consents to the exercise of personal jurisdiction by any such court with respect to any such proceeding.

**11. DOCUMENT RETENTION**

All documents related to this Agreement will be kept on file by both parties for a period of ten (10) years after the project completion in accordance with the rules of the SLP.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written. This contract is for Funding Year 23 (2020) which is effective as of July 1, 2020 and terminates on June 30, 2021.

CDW Government LLC

Customer San Ysidro School District

\_\_\_\_\_  
*(Authorized Signature)*

\_\_\_\_\_  
*(Authorized Signature)*

\_\_\_\_\_  
*Printed Name*

Marilyn Adrianzen  
\_\_\_\_\_  
*Printed Name*

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

Title: Chief Business Official

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

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

Board Approved:

**EXHIBIT I**  
**Quote**

The project herein may be contingent upon the approval of funding from the Universal Service Fund's Schools and Libraries Program, otherwise known as E-rate. Even after award of contract(s) and/or E-rate funding approval is obtained, the District may or may not proceed with the project, in whole or in part. Execution of the project, in whole or in part, is solely at the discretion of the District

# QUOTE CONFIRMATION



**DEAR TODD LEWIS,**

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LGGN755	2/18/2020	FY20	12408780	<b>\$169,230.25</b>

**IMPORTANT - PLEASE READ**

**Special Instructions:** TAX: MULTIPLE TAX JURISDICTIONS APPLY  
TAX: CONTACT CDW FOR TAX DETAILS

**QUOTE DETAILS**

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">Cisco Catalyst 9300 - switch - 48 ports - managed - rack-mountable</a> Mfg. Part#: C9300-48P-EDU UNSPSC: 43222612 TAX: SAN YSIDRO, CA TAX: 7.7500% \$8,985.36 Contract: California Cisco NASPO Contract (AR233 (14-19) 7-14-70-04)	28	4913914	\$4,140.72	\$115,940.16
<a href="#">Cisco SMARTnet extended service agreement</a> Mfg. Part#: CON-SNT-C930448P UNSPSC: 81111811 Electronic distribution - NO MEDIA CISWSCACA1E TAX: SAN YSIDRO, CA .0000% \$.00 Contract: California Cisco NASPO Contract (AR233 (14-19) 7-14-70-04)	28	4999818	\$456.58	\$12,784.24
<a href="#">Cisco Network Advantage - Term License - 48 ports</a> Mfg. Part#: C9300-NW-A-48-EDU UNSPSC: 43233204 Electronic distribution - NO MEDIA TAX: SAN YSIDRO, CA .0000% \$.00 Contract: California Cisco NASPO Contract (AR233 (14-19) 7-14-70-04)	28	4913915	\$923.00	\$25,844.00
<a href="#">Cisco Catalyst 9300 Series Network Module - expansion module</a> Mfg. Part#: C9300-NM-4G UNSPSC: 43201404 TAX: SAN YSIDRO, CA 7.7500% \$408.29 Contract: California Cisco NASPO Contract (AR233 (14-19) 7-14-70-04)	28	4694327	\$188.15	\$5,268.20

PURCHASER BILLING INFO	SUBTOTAL	\$159,836.60
<b>Billing Address:</b> SAN YSIDRO SCHOOL DISTRICT ACCTS PAYABLE 4350 OTAY MESA RD SAN YSIDRO, CA 92173-1617 <b>Phone:</b> (619) 428-4476 <b>Payment Terms:</b> ERATE QUOTES ONLY	<b>SHIPPING</b>	\$0.00
	<b>SALES TAX</b>	\$9,393.65
	<b>GRAND TOTAL</b>	<b>\$169,230.25</b>

<b>DELIVER TO</b>	<b>Please remit payments to:</b>
<b>Shipping Address:</b> SAN YSIDRO SCHOOL DISTRICT TODD LEWIS 4350 OTAY MESA RD SAN YSIDRO, CA 92173-1617 <b>Phone:</b> (619) 428-4476 <b>Shipping Method:</b> DROP SHIP-GROUND	CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515

Need Assistance? CDW•G SALES CONTACT INFORMATION			
	<b>Jeff Polk</b>	(866) 639-2816	jeffpol@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>  
For more information, contact a CDW account manager

© 2020 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239

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## ERATE Order Process

### 1. Ordering

Purchase orders should be submitted directly to Seller at the following address or fax number:

CDW Government LLC  
Attn: E-Rate Sales K-12  
230 N. Milwaukee Ave. Vernon Hills, IL 60061  
Phone: 800.328.4239  
Fax: Please fax Purchase Orders to your Account Manager, see 'Account Team' section.

### 2. Required Information

All orders must include

- a. Contact name, Phone number
- b. Purchase order number
- c. Part number, Product description
- d. Pre-discount and discounted product price
- e. Percentage Customer owes and percentage SLD owes (SPI – Form 474 Method)
- f. Ship to location, Bill to location
- g. FRN (Funding Request Number) for each part number
- h. Billing method (BEAR – Form 472 or SPI – Form 474)

SEPARATE PURCHASE ORDERS SHOULD BE SUBMITTED FOR PRODUCTS THAT ARE NOT ELIGIBLE FOR E-RATE FUNDING. ALL ORDERS ARE SUBJECT TO ACCEPTANCE BY SELLER.

### 3. Assistance With Order

Customer may call 1-800-328-4239 for assistance on any purchase order. Any terms or conditions stated in or on the Customer's purchase order which are not consistent with or in addition to the terms and conditions in this Agreement or the Product Sales Terms and Conditions shall be null and void and shall not be applicable hereto or binding on Seller. IN THE CASE OF CHANGES TO PRODUCTS AFTER A CUSTOMER ORDER HAS BEEN ACCEPTED BUT BEFORE THE PRODUCT HAS SHIPPED, SELLER WILL MAKE REASONABLE EFFORTS TO MAKE AVAILABLE TO THE CUSTOMER A COMPARABLE OR BETTER PRODUCT AT THE SAME OR LESSER PRICE WHEN OR IF AVAILABLE, UPON APPROVAL FROM SLD ON PRODUCT SUBSTITUTION.

### 4. Price and Payment Terms

#### a. Price

Price shall be as stated in the quotation attached hereto as Exhibit I by Seller's Account Manager. Prices are exclusive of federal, state, local, or other taxes, which shall be the responsibility of the Customer. Any taxes will be listed separately on the invoice.

#### b. Payment Terms (Customer must choose one)

- i. **Form 474 Service Provider Invoice (SPI) Method**
  - Seller will invoice Customer for their portion of the Products upon shipment of Product and Customer shall pay the invoiced amount (discounted amount owed by Customer) within thirty (30) days from date of invoice.
- ii. **Form 472 Billed Entity Applicant Reimbursement (BEAR) Method**
  - Seller will invoice Customer for pre-discount portion of the Products upon shipment of Product and Customer shall pay the invoiced amount (full amount owed by Customer) within thirty (30) days from the date of invoice.

### 5. Payment Method

All payments for both methods shall be submitted to the address presented below:

CDW-G - Attn: Accounts Receivable  
230 North Milwaukee Avenue  
Vernon Hills, IL 60061

- i. Payment terms are subject to continuing credit approval by Seller. Seller may change credit or payment terms at any time when, in Seller's opinion, Customer's financial condition, previous payment record, or the nature of Customer's relationship with Seller so warrants.
- ii. Seller may discontinue performance under this Agreement (i) if Customer fails to pay any sum when due under this Agreement or any other agreement with Seller until payment is received or (ii) if Customer is in violation of applicable regulations.

**NOTWITHSTANDING ANYTHING TO THE CONTRARY, CUSTOMER IS RESPONSIBLE FOR PAYMENT OF 100% THE PRICE OF PRODUCTS IN THE CASE WHERE CUSTOMER PLACES ORDER FOR PRODUCTS SLD DISALLOWS CUSTOMER'S REQUEST FOR DISCOUNT AND REFUSES PAYMENT TO SELLER OF THE DISCOUNT AMOUNT FOR PRODUCTS. IF SLD DISALLOWS CUSTOMER'S REQUEST FOR DISCOUNT CUSTOMER IS IN NO WAY REQUIRED TO PLACE ORDER FOR PRODUCTS.**

**TERMS AND CONDITIONS****SALES AND SERVICE PROJECTS****PLEASE READ THESE TERMS AND CONDITIONS VERY CAREFULLY**

THE TERMS AND CONDITIONS OF PRODUCT SALES AND SERVICE PROJECTS ARE LIMITED TO THOSE CONTAINED HEREIN. ANY ADDITIONAL OR DIFFERENT TERMS OR CONDITIONS IN ANY FORM DELIVERED BY YOU ("CUSTOMER") ARE HEREBY DEEMED TO BE MATERIAL ALTERATIONS AND NOTICE OF OBJECTION TO THEM AND REJECTION OF THEM IS HEREBY GIVEN.

BY ACCEPTING DELIVERY OF THE PRODUCTS OR BY ENGAGING THE CDW AFFILIATE IDENTIFIED ON THE INVOICE, STATEMENT OF WORK OR OTHER CDW DOCUMENTATION ("SELLER") TO PROVIDE PRODUCT OR PERFORM OR PROCURE ANY SERVICES, CUSTOMER AGREES TO BE BOUND BY AND ACCEPTS THESE TERMS AND CONDITIONS UNLESS CUSTOMER AND SELLER HAVE SIGNED A SEPARATE AGREEMENT, IN WHICH CASE THE SEPARATE AGREEMENT WILL GOVERN.

ANY GENERAL DESCRIPTION OF THE TYPES OF PRODUCTS OR SERVICES AND RESULTS THEREOF POSTED ON ANY SELLER WEBSITE OR MOBILE APPLICATION DO NOT CONSTITUTE PART OF THE AGREEMENT BETWEEN SELLER AND CUSTOMER.

**Important Information About These Terms and Conditions**

These Terms and Conditions constitute a binding contract between Customer and Seller and are referred to herein as either "Terms and Conditions" or this "Agreement". Customer accepts these Terms and Conditions by making a purchase from or placing an order with Seller or shopping on any Seller Website or Mobile Application (each, a "Site") or otherwise requesting products (the "Products") or engaging Seller to perform or procure any Services (as this and all capitalized terms are defined herein). These Terms and Conditions are subject to change without prior notice, except that the Terms and Conditions posted on a Site at the time Customer places an order or signs a Statement of Work will govern the order in question, unless otherwise agreed in writing by Seller and Customer.

Customer consents to receiving electronic records, which may be provided via a Web browser or e-mail application connected to the Internet; individual consumers may withdraw consent to receiving electronic records or have the record provided in non-electronic form by contacting Seller. In addition, Internet connectivity requires access services from an Internet access provider. Contact your local access provider for details. Electronic signatures (or copies of signatures sent via electronic means) are the equivalent of written and signed documents.

Customer may issue a purchase order for administrative purposes only. Additional or different terms and conditions contained in any such purchase order will be null and void. No course of prior dealings between the parties and no usage of trade will be relevant to determine the meaning of these Terms and Conditions or any purchase order or invoice, or any document in electronic or written form that is signed and delivered by each of the parties for the performance of Services other than Third Party Services (each, a "Statement of Work"). This Agreement contains the entire understanding of the parties with respect to the matters contained herein and supersedes and replaces in its entirety any and all prior communications and contemporaneous agreements and understandings, whether oral, written, electronic or implied, if any, between the parties with respect to the subject matter hereof.

**Governing Law**

THESE TERMS AND CONDITIONS, ANY STATEMENTS OF WORK, THE SERVICES HEREUNDER AND ANY SALE OF PRODUCTS HEREUNDER WILL BE GOVERNED BY THE LAWS OF THE STATE OF ILLINOIS, WITHOUT REGARD TO CONFLICTS OF LAWS RULES. ANY ARBITRATION, ENFORCEMENT OF AN ARBITRATION OR LITIGATION WILL BE BROUGHT EXCLUSIVELY IN COOK COUNTY, ILLINOIS, AND CUSTOMER CONSENTS TO THE JURISDICTION OF THE FEDERAL AND STATE COURTS LOCATED THEREIN, SUBMITS TO THE JURISDICTION THEREOF AND WAIVES THE RIGHT TO CHANGE VENUE. CUSTOMER FURTHER CONSENTS TO THE EXERCISE OF PERSONAL JURISDICTION BY ANY SUCH COURT WITH RESPECT TO ANY SUCH PROCEEDING. Except in the case of nonpayment, neither party may institute any action in any form arising out of these Terms and Conditions more than one (1) year after the cause of action has arisen. The rights and remedies provided Seller under these Terms and Conditions are cumulative, are in addition to, and do not limit or prejudice any other right or remedy available at law or in equity.

If Customer provides Seller with Customer's carrier account number or selects a carrier other than a carrier that regularly ships for Seller, title to Products and risk of loss or damage during shipment pass from Seller to Customer upon delivery to the carrier (F.O.B. Origin, freight collect). For all other shipments, title to Products and risk of loss or damage during shipment pass from Seller to Customer upon delivery to the specified destination (F.O.B. Destination, freight prepaid and added). Notwithstanding the foregoing, title to software will remain with the applicable licensor(s), and Customer's rights therein are contained in the license agreement between such licensor(s) and Customer.

## Services

Customers may order services (collectively, "Services") from or through Seller from time to time. Certain Services may be provided by third parties, including, but not limited to, extended warranty service by manufacturers, and are sold by Seller as distributor or sales agent ("Third Party Services").

In the case of Third Party Services, Customer shall consider the third party to be the contracting party and the third party shall be the party responsible for providing the services to the Customer and Customer will look solely to the third party for any loss, claims or damages arising from or related to the provision of such Third Party Services. Customer and Customer's Affiliates (defined below) hereby release Seller and Seller's Affiliates (defined below) from any and all claims arising from or relating to the purchase or provision of any such Third Party Services. Any amounts, including, but not limited to, taxes, associated with Third Party Services which may be collected by Seller will be collected solely in the capacity as an independent sales agent. "Affiliate" means, with respect to a party, an entity that controls, is controlled by, or is under common control with such party.

Where Services are ordered in a Statement of Work, each Statement of Work hereby incorporates these Terms and Conditions and constitutes a separate agreement with respect to the Services performed. Seller, or any of its Affiliates on behalf of Seller, may execute a Statement of Work. In the event of an addition to or a conflict between any term or condition of the Statement of Work and these Terms and Conditions, these Terms and Conditions will control, except as expressly amended in the applicable Statement of Work by specific reference to this Agreement. Each such amendment will be applicable only with respect to such Statement of Work and not to future Statements of Work. Changes to the scope of the Services described in a Statement of Work will be made only in a writing executed by authorized representatives of both parties. Seller will have no obligation to commence work in connection with any such change, unless and until the change is agreed upon in that writing executed by both parties. All such changes to the scope of the Services will be governed by these Terms and Conditions and the applicable Statement of Work. Each Statement of Work may be signed in separate counterparts each of which shall be deemed an original and all of which together will be deemed to be one original.

## Cooperation

In addition to any specific Customer duties set forth in any applicable Statement of Work, Customer agrees to cooperate with Seller in connection with performance of the Services by providing: (i) timely responses to Seller's inquiries and requests for approvals and authorizations, (ii) access to any information or materials reasonably requested by Seller which are necessary or useful as determined by Seller in connection with providing the Services, including, but not limited to, physical and computer access to Customer's computer systems, and (iii) all Required Consents necessary for Seller to provide the Services. "Required Consents" means consents or approvals required to give Seller, its Affiliates, and its and their subcontractors the right or license to access, use and modify all data and third party products. Customer acknowledges and agrees that the Services are dependent upon the completeness and accuracy of information provided by Customer and the knowledge and cooperation of the agents, employees or subcontractors ("Personnel") engaged or appointed by Customer who are selected by Customer to work with Seller.

Seller will follow all reasonable Customer security rules and procedures, as communicated in writing by Customer to Seller from time to time.

## Access

Seller may perform the Services at Customer's place of business, at Seller's own facilities or such other locations as Seller and Customer deem appropriate. When the Services are performed at Customer's premises, Seller will attempt to perform such Services within Customer's normal business hours unless otherwise jointly agreed to by the parties. Customer will also provide Seller access to Customer's staff and any other Customer resources (and when the Services are provided at another location designated by Customer, the staff and resources at such location) that Seller determines are useful or necessary for Seller to provide the Services. When the Services are provided on Customer's premises or at another location designated by Customer, Customer agrees to maintain adequate insurance coverage to protect Seller and Customer's premises and to indemnify and hold Seller and its Affiliates, and its and their agents and employees harmless from any loss, cost, damage or expense (including, but not limited to, attorneys' fees and expenses) arising out of any product liability, death, personal injury or property damage or destruction occurring at such location in connection with the performance of the Services, other than solely as a result of Seller's gross negligence or willful misconduct.

## Payment

Orders are not binding upon Seller until accepted by Seller. Customer agrees to pay the total purchase price for the Products plus shipping (to the extent shipping is not prepaid by Customer), including shipping charges that are billed to Seller as a result of using Customer's carrier account number. Terms of payment are within Seller's sole discretion. In connection with Services being performed pursuant to a Statement of Work, Customer will pay for the Services in the amounts and in accordance with any payment schedule set forth in the applicable Statement of Work. If no payment schedule is provided, Customer will pay for the Services as invoiced by Seller. Invoices are due and payable within the time period specified on the invoice, measured from the date of invoice, subject to continuing credit approval by Seller. Seller, or any of its Affiliates on behalf of Seller may issue an invoice to Customer. Seller may invoice Customer separately for partial shipments, and Seller may invoice Customer for all of the Services described in a Statement of Work or any portion thereof. Customer

agrees to pay interest on all past-due sums at the lower of one and one-half percent (1.5%) per month or the highest rate allowed by law. Customer will pay for, and will indemnify and hold Seller and its Affiliates harmless from, any applicable sales, use, transaction, excise or similar taxes and any federal, state or local fees or charges (including, but not limited to, environmental or similar fees), imposed on, in respect of or otherwise associated with any Statement of Work, the Products or the Services. Customer must claim any exemption from such taxes, fees or charges at the time of purchase and provide Seller with the necessary supporting documentation. In the event of a payment default, Customer will be responsible for all of Seller's costs of collection, including, but not limited to, court costs, filing fees and attorneys' fees. In addition, if payments are not received as described above, Seller reserves the right to suspend Services until payment is received. Customer hereby grants to Seller a security interest in the Products to secure payment in full. Customer authorizes Seller to file a financing statement reflecting such security interest. Except as otherwise specified on an applicable Statement of Work, Customer will reimburse Seller for all reasonable out-of-pocket expenses incurred by Seller in connection with the performance of the Services, including, but not limited to, travel and living expenses.

## Export Sales

If this transaction involves an export of Items (including, but not limited to, commodities, software or technology) subject to the Export Administration Regulations, such items were exported from the United States by Seller in accordance with the Export Administration Regulations. Customer agrees that it will not divert, use, export or re-export such items contrary to United States law. Customer expressly acknowledges and agrees that it will not export, re-export, or provide such items to any entity or person within any country that is subject to United States economic sanctions imposing comprehensive embargoes without obtaining prior authorization from the United States Government. The list of such countries subject to United States economic sanctions or embargoes may change from time to time but currently includes Cuba, Iran, Sudan and Syria. Customer also expressly acknowledges and agrees that it will not export, re-export, or provide such items to entities and persons that are ineligible under United States law to receive such items, including but not limited to, any person or entity on the United States Treasury Department's list of Specially Designated Nationals or on the United States Commerce Department's Denied Persons List, Entity List or Unverified List. In addition, manufacturers' warranties for exported Products may vary or may be null and void for Products exported outside the United States.

## Warranties

Customer understands that Seller is not the manufacturer of the Products purchased by Customer hereunder and the only warranties offered are those of the manufacturer, not Seller or its Affiliates. In purchasing the Products, Customer is relying on the manufacturer's specifications only and is not relying on any statements, specifications, photographs or other illustrations representing the Products that may be provided by Seller or its Affiliates. SELLER AND ITS AFFILIATES HEREBY EXPRESSLY DISCLAIM ALL WARRANTIES EITHER EXPRESS OR IMPLIED, RELATED TO PRODUCTS, INCLUDING, BUT NOT LIMITED TO, ANY WARRANTY OF TITLE, ACCURACY, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, WARRANTY OF NON-INFRINGEMENT, OR ANY WARRANTY RELATING TO THIRD PARTY SERVICES. THE DISCLAIMER CONTAINED IN THIS PARAGRAPH DOES NOT AFFECT THE TERMS OF ANY MANUFACTURER'S WARRANTY. Customer expressly waives any claim that it may have against Seller or its Affiliates based on any product liability or infringement or alleged infringement of any patent, copyright, trade secret or other intellectual property rights (each a "Claim") with respect to any Product and also waives any right to indemnification from Seller or its Affiliates against any such Claim made against Customer by a third party. Customer acknowledges that no employee of Seller or its Affiliates is authorized to make any representation or warranty on behalf of Seller or any of its Affiliates that is not in this Agreement.

Seller makes no warranties to the Customer and the Customer hereby acknowledges that Seller makes no warranties in regard to the applicability of all laws and regulations affecting, without limitation the manufacture, performance, sale, packaging and labelling of the Products which are in force within the Customer's territory.

Customer further acknowledges and agrees that Seller makes no representations, warranties or assurances that the Products are designed for or suitable for use in any high risk environment, including but not limited to aircraft or automobile safety devices or navigation, life support systems or medical devices, nuclear facilities, or weapon systems, and Customer agrees to indemnify Seller in connection with any such use of the Products. Customer further agrees to review and comply with the manufacture's disclaimers and restrictions regarding the use of the Products in high risk environments.

Seller warrants that the Services will be performed in a good and workmanlike manner. Customer's sole and exclusive remedy and Seller's entire liability with respect to this warranty will be, at the sole option of Seller, to either (a) use its reasonable commercial efforts to reperform or cause to be reperformed any Services not in substantial compliance with this warranty or (b) refund amounts paid by Customer related to the portion of the Services not in substantial compliance; provided, in each case, Customer notifies Seller in writing within five (5) business days after performance of the applicable Services. EXCEPT AS SET FORTH HEREIN OR IN ANY STATEMENT OF WORK THAT EXPRESSLY AMENDS SELLER'S WARRANTY, AND SUBJECT TO APPLICABLE LAW, SELLER MAKES NO OTHER, AND EXPRESSLY DISCLAIMS ALL OTHER, REPRESENTATIONS, WARRANTIES, CONDITIONS OR COVENANTS, EITHER EXPRESS OR IMPLIED (INCLUDING WITHOUT LIMITATION, ANY EXPRESS OR IMPLIED WARRANTIES OR CONDITIONS OF FITNESS FOR A PARTICULAR PURPOSE, MERCHANTABILITY, DURABILITY, TITLE, ACCURACY OR NON-INFRINGEMENT) ARISING OUT OF OR RELATED TO THE PERFORMANCE OR NON-PERFORMANCE OF THE SERVICES, INCLUDING BUT NOT LIMITED TO ANY WARRANTY RELATING TO THIRD PARTY SERVICES, ANY WARRANTY WITH RESPECT TO THE PERFORMANCE OF ANY HARDWARE OR SOFTWARE USED IN PERFORMING SERVICES AND ANY WARRANTY CONCERNING THE RESULTS TO BE OBTAINED FROM THE SERVICES. THIS DISCLAIMER AND EXCLUSION SHALL APPLY EVEN IF THE EXPRESS WARRANTY AND LIMITED REMEDY SET FORTH HEREIN FAILS OF ITS ESSENTIAL PURPOSE. CUSTOMER ACKNOWLEDGES THAT NO REPRESENTATIVE OF SELLER OR OF ITS AFFILIATES IS AUTHORIZED TO MAKE ANY REPRESENTATION OR WARRANTY ON BEHALF OF SELLER OR ANY OF ITS AFFILIATES THAT IS NOT IN THIS AGREEMENT OR IN A STATEMENT OF WORK EXPRESSLY AMENDING SELLER'S WARRANTY.

Customer shall be solely responsible for daily back-up and other protection of its data and software against loss, damage or corruption. Customer shall be solely responsible for reconstructing data (including but not limited to data located on disk files and memories) and

software that may be lost, damaged or corrupted during the performance of Services. SELLER, ITS AFFILIATES, AND ITS AND THEIR SUPPLIERS, SUBCONTRACTORS AND AGENTS ARE HEREBY RELEASED AND SHALL CONTINUE TO BE RELEASED FROM ALL LIABILITY IN CONNECTION WITH THE LOSS, DAMAGE OR CORRUPTION OF DATA AND SOFTWARE, AND CUSTOMER ASSUMES ALL RISK OF LOSS, DAMAGE OR CORRUPTION OF DATA AND SOFTWARE IN ANY WAY RELATED TO OR RESULTING FROM THE SERVICES.

Seller will not be responsible for and no liability shall result to Seller or any of its Affiliates for any delays in delivery or in performance which result from any circumstances beyond Seller's reasonable control, including, but not limited to, Product unavailability, carrier delays, delays due to fire, severe weather conditions, failure of power, labor problems, acts of war, terrorism, embargo, acts of God or acts or laws of any government or agency. Any shipping dates or completion dates provided by Seller or any purported deadlines contained in a Statement of Work or any other document are estimates only.

## Pricing Information; Availability Disclaimer

Seller reserves the right to make adjustments to pricing, Products and Service offerings for reasons including, but not limited to, changing market conditions, Product discontinuation, Product unavailability, manufacturer price changes, supplier price changes and errors in advertisements. All orders are subject to Product availability and the availability of Personnel to perform the Services. Therefore, Seller cannot guarantee that it will be able to fulfill Customer's orders. If Services are being performed on a time and materials basis, any estimates provided by Seller are for planning purposes only.

## Credits

Any credit issued by Seller to Customer for any reason must be used within two (2) years from the date that the credit was issued and may only be used for future purchases of Products and/or Services. Any credit or portion thereof not used within the two (2) year period will automatically expire.

## Limitation of Liability

**UNDER NO CIRCUMSTANCES AND NOTWITHSTANDING THE FAILURE OF ESSENTIAL PURPOSE OF ANY REMEDY SET FORTH HEREIN, WILL SELLER, ITS AFFILIATES OR ITS OR THEIR SUPPLIERS, SUBCONTRACTORS OR AGENTS BE LIABLE FOR: (A) ANY INCIDENTAL, INDIRECT, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES INCLUDING BUT NOT LIMITED TO, LOSS OF PROFITS, BUSINESS, REVENUES OR SAVINGS, EVEN IF SELLER HAS BEEN ADVISED OF THE POSSIBILITIES OF SUCH DAMAGES OR IF SUCH DAMAGES ARE OTHERWISE FORESEEABLE, IN EACH CASE, WHETHER A CLAIM FOR ANY SUCH LIABILITY IS PREMISED UPON BREACH OF CONTRACT, WARRANTY, NEGLIGENCE, STRICT LIABILITY OR OTHER THEORY OF LIABILITY; (B) ANY CLAIMS, DEMANDS OR ACTIONS AGAINST CUSTOMER BY ANY THIRD PARTY; (C) ANY LOSS OR CLAIM ARISING OUT OF OR IN CONNECTION WITH CUSTOMER'S IMPLEMENTATION OF ANY CONCLUSIONS OR RECOMMENDATIONS BY SELLER OR ITS AFFILIATES BASED ON, RESULTING FROM, ARISING OUT OF OR OTHERWISE RELATED TO THE PRODUCTS OR SERVICES; OR (D) ANY UNAVAILABILITY OF THE PRODUCT FOR USE OR ANY LOST, DAMAGED OR CORRUPTED DATA OR SOFTWARE. IN THE EVENT OF ANY LIABILITY INCURRED BY SELLER OR ANY OF ITS AFFILIATES, THE ENTIRE LIABILITY OF SELLER AND ITS AFFILIATES FOR DAMAGES FROM ANY CAUSE WHATSOEVER WILL NOT EXCEED THE LESSER OF: (A) THE DOLLAR AMOUNT PAID BY CUSTOMER FOR THE PRODUCT(S) GIVING RISE TO THE CLAIM OR THE SPECIFIC SERVICES GIVING RISE TO THE CLAIM; OR (B) \$50,000.00.**

## Limited License

Customer's sole rights to the work product, materials and other deliverables to be provided or created (individually or jointly) in connection with the Services, including but not limited to, all inventions, discoveries, methods, processes, formulae, ideas, concepts, techniques, know-how, data, designs, models, prototypes, works of authorship, computer programs, proprietary tools, methods of analysis and other information (whether or not capable of protection by patent, copyright, trade secret, confidentiality, or other proprietary rights) or discovered in the course of performance of this Agreement that are embodied in such work or materials ("Work Product") will be, upon payment in full, a non-transferable, non-exclusive, royalty-free license to use such Work Products solely for Customer's internal use. Customer will have no ownership or other property rights thereto and Customer shall have no right to use any such Work Product for any other purpose whatsoever. Customer acknowledges that Sellers may incorporate intellectual property created by third parties into the Work Product ("Third Party Intellectual Property"). Customer agrees that its right to use the Work Product containing Third Party Intellectual Property may be subject to the rights of third parties and limited by agreements with such third parties.

## Confidential Information

Each party anticipates that it may be necessary to provide access to information of a confidential nature of such party, the Affiliates or a third party (hereinafter referred to as "Confidential Information") to the other party in the performance of this Agreement and any Statement of Work. "Confidential Information" means any information or data in oral, electronic or written form which the receiving party knows or has reason to know is proprietary or confidential and which is disclosed by a party in connection with this Agreement or which the receiving party may have access to in connection with this Agreement, including but not limited to the terms and conditions of each Statement of Work. Confidential Information will not include information which: (a) becomes known to the public through no act of the receiving party; (b) was known to the receiving party, or becomes known to the receiving party from a third party having the right to disclose it and having no obligation of confidentiality to the disclosing party with respect to the applicable information; or (c) is independently developed by agents, employees or subcontractors of the receiving party who have not had access to such information. To the extent practicable, Confidential Information should be clearly identified or labeled as such by the disclosing party at the time of disclosure or as promptly thereafter as

possible, however, failure to so identify or label such Confidential Information will not be evidence that such information is not confidential or protectable.

Each party agrees to hold the other party's Confidential Information confidential for a period of three (3) years following the date of disclosure and to do so in a manner at least as protective as it holds its own Confidential Information of like kind but to use no less than a reasonable degree of care. Disclosures of the other party's Confidential Information will be restricted (i) to those individuals who are participating in the performance of this Agreement or the applicable Statement of Work and need to know such Confidential Information for purposes of providing or receiving the Products or Services or otherwise in connection with this Agreement or the applicable Statement of Work, or (ii) to its business, legal and financial advisors, each on a confidential basis. Each party agrees not to use any Confidential Information of the other party for any purpose other than the business purposes contemplated by this Agreement and the applicable Statement of Work. Upon the written request of a party, the other party will either return or certify the destruction of the Confidential Information of the other party.

If a receiving party is required by law, rule or regulation, or requested in any judicial or administrative proceeding or by any governmental or regulatory authority, to disclose Confidential Information of the other party, the receiving party will give the disclosing party prompt notice of such request so that the disclosing party may seek an appropriate protective order or similar protective measure and will use reasonable efforts to obtain confidential treatment of the Confidential Information so disclosed.

## Return Privileges

CDW allows Customer returns based on the policies of the original product manufacturer. Software is not returnable if the packaging has been opened. If software was distributed electronically, it is not returnable if the licenses were downloaded. For additional information see CDW's full Product Return Policy at the following link: [Return Policy](#). Customers should contact CDW Customer Relations at 866.SVC.4CDW or e-mail at [Customer Relations](#) to initiate a return or for additional information. Customers must notify CDW Customer Relations of any damaged Products within fifteen (15) days of receipt.

## Termination

Either party may terminate performance of a Service or a Statement of Work for cause if the other party fails to cure a material default in the time period specified herein. Any material default must be specifically identified in a written notice of termination. After written notice, the notified party will, subject to the provision of warranties herein, have thirty (30) days to remedy its performance except that it will only have ten (10) days to remedy any monetary default. Failure to remedy any material default within the applicable time period provided for herein will give cause for immediate termination, unless such default is incapable of being cured within the time period in which case the defaulting party will not be in breach (except for Customer's payment obligations) if it used its reasonable efforts to cure the default. In the event of any termination of the Services or a Statement of Work, Customer will pay Seller for all Services performed and expenses incurred up to and including the date of termination plus any termination fee if one is set forth in the applicable Statement of Work. In such event Customer will also pay Seller for any out-of-pocket demobilization or other direct costs resulting from termination. Upon termination, all rights and obligations of the parties under this Agreement will automatically terminate except for any right of action occurring prior to termination, payment obligations and obligations that expressly or by implication are intended to survive termination (including, but not limited to, limitation of liability, indemnity, confidentiality, or licensing of Work Product and this survival provision).

## Provisions Related to Custom Imaging

If in connection with the provision of Products or Services, Customer desires to have Seller provide installation of custom software images, Customer will be required to execute an Installation Indemnity Agreement, a form of which is provided at [http://www.cdw.com/forms/indemnity/app.aspx](#) If in connection with the provision of Products or Services, Customer desires to have Seller provide installation of custom software images, Customer will be required to execute an Installation Indemnity Agreement, a form of which is provided at [http://www.cdw.com/forms/indemnity/app.aspx](#)

## Arbitration

Any claim, dispute, or controversy (whether in contract, tort or otherwise, whether preexisting, present or future, and including, but not limited to, statutory, common law, intentional tort and equitable claims) arising from or relating to the Products, the Services, the interpretation or application of these Terms and Conditions or any Statement of Work or the breach, termination or validity thereof, the relationships which result from these Terms and Conditions or any Statement of Work (including, to the full extent permitted by applicable law, relationships with third parties who are not signatories hereto), or Seller's or any of its Affiliates' advertising or marketing (collectively, a "Claim") WILL BE RESOLVED, UPON THE ELECTION OF ANY OF SELLER, CUSTOMER OR THE THIRD PARTIES INVOLVED, EXCLUSIVELY AND FINALLY BY BINDING ARBITRATION. If arbitration is chosen, it will be conducted pursuant to the Rules of the American Arbitration Association. If arbitration is chosen by any party with respect to a Claim, neither Seller nor Customer will have the right to litigate that Claim in court or to have a jury trial on that Claim or to engage in pre-arbitration discovery, except as provided for in the applicable arbitration rules or by agreement of the parties involved. **Further, Customer will not have the right to participate as a representative or member of any class of claimants pertaining to any Claim.** Notwithstanding any choice of law provision included in these Terms and Conditions, this arbitration agreement is subject to the Federal Arbitration Act (9 U.S.C. §§ 1-16). The arbitration will take place exclusively in Chicago, Illinois. Any court having jurisdiction may enter judgment on the award rendered by the arbitrator(s). Each party involved will bear its own cost of any legal representation, discovery or research required to complete arbitration. The existence or results of any arbitration will be treated as confidential. **Notwithstanding anything to the contrary contained herein, all matters pertaining to the collection of amounts due to Seller arising out of the Products or Services will be exclusively litigated in court rather than through arbitration.**

## Data Protection

This Section shall apply to the extent Seller performs any operation or set of operations, including collecting, recording, storing, retaining, using, disclosing or otherwise accessing, (collectively, "Process," "Processed," or "Processing") on any information that identifies, relates to, describes, is capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular individual or household in connection with the Services ("Personal Data"), including without limitation any information that qualifies as "personal information" under the California Consumer Privacy Act, Cal. Civ. Code §§ 1798.100 et seq. ("CCPA"). Seller shall only Process Personal Data in accordance with the instructions of Customer as detailed in the Agreement or the applicable SOW or PO and applicable data privacy law, including, if applicable, the CCPA ("Privacy Laws"). For the avoidance of doubt, it is the intention of the Parties that Seller be a "service provider" of Customer pursuant to the CCPA. Notwithstanding the foregoing, to the extent expressly set forth in the Agreement, Seller (1) shall have the right to retain, use or disclose de-identified or aggregated data derived from Personal Data ("Seller Data"), provided that Seller Data shall not include any Personal Data, and (2) if Seller Processes any "personal information" as such term is defined in the CCPA in connection with the Services, Seller shall have the right to Process such "personal information" for any purpose permitted by the CCPA. Where applicable law requires Seller to Process Personal Data under terms other than those of the Agreement, Seller shall promptly notify Customer of such legal requirement before Processing, unless applicable law prohibits such disclosure. Where required by applicable law, Seller shall also notify Customer if Seller determines any of Customer's instructions infringes applicable Privacy Laws.

The Parties agree that Customer is responsible for obtaining any consents required by applicable Privacy Laws, as well as providing and ensuring the accuracy of any notices required to disclose Personal Data to Seller, Seller's Affiliates, or any Seller subcontractor providing Services for use in accordance with the Agreement. Furthermore, Customer warrants that all Personal Data provided to Seller has been obtained, Processed, and provided to Seller in accordance with all applicable laws and ensured that there are legitimate grounds for Processing any and all Personal Data by Seller, Seller's Affiliates, or any Seller subcontractor providing Services for use in accordance with the Agreement.

Seller shall promptly notify Customer of any request, complaint, claim, or other communication received by Seller or a subcontractor regarding its Processing of Personal Data. Seller shall cooperate with and provide any necessary assistance to Customer in responding to any such inquiries, in so far as possible and taking into account the nature of Seller's Processing and the Personal Data available to Seller. Seller shall be obliged to provide such assistance only in so far that the Customer cannot respond to such request on its own. Notwithstanding anything to the contrary in the Agreement, Customer is obliged to reimburse Seller for out of pocket expenses in connection with such requests. Such expenses will be invoiced to Customer in accordance with the Agreement.

Customer acknowledges that Seller is reliant on Customer for instruction as to the extent to which Seller is entitled to use and Process Personal Data, and that Seller is not liable for any claim brought by a data subject to the extent that such claim arises from the Customer's instructions.

Upon request, Seller shall provide reasonable cooperation and assistance to Customer with its obligations under applicable Privacy Laws, in so far as possible in connection with the Services, taking into account the nature of Seller's Processing and the Personal Data available to Seller. Seller shall be obliged to provide such assistance only in so far that Customer's obligations cannot be met by Customer through other means. Notwithstanding anything to the contrary in the Agreement, Customer is obliged to reimburse Seller for out of pocket expenses in connection with such assistance. Such expenses will be invoiced to Customer in accordance with the Agreement.

To the extent that Personal Data includes information about individuals who are located in the European Economic Area ("EEA") and/or Switzerland, and Seller stores or otherwise obtains access to such Personal Data outside of the EEA and/or Switzerland, Seller agrees it has implemented appropriate measures to address the cross-border transfer of Personal Data.

Seller shall implement and maintain an information security program that includes appropriate technical and procedural safeguards to protect Personal Data, taking into account the nature of Seller's Processing and the Personal Data available to Seller. To the extent required by applicable Privacy Laws, upon request, Seller shall make available to Customer information reasonably necessary to demonstrate compliance with this obligation.

The parties agree that Seller may subcontract its obligations to subcontractors as necessary to perform the Services under the Agreement. Seller shall remain responsible for subcontractors' performance under the Agreement, and shall enter into an agreement with subcontractors that impose materially the same obligations as set forth in this Section. Seller also agrees that any subcontractors who have access to Personal Data are bound to Process Personal Data in accordance with Seller's instructions and are subject to obligations to maintain confidentiality.

Notwithstanding any provisions in the Agreement to the contrary, Seller shall promptly notify Customer in the event Seller discovers or is notified of a known breach of security leading to unauthorized disclosure of or access to Personal Data as a result of its Processing of Personal Data ("Security Breach"). Seller shall reasonably cooperate in the investigation of the Security Breach.

The parties agree that to the extent required by applicable Privacy Laws, and upon thirty (30) days written notice to Seller, and no more than once per calendar year, Customer may request reasonable access to Seller's facilities, systems, and supporting documentation used to provide the Services, to the extent necessary to assess Seller's compliance with its obligations under this Section. Such assessments shall be subject to Seller's security and confidentiality policies, and shall be conducted in a manner that minimizes any disruption of Seller's performance of services and other normal operations. Such expenses will be invoiced to Customer in accordance with the Agreement.

Notwithstanding any other provision of the Agreement to the contrary, upon termination of the Agreement or otherwise at Customer's written request, Seller shall, at the choice of Customer, either return or delete Personal Data from its systems unless required by law, rule or regulation, or requested in any judicial or administrative proceeding or by any governmental or regulatory authority.

Customer shall reimburse Seller and its managers, officers, directors, employees, agents, affiliates, successors and permitted assigns (collectively, "Reimbursed Party") against any and all losses costs, or expenses of whatever kind, including professional fees and attorney's 14B.4

fees, that are incurred by any Reimbursed Party for any investigation or any preparation for any investigation by any governmental or regulatory authority arising out of Customer's violation of any Privacy Laws in connection with this Agreement.

## Miscellaneous

Seller may assign or subcontract all or any portion of its rights or obligations with respect to the sale of Products or the performance of Services or assign the right to receive payments, without Customer's consent. Customer may not assign these Terms and Conditions, or any of its rights or obligations herein without the prior written consent of Seller. Subject to the restrictions in assignment contained herein, these Terms and Conditions will be binding on and inure to the benefit of the parties hereto and their successors and assigns. No provision of this Agreement or any Statement of Work will be deemed waived, amended or modified by either party unless such waiver, amendment or modification is in writing and signed by both parties. The relationship between Seller and Customer is that of independent contractors and not that of employer/employee, partnership or joint venture. If any term or condition of this Agreement or a Statement of Work is found by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, the same shall not affect the other terms or conditions hereof or thereof or the whole of this Agreement or the applicable Statement of Work. Notices provided under this Agreement will be given in writing and deemed received upon the earlier of actual receipt or three (3) days after mailing if mailed postage prepaid by regular mail or airmail or one (1) day after such notice is sent by courier or facsimile transmission. Any delay or failure by either party to exercise any right or remedy will not constitute a waiver of that party to thereafter enforce such rights.

Version Date: 12-27-2019

## Related Links

- [Site Use](#)
- [Privacy Policy](#)
- [Product Recalls](#)
- [Site Accessibility](#)
- [Site Map](#)

### Who We Are

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[Investor Relations](#)  
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### Our Offerings

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## CDW PRODUCT RETURN POLICY

Seller offers a 30-day return policy on most products sold. Manufacturer restrictions apply to certain merchandise, as detailed below and as updated from time to time. Customer may obtain additional details and any applicable updates from the dedicated Seller account manager and may obtain manufacturer contact information by contacting CDW Customer Relations, which may be reached by calling 866.SVC.4CDW or by emailing [returns@cdw.com](mailto:returns@cdw.com).

### **1. Return Restrictions.**

- **Defective Product Returns.** Customer may return most *defective* Products directly to Seller within fifteen (15) days of invoice date and receive, at Seller's option, credit, replacement, exchange, or repair. After fifteen (15) days, only the manufacturer warranty applies.
- **Non-Defective Product Returns.** Customer may return most *non-defective* Products directly to Seller within thirty (30) days of invoice date and receive, at Customer's option, credit or exchange, except that an automatic Seller restocking charge will reduce the value of any such credit or exchange by a minimum of fifteen percent (15%).
- **Restricted, Repair-Only Returns.** Certain Products can only be returned for repair—not for exchange, replacement or credit—based on current manufacturer requirements. Such Products should be returned to Seller, shipped directly to the manufacturer, or taken to an authorized service center in Customer's vicinity. More information may be provided by the dedicated Seller account manager or by CDW Customer Relations.
- **Restricted, Manufacturer-Only Assistance.** Certain Products cannot be returned to Seller for any reason—without exception—and Customer must contact the manufacturer directly for any needed assistance. More information may be provided by the dedicated Seller account manager or by CDW Customer Relations.
- **Special Orders.** Products that are specially ordered may be non-returnable or may have unique return restrictions provided at the time of sale. More information may be provided by the dedicated Seller account manager or by CDW Customer Relations.

- **Return of Software or DVDs.** Seller offers refunds only for unopened, undamaged software and DVD movies that are returned within 30 days of invoice date. Seller offers *only replacement* for software products and DVD movies that either: (i) are defective but are returned *within* thirty (30) days of invoice date; or (ii) are unopened and undamaged, but are returned *more than* 30 days after invoice date; such replaceable merchandise may be exchanged only for the same software or DVD movie title. Multiple software licenses may be returned for refund or exchange *only* (i) if specifically authorized in advance by the manufacturer; *and* (ii) if returned *within* thirty (30) days of invoice date.

## **2. Customer Shipment of Returned Merchandise.**

- **Return Merchandise Authorization (RMA) Number.** No returns of any type will be accepted by Seller unless accompanied by a unique RMA number, which Customer may obtain by providing the following information to CDW Customer Relations: customer name, applicable invoice number, product serial number, and details of Customer's issue with the product. Customer has five (5) days to return a Product after the applicable RMA is issued. CDW reserves the right to refuse any UNAUTHORIZED returns: those that occur after the five (5) day period or those involving Products that are unaccompanied by valid RMA's.
- **Returned Products Must Be Complete.** All Products *MUST BE* returned one hundred percent (100%) complete, including all original boxes, packing materials, manuals, blank warranty cards, and other accessories provided by the manufacturer. CDW reserves the right to refuse the return of incomplete Products. In addition, CDW will charge a minimum fifteen percent (15%) restocking fee for returns that are accepted.
- **Responsibility for Shipping Costs.** Customer is responsible for the cost of shipping returned items; Seller is responsible for the cost of shipping replacements or exchanges of returned items and will match Customer's shipping method.
- **Customer Shipping Insurance.** Customer is strongly advised to purchase full insurance to cover loss and damage in transit for shipments of returned items and to use a carrier and shipping method that provide proof of delivery. Seller is not responsible for loss during such shipment.

### **3. Merchandise Damaged in Transit.**

- **Refusal/Receipt of Damaged Products.** If a package containing items purchased from Seller arrives at Customer's address *DAMAGED*, Customer should *REFUSE* to accept delivery from the carrier. If Customer *does* accept delivery of such a package, Customer must: (i) note the damage on the carrier's delivery record so that Seller may file a claim; (ii) save, as is, the merchandise *AND* the original box and packaging it arrived in; and (iii) promptly notify Seller either by calling CDW Customer Relations or by contacting the Seller account manager to arrange for carrier's inspection and pickup of the damaged merchandise. If Customer does not so note the damage and save the received merchandise and does not so notify Seller within fifteen (15) days of delivery acceptance, Customer will be deemed to have accepted the merchandise as if it had arrived undamaged, and Seller's regular return policy, as described in sections 1 and 2 above, and all current manufacturer warranties and restrictions will apply.

### **4. Credits**

Any credit issued by Seller to Customer under this return policy must be used within two (2) years from the date that the credit was issued and may only be used for future purchases of Product and/or Services. Any credit or portion thereof not used within the two (2) year period will automatically expire.

**E-mail Customer Relations** (CustomerRelations@web.cdw.com)

All fields are required.

First Name Last Name

E-Mail Address

Company Name

Phone Number Extension

Subject  
Select a message subject

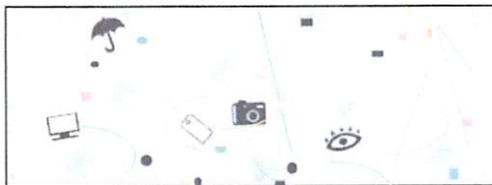
Customer Number Order Number

Message

CDW-G,

Thanks,

Click or touch the tag



Send E-Mail Cancel

Who We Are

Why Us

About Us

Careers

Product Introduction

Product Relations

Product Support

Partners

News, Press & Media

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Feedback

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Hardware

Software

Services

IT Solutions

Brands

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Order History

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**SAN YSIDRO SCHOOL DISTRICT  
TECHNOLOGY DEPARTMENT**

4350 Otay Mesa Rd.  
San Ysidro, CA 92173  
(619) 428-4476

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**RFQ:** E-rate Category 2 Equipment  
**RFQ NO:** 03 (2019/2020)  
**Posting Date:** January 24, 2020

**PLEASE RESPOND ON THE FOLLOWING FORM(S), BY ENTERING YOUR PRICES FOR THE ITEMS LISTED. WHERE APPLICABLE, INDICATE ALTERNATE BRAND, MODEL, ETC. DISTRICT RESERVES THE RIGHT TO AWARD BY LOT OR ITEM. PLEASE DIRECT QUESTIONS TO THE DISTRICT REPRESENTATIVE CONTACT LISTED BELOW. DELIVERY ADDRESS IS 4350 OTAY MESA RD. SAN YSIDRO, CA 92173. PAYMENT TERMS NET 30 DAYS.**

**RESPONSE REQUIRED BY 5:00 PM PST ON DUE DATE TO THE EMAIL ADDRESS LISTED BELOW.  
EMAILS MUST INCLUDE THE RFQ NUMBER IN THEIR SUBJECT LINE. SEE ADDITIONAL SUBMISSION REQUIREMENTS ON PAGE 6.**

**DUE DATE:** February 21, 2020 5:00 PM PST  
**RFQ NO:** 03 (2019/2020)

**CONTACT:** Todd Lewis  
**PHONE:** (619) 428-4476 x 3062  
**EMAIL:** [todd.lewis@sysdschools.org](mailto:todd.lewis@sysdschools.org)

EVENT	DATE
Post Form 470 and Issue RFP	Friday, 01/24/2020
Questions from Proposers Due (in writing)	Friday, 02/7/2020 by 5:00 PM
<b>Deadline to Submit Proposal</b>	<b>Friday, 02/21/2020 at 5:00 PM</b>
Announcement of Recommendation	Friday, 02/28/2020 by 5:00 PM
Deadline to Submit Challenges to Recommendation	Friday, 03/6/2020 by 5:00 PM
District Board Meeting to Approve Award of Contract	Thursday, 03/12/2020
Contract Term Start Date	7/1/2020
Contract Term Completion Date	6/30/2021

**IMPORTANT NOTE:** PLEASE INCLUDE SUB-TOTAL, APPLICABLE DISCOUNTS, SHIPPING & HANDLING, SALES TAX AND TOTAL COST ON YOUR QUOTATION.

QUOTATIONS MUST BE AS SPECIFIED OR EQUAL. ALL EQUIVALENT OR ALTERNATE ITEMS MUST INCLUDE SPECIFICATIONS DEMONSTRATING EQUIVALENCY. THE DISTRICT RESERVES THE RIGHT TO REQUIRE SAMPLES OR WORKING DEMO EQUIPMENT ON-SITE FOR TESTING, PRIOR TO AWARD AND FINAL SELECTION OF BRAND AND/OR MODEL, BASED ON REQUIREMENTS AND INFORMATION SUPPLIED BY VENDOR. THE DISTRICT IS UNDER NO OBLIGATION TO PROCURE ANY ITEMS OR SERVICES, OR TO PROCURE ANY ITEMS OR SERVICES FROM ANY PARTICULAR SOURCE OR UPON ANY PARTICULAR BASIS. ALL SAMPLES OR DEMO UNITS WILL BE RETURNED AFTER TESTING IS COMPLETE.

### **RFQ CMAS/WSCA Requirements**

For the purposes of this RFQ, the term “Service Provider” and “Vendor” may be used interchangeably and have the same meaning, whether stated or not. The District may award to multiple vendors.

All Service Providers/vendors responding to the posted Form 470 are to be listed as California Multiple Awards Schedule (CMAS) and/or WSCA-NASPO Service Providers. Public Contract Code (PCC) Sections 10290 et seq. and 12101.5 include approval for local government agencies to use CMAS for acquisition of information technology and non-information technology products and services.

A local government agency is any city, county, city and county, district, or other local governmental body or corporation, including the California State Universities (CSU) and University of California (UC) systems, K-12 schools and community colleges empowered to expend public funds.

FOR CMAS: In addition to the requirements outlined in this RFQ, service providers may be subject to additional requirements as outlined in the CMAS Local Government Agency Guide (Dec 2017 edition) located at:

[https://www.documents.dgs.ca.gov/pd/cmas/LocalGovtAgencyPacket\(122017\).pdf](https://www.documents.dgs.ca.gov/pd/cmas/LocalGovtAgencyPacket(122017).pdf)

For WSCA-NASPO: All proposals must be submitted by WSCA-NASPO Authorized Resellers that have been approved by the State Contract Administrator.

Public Contract Code sections 10298-10299 allow the Department of General Services, Procurement Division (DGS-PD) to enter into cooperative purchasing agreements with other states. Cooperative agreements are available to all State of California governmental entities (State departments, agencies, cities, counties, school districts, universities, etc.) that expend public funds for the acquisition of both goods and services.

The DGS-PD has elected to participate in the following multi-state cooperative agreements established by other states participating in the NASPO Value Point Cooperative Program and other cooperative programs as specified in the link below.

<http://www.dgs.ca.gov/pd/Programs/Leveraged/NASPO.aspx>

It is the responsibility for service providers to familiarize themselves with CMAS and/or WSCA-NASPO requirements.

### **E-rate Supplemental Terms and Conditions**

The Telecommunications Act of 1996 established a fund by which Schools and Libraries across the Country could access discounts on eligible telecommunications products and services. The program is commonly known as the E-rate Program. The eligibility for discounts on internet access, telecommunications products and services, internal connection products, services and maintenance is determined by the Federal Communications Commission (FCC). Funding is made available upon application approval by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC), which was established by the Act. The amount of discount is based on the numbers of students receiving free and reduced-price meals.

**1) E-RATE CONTINGENCY**

The project herein may be contingent upon the approval of funding from the Universal Service Fund’s Schools and Libraries Program, otherwise known as E-rate. Even after award of contract(s) and/or E-rate funding approval is obtained, the District may or may not proceed with the project, in whole or in part. Execution of the project, in whole or in part, is solely at the discretion of the District.

**2) SERVICE PROVIDER REQUIREMENTS**

The District expects Service Providers to make themselves thoroughly familiar with any rules or regulations regarding the E-rate program.

- a. Service Providers are required to be in full compliance with all current requirements and future requirements issued by the SLD throughout the contractual period of any contract entered into as a result of this RFQ.
- b. Service Providers are responsible for providing a valid SPIN (Service Provider Identification Number). More information about obtaining a SPIN may be found at this website: <http://www.usac.org/sl/service-providers/step01/default.aspx>
- c. Service Providers are responsible for providing a valid Federal Communications Commission (FCC) Registration Number (FRN) at the time the bid is submitted. More information about obtaining an FRN may be found at this website: <https://fjallfoss.fcc.gov/coresWeb/publicHome.do>
- d. Service Providers are responsible for providing evidence of FCC Green Light Status at the time the bid is submitted. Any potential bidder found to be in Red Light Status will be disqualified from participation in the bidding process and will be considered non-responsive. More information about FCC Red and Green Light Status may be found at this website: [http://www.fcc.gov/debt\\_collection/welcome.html](http://www.fcc.gov/debt_collection/welcome.html)
- e. Products and services must be delivered before billing can commence. At no time may the Service Provider invoice before July 1, 2020.
- f. Prices must be held firm for the duration of the associated E-rate Funding Year(s) or until all work associated with the project is complete (including any contract and USAC approved extensions).
- g. Goods and services provided shall be clearly designated as “E-rate Eligible”. Non-eligible goods and services shall be clearly called out as 100% non-eligible or shall be “cost allocated” to show the percentage of eligible costs per SLD guidelines.
- h. Within one (1) week of award, the awarded Service Provider must provide the District a bill of materials using a completed USAC “Item 21 Template”. Subsequent schedules of values and invoices for each site must match Item 21 Attachment or subsequent service substitutions. A summary sheet must also be provided to provide the cumulative amount for all sites.**

- i. In the event of questions during an E-rate pre-commitment review, post-commitment review and/or audit inquiry, the awarded Service Provider is expected to reply within three (3) days to questions associated with its proposal.
- j. The awarded Service Provider is required to send copies of all forms and invoices to the District prior to invoicing USAC for pre-approval. Failure to comply with this requirement may result in the District placing the vendor on an "Invoice Check" with the USAC  
<http://www.usac.org/sl/applicants/step07/invoice-check.aspx>
- k. Services providers must comply with the FCC rules for Lowest Corresponding Price ("LCP"). Further details on LCP may be obtained at USAC's website: <http://www.usac.org/sl/service-providers/step02/lowest-corresponding-price.aspx>

### **3) SERVICE PROVIDER ACKNOWLEDGEMENTS**

- a. The Service Provider acknowledges that no change in the products and/or services specified in this document will be allowed without prior written approval from the district and a USAC service substitution approval with the exception of a Global Service Substitutions.
- b. The Service Provider acknowledges that all pricing and technology infrastructure information in its bid shall be considered as public and non-confidential pursuant to §54.504 (2)(i)(ii).
- c. The Service Provider acknowledges that its offer is considered to be the lowest corresponding price pursuant to § 54.511(b). Should it not be the lowest corresponding price, the service provider must disclose the conditions leading to the applicant being charged in excess of lowest corresponding price.
- d. This offer is in full compliance with USAC's Free Services Advisory <http://www.usac.org/sl/applicants/step02/free-services-advisory.aspx>. There are no free services offered that would predicate an artificial discount and preclude the applicant from paying its proportionate non-discounted share of costs. The service provider agrees to provide substantiating documentation to support this assertion should the applicant, USAC, or the FCC request it.

### **4) STARTING SERVICES/ADVANCE INSTALLATION**

The annual E-rate Funding Year begins on July 1 and expires on June 30 of each calendar year. Regardless of the contract "effective date", E-rate eligible goods and/or services requested in this RFQ shall be delivered no earlier than the start of the 2020 funding year (July 1, 2020). If Category 1 services (Telecommunication Services and Internet access) will begin on or shortly after July 1 of a funding year, the service provider, in some cases, may need to undertake some construction and installation work prior to the beginning of that funding year. Within the limitations indicated below, the infrastructure costs of a service provider can be deemed to be delivered at the same time that the associated Category 1 services begin. That is, if services begin on July 1, then the delivery of service provider infrastructure necessary for those services can be considered as also delivered on July 1.

## **EARLY FUNDING CONDITIONS**

### **Category 1**

There are four conditions that must be met in order for USAC to provide support in a funding year for Category 1 infrastructure costs incurred prior to that funding year.

- *Initiation of installation cannot take place before selection of the service provider pursuant to a posted Form 470 and in any event no earlier than six (6) months prior to July 1 of the funding year.*
- *The Category 1 service must depend on the installation of the infrastructure.*
- *The underlying Category 1 service cannot have a service start date prior to July 1 of the funding year.*
- *No invoices can be submitted to USAC for reimbursement prior to July 1 of the funding year.*

For more information, please refer to the FCC Order involving the Nassau County Board of Cooperative Educational Services (DA 02-3365 , released December 6, 2002). This FCC decision only applies to Priority 1 services (telecommunications services and Internet access).

The complete text can be found at the following URL:

<http://www.usac.org/sl/applicants/step05/installation.aspx>

### **Category 2**

There is one condition that allows USAC to provide support in a funding year for Category 2 installation costs incurred prior to that funding year.

- *We also amend our rules for category two non-recurring services to permit applicants to seek support for category two eligible services purchased on or after April 1, three months prior to the start of funding year on July 1. This will provide schools with the flexibility to purchase equipment in preparation for the summer recess and provide the maximum amount of time during the summer to install these critical networks.*

For more information, please refer to the FCC Report and Order and Further Notice of Proposed Rulemaking ([FCC 14-99](#) , released July 23, 2014). This FCC decision only applies to Category 2 services (Internal Connections).

## **5) INVOICING**

- a. The Service Provider agrees to bill and receive a portion of the payment for the provisions of goods and services described herein directly from USAC via the Form 474 Service Provider Invoice (SPI). The District will only be responsible for paying its non-discounted share of costs and does not intend to use the BEAR process (Form 472). The maximum percentage the District will be liable for is the pre-discount amount minus the funded amount as shown on the FCC Form 471 Block 5 and any identified ineligible costs. Upon the successful receipt or posting of a Funding Commitment Decision Letter from the SLD and submission and certification of Form 486, the District shall pay only the discounted amount beginning with the billing cycle immediately following said approval. Alternatively, should the District decide that it is in the best interest of the District to file a Form 472, the District will inform the Service Provider of its intent.

- b. All Service Provider invoicing to USAC must be completed within 120 days from the last day of service. Should the Service Provider fail to invoice USAC in a timely manner, the District will only be responsible for paying its non-discounted share.

**6) FCC/SLD AUDITABILITY**

The E-rate program requires that all records be retained for at least ten (10) years from the last date of service provided on a particular funding request. Respondent hereby agrees to retain all books, records, and other documents relative to any Agreement resulting from this RFQ for ten (10) years after final payment. The District, its authorized agents, and/or auditors reserves the right to perform or have performed an audit of the records of the Respondent and therefore shall have full access to and the right to examine any of said materials within a reasonable period of time during said period.

**7) PROCUREMENT OF ADDITIONAL GOODS AND/OR SERVICES/COTERMINOUS EXPIRATION**

During the term of any Agreement resulting from this RFQ, the District may elect to procure additional or like goods and/or services offered by the Respondent. Such services shall be negotiated and obtained via an official amendment to this Agreement and approval by the District's Governing Board. All terms, conditions, warranties, obligations, maintenance and support of said goods or services shall have a coterminous expiration date with the original date of this Agreement. The District shall not enter into a separate Agreement for said goods or services. Respondents must state in their proposal that they acknowledge, accept and are in agreement with coterminous expiration conditions.

**Right to Reject Any and All Quotes**

The Applicant reserves the right to reject any or all quotation submittals and to waive any informalities or regularities. The Service Provider's quotation submission is recognition of this right.

In addition, the Applicant reserves the right to fund, (proceed with project or purchase) or not to fund, regardless of E-Rate approval.

**Trade Names and Alternatives**

For convenience in designation on the plans or in the specifications, certain articles or materials to be incorporated in the work may be designated under a trade name or in the name of a manufacturer. Whenever in specifications any materials, process, or article is indicated or specified by grade, patent, or proprietary name or by name of manufacturer, such specification shall be deemed to be used for the purpose of facilitating description of material, process or article desired and shall be deemed to be followed by the words "or equal," and service provider may, unless otherwise stated, offer any material, process or article which shall be substantially equal or better in every respect to that so indicated or specified. If material, process or article offered by service provider is not, in opinion of the District, substantially equal or better in every respect to that specified, then service provider shall furnish material, process or article specified. Burden of proof as to equality of any material, process or article shall rest with service provider. Without such documentation, the District cannot accept the argument on functionality equivalent or better based on cost alone. Products must be compatible with existing systems. Service Provider shall submit request together with substantiating data for substitution of any "or equal" item within the sealed bid packet at the closing of bids. Provision authorizing submission of "or equal" justification data shall not in any way authorize an extension of time for performance of this contract.

### Evaluation Criteria

The selection process for each section will include the following evaluation and point assignment/rating criteria for vendors:

Category	Points
Cost of E-rate Eligible Services	45
Cost of E-rate Ineligible Services	5
Scope of Work and Specification Compliance	30
- Proposal meets or exceeds all technical requirements	
- Compatibility with existing systems	
- Ease of interoperability with existing systems	
Bidders Capabilities	20
- Ability to deliver services	
<i>Total Possible Points</i>	100

### Submission Instructions

Service Provider shall provide **one (1)** original signed RFQ Responses via email and **one (1)** complete copy of their valid CMAS and/or WSCA-NASPO Contract or valid web-address to all contract pages; via email to First Name Last Name Email Address by the due date and time specified on page 1.

Any questions regarding this RFQ shall be submitted in writing to the contact contained herein. Email inquiries are required. The District will not respond to phone call inquiries.

E-mail inquiries must include the RFQ number in their subject line and are to be sent by February 7, 2020 5:00PM PST to the following:

Todd Lewis: [todd.lewis@sysdschools.org](mailto:todd.lewis@sysdschools.org)

Marilyn Adrianzen: [marilyn.adrianzen@sysdschools.org](mailto:marilyn.adrianzen@sysdschools.org)

Kathy Carroll: [kcarroll@cscentral.com](mailto:kcarroll@cscentral.com)

### Pricing Instructions

Service Providers may provide pricing for all or any individual sections outlined below.

### Order Information

District reserves the right to order quantities in any size lot or lots of quantities. Pricing must remain firm for the period of April 1, 2020 thru September 30, 2021. The District reserves the right to extend the intent to purchase for an additional annual term through September 30, 2022. Vendor must continue to have a valid CMAS contract and/or continue to be a WSCA/NASPO approved reseller during the term of the purchase agreement.

**PROJECT SPECIFICATIONS**

**Section 1: Switching**

The Goal: To provide qualified vendors with the necessary information and specifications to allow them to respond with a solution that they determine best meets those requirements.

The District is seeking to purchase school site network switches.

The proposed solution price must include a complete bill of materials, applicable sales tax, and applicable shipping.

The scope of the project will be as follows:

- All equipment and material should be new.
- Used, refurbished or repurposed equipment or material will not be acceptable.
- Standard Manufacturer Warranty

**MINIMUM HARDWARE SPECIFICATIONS**

The district is willing to accept bids from alternative manufacturers as long as they meet or exceed the current district standard. Please see the section "Trade Names and Alternatives" in this RFQ for further information.

**INDIVIDUAL QUANTITIES:**

**SCHOOL SITE A: Ocean View Hills Elementary School**

Part Number	Description	Quantity
C9300-48P-EDU	Cisco Catalyst 9300 - switch - 48 ports - managed - rack-mountable or equivalent	10
CON-SNT-C930448P	Cisco SMARTnet extended service agreement 8x5xNBD or equivalent	10
C9300-NW-A-48-EDU	Cisco Network Advantage – license or equivalent	10
C9300-NM-4G	Cisco Catalyst 9300 Series Network Module – expansion module or equivalent	10

**SCHOOL SITE B: San Ysidro Middle School**

Part Number	Description	Quantity
C9300-48P-EDU	Cisco Catalyst 9300 - switch - 48 ports - managed - rack-mountable or equivalent	11
CON-SNT-C930448P	Cisco SMARTnet extended service agreement 8x5xNBD or equivalent	11
C9300-NW-A-48-EDU	Cisco Network Advantage – license or equivalent	11
C9300-NM-4G	Cisco Catalyst 9300 Series Network Module – expansion module or equivalent	11

**SCHOOL SITE C: Sunset Elementary School**

<b>Part Number</b>	<b>Description</b>	<b>Quantity</b>
<b>C9300-48P-EDU</b>	Cisco Catalyst 9300 - switch - 48 ports - managed - rack-mountable or equivalent	<b>1</b>
<b>CON-SNT-C930448P</b>	Cisco SMARTnet extended service agreement 8x5xNBD or equivalent	<b>1</b>
<b>C9300-NW-A-48-EDU</b>	Cisco Network Advantage – license or equivalent	<b>1</b>
<b>C9300-NM-4G</b>	Cisco Catalyst 9300 Series Network Module – expansion module or equivalent	<b>1</b>

**SCHOOL SITE D: Smythe Elementary School**

<b>Part Number</b>	<b>Description</b>	<b>Quantity</b>
<b>C9300-48P-EDU</b>	Cisco Catalyst 9300 - switch - 48 ports - managed - rack-mountable or equivalent	<b>5</b>
<b>CON-SNT-C930448P</b>	Cisco SMARTnet extended service agreement 8x5xNBD or equivalent	<b>5</b>
<b>C9300-NW-A-48-EDU</b>	Cisco Network Advantage – license or equivalent	<b>5</b>
<b>C9300-NM-4G</b>	Cisco Catalyst 9300 Series Network Module – expansion module or equivalent	<b>5</b>

**SCHOOL SITE E: Willow Elementary School**

<b>Part Number</b>	<b>Description</b>	<b>Quantity</b>
<b>C9300-48P-EDU</b>	Cisco Catalyst 9300 - switch - 48 ports - managed - rack-mountable or equivalent	<b>1</b>
<b>CON-SNT-C930448P</b>	Cisco SMARTnet extended service agreement 8x5xNBD or equivalent	<b>1</b>
<b>C9300-NW-A-48-EDU</b>	Cisco Network Advantage – license or equivalent	<b>1</b>
<b>C9300-NM-4G</b>	Cisco Catalyst 9300 Series Network Module – expansion module or equivalent	<b>1</b>

## **SCHOOL LOCATIONS AND FURTHER INFORMATION**

**These addresses do not designate address for shipment of materials.**

**San Ysidro School District Office (shipping location for all equipment):  
4350 Otay Mesa Road, San Ysidro, CA 92173**

**Smythe Elementary School  
1880 Smythe Ave., San Ysidro, CA 92173**

**Ocean View Hills Elementary School  
4919 Del Sol Blvd., San Diego, CA 92154**

**Sunset Elementary School  
3825 Sunset Lane, San Ysidro, CA 92173**

**San Ysidro Middle School  
4345 Otay Mesa Rd., San Ysidro, CA 92173**

**Willow Elementary School  
226 Willow Rd., San Ysidro, CA 92173**





# NOTICE

## Addendum 01 – Questions and Answers

**RFQ:** E-rate Category 2 Equipment  
**RFQ NO:** 03 (2019/2020)  
**Addendum:** 01 – Questions and Answers

**Question 1:** According to the Evaluation Criteria on page 8, 30% of the score is Scope of Work and Specification Compliance which includes compatibility with existing systems and ease of interoperability with existing systems. The switches listed are edge switches that would be placed in IDF's either stand alone or stacked. They are not Core switches that would be aggregating the school's fiber. Are there any management solutions in use by SYSD that have proprietary features to the manufacturer listed in the RFP that would not work with a true alternative switch manufacturer that we would want to propose? We are trying to gauge the District's willingness to accept an equal switch proposed at a lower cost that meets or exceeds the most common switch features. (For example, # of POE Ports, POE power budget, Power Supply, Uplinks, Switching Capacity, Forwarding Rates, Warranty Service Level)

**ANSWER:** The district currently uses Cisco Network Assistant software

**Question 2:** Are there any specific features besides the ones listed in question #2 that an alternate proposed switch must have to be considered an equal.

**ANSWER:** As there are many different switch features available, we are referring you to the RFP section "Trade Names and Alternatives."

**End of Addendum No. 1**

Todd Lewis, Director of Education Technology

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The addendum has also been posted online at: <https://tinyurl.com/SYSD-RFP2020>



# SAN YSIDRO SCHOOL DISTRICT

Response for FCC Form 470 Number 200015278

02/21/2020

E-Rate Year 22 / Funding Year 2019-2020

## Digital Copy



CDW Government LLC  
230 N. Milwaukee Ave.  
Vernon Hills, IL 60061





One CDW Way  
230 N. Milwaukee Ave  
Vernon Hills, IL 60061  
P: 847.371.5800  
F: 847.465.6800  
Toll-Free: 800.808.4239  
[www.cdwg.com/PeopleWhoGetIT](http://www.cdwg.com/PeopleWhoGetIT)

SAN YSIDRO SCHOOL DISTRICT  
4350 OTAY MESA RD.  
SAN YSIDRO, CA 92173

02/21/2020

**RE: CDW•G's Response to FCC Form 470 Number 200015278**

Dear Mr. Lewis,

CDW•G understands the objective of the RFP is for San Ysidro School District to identify a reliable and experienced supplier partner capable of managing your Internal Connections. Our response demonstrates CDW•G's ability to contribute to the overall success of this initiative. Specific advantages of partnering with us include:

- CDW•G's Gold Certified Partnership status with Cisco facilitates timely road mapping and other requests for information.
- Extensive customized configuration services ensures products arrive at your locations ready to plug and play, maximizing your staff's productivity
- Highly trained and experienced account team, including a dedicated account manager is responsible for coordinating all of your needs and ensuring customer satisfaction
- Valuable presales consulting expertise assists with developing solutions that provide robust functionality, efficiencies, and cost savings.

As always, we consistently strive to exceed your expectations. Should you have any questions regarding our response, please contact your Sr. Account Manager, Jeff Polk, at (312) 706-4094, or via email at [jeffpol@cdwg.com](mailto:jeffpol@cdwg.com). We thank you for the opportunity to participate in this RFP process and are confident you will find our response advantageous from both a strategic and budgetary standpoint.

Sincerely,

A handwritten signature in black ink, appearing to read "Matt Flood".

Matt Flood  
Supervisor, Proposals  
CDW Government, LLC

# CDW Government Overview

CDW is a leading multi-brand technology solutions provider to business, government, education and healthcare organizations in the United States, the United Kingdom and Canada. A Fortune 500 company with multi-national capabilities, CDW was founded in 1984 and employs more than 9,000 coworkers. We have an expansive network of offices near major cities and a large team of field coworkers across the United States.

### CDW QUICK FACTS

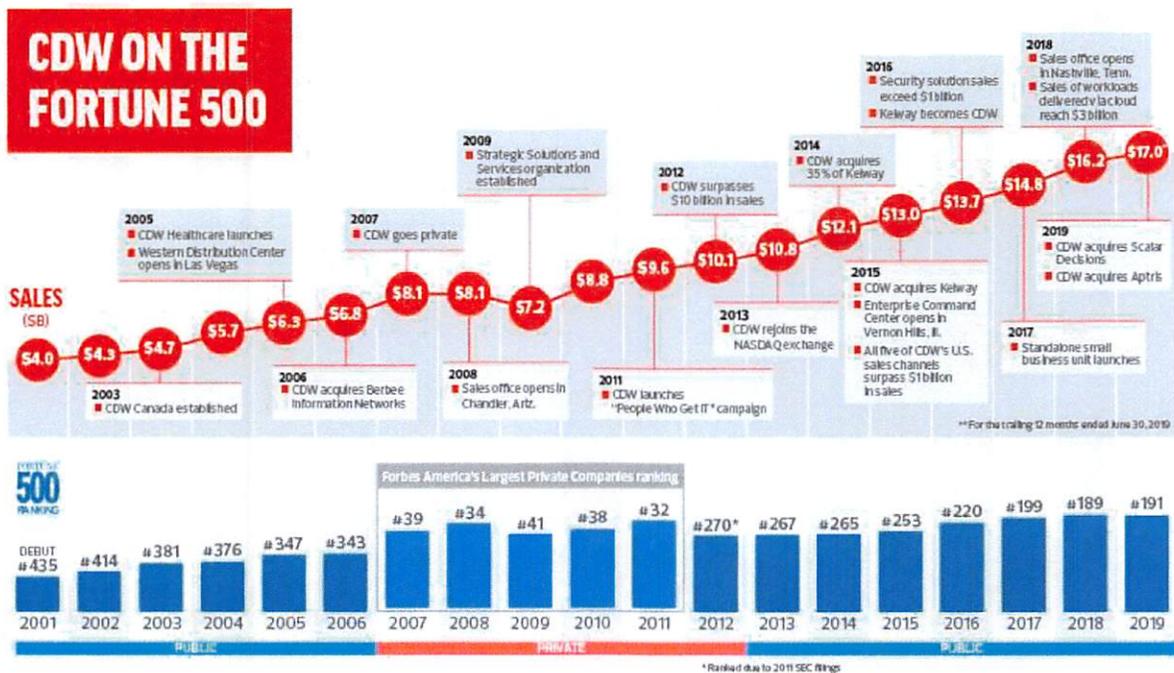
- **Headquarters:** Vernon Hills, IL
- **2019 Annual Net Sales:** \$18.0B
- **# of Coworkers:** 9,900+
- **# of U.S. Sales Offices:** 26
- **# of Customers:** 250,000+
- **Fortune 500 Rank:** 191

Our broad array of offerings range from discrete hardware and software products to integrated IT solutions such as mobility, security, data center optimization, cloud computing, virtualization and collaboration. We are technology “agnostic,” with a product portfolio that includes more than 100,000 products from more than 1,000 brands. We provide our products and solutions through our sales and service delivery teams, consisting of nearly 6,000 customer-facing coworkers, including more than 2,000 field sellers, highly skilled technology specialists and advanced service delivery engineers.



CDW debuted on the Fortune 500 in 2001, at No. 435. CDW’s rise in the rankings highlights its sustainable, profitable growth over the years, from \$4 billion in sales in 2001 to over \$18 billion in 2019. CDW now ranks at number 191 on the FORTUNE 500 list. CDW ranks at No. 5 on CRN’s 2019 Solution Provider 500 list.

CDW Government LLC is the wholly-owned subsidiary of CDW LLC. Our customer base is quite diverse, ranging from state and local government, federal, healthcare, K-12 and higher education.



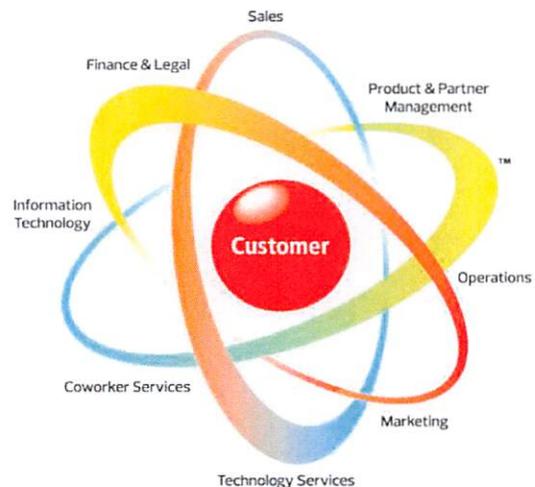
## Total Solutions

CDW offers a full range of products and services that enable your organization to develop the best total solution to meet your specific needs while attaining the most value for your organization. CDW provides expert consulting, design, configuration, installation, and lifecycle management services. Our offerings are extremely comprehensive as follows:

CDW OFFERINGS	
<b>PRODUCTS &amp; PARTNERSHIPS</b>	<b>100,000+ products</b> from more than 1,100 vendors including Acer, Adobe, Cisco, Dell, EMC, HP, IBM, Lenovo, Microsoft, NetApp, and VMware
<b>TECHNOLOGY SERVICES</b>	<ul style="list-style-type: none"> <li>▪ e-Procurement integration</li> <li>▪ Leasing services</li> <li>▪ Managed services</li> <li>▪ Pre-shipment configuration</li> <li>▪ Professional services</li> <li>▪ Warranty and maintenance</li> </ul>
<b>TOTAL SOLUTIONS</b>	<ul style="list-style-type: none"> <li>▪ Cloud</li> <li>▪ Collaboration</li> <li>▪ Data center and networking</li> <li>▪ Managed Print Services</li> <li>▪ Point of Sale</li> <li>▪ Security</li> <li>▪ Software management</li> <li>▪ Total Mobility Management</li> </ul>

## Customer-Focused Philosophy

CDW continues to maintain the strong customer focus that has been the key to our success. We adhere to a core philosophy known as the CDW Circle of Service, which means that everything we do revolves around you – the customer. It drives us to provide outstanding customer service and the best value. Our objective is to have San Ysidro School District view us as a valuable extension of your IT staff. We seek to achieve this goal by providing superior customer service through our large and experienced sales and service delivery teams. Our Market Research Team works with a third-party research firm to measure customer loyalty and satisfaction through customer surveys.



**CDW Circle of Service**

## Strengths, Best Practices, and Value

By aligning with CDW, your organization can take advantage of our strengths, best practices, and value-added services. Highlights include:

- Experienced account team supports your day-to-day IT needs and also helps develop appropriate strategies for future product and service needs.
- Value-added presales consulting resources ensure solutions are tailored to meet your operational and budgetary requirements.
- Strong partnerships with vendors enable us to provide technology roadmaps, quick responses to questions, and competitive pricing.
- On-line procurement capabilities streamline and standardize purchasing as well as support flexible reporting and improved decision making.
- Two large ISO 9001 certified distribution centers, efficient inventory management capabilities, and distribution channel partnerships result in quick product turnaround.
- Highly trained and experienced technicians provide pre-shipment configuration services and quality assurance checks to maximize productivity.
- Flexible logistical capabilities accommodate standard or urgent delivery.
- Our breadth and depth of capabilities enables us to deliver a streamlined and cost-effective total solution from planning to ongoing management.
- CDW's business model provides local and nationwide support.
- Our financial strength and leadership will enable us to continue supporting San Ysidro School District with leading-edge technology solutions.

## Large Onsite Inventories

CDW has two large strategically located distribution centers controlled by a state-of-the-art Warehouse Management System (WMS) that ensures speed and accuracy throughout the order fulfillment and distribution processes. CDW has a 450,000-square-foot distribution center located at our headquarters in Vernon Hills, IL and a 513,000-square-foot distribution center located in North Las Vegas, NV. These locations facilitate quick distribution of products to our growing customer base throughout the country. The Vernon Hills (VH) distribution center focuses on distributing products to customers east of the Mississippi River while the Las Vegas (LV) distribution center primarily serves the western part of the United States.

CDW holds \$220M of inventory, on average, in our two CDW-owned distribution centers that total almost 1M square feet. Our ISO 9001, 14001 and 28000 certified strategically located distribution centers provide speed, accuracy, and excellent geographic coverage across the United States. We have access to more than 100,000 top brand-name products from more than 1,100 leading manufacturers.



Due to the size of our facilities that span four levels of storage and three level picking modules, forklifts are required to stock and pick products as needed. Our product lineup includes desktops, notebooks, servers, peripherals, networking and communications equipment, software, accessories, plotters, network printers, desktop printers, and print supplies. CDW offers everything your IT operation could possibly need – from enterprise solutions to mouse pads.

## Funding Information & CDW•G Resources

While we utilize many avenues to lower costs, our primary focus is being the best-valued solution for San Ysidro School District. While providing strategic cost savings for our customers, we do not sacrifice our unique value added offerings, because we know long term we are providing substantial savings and support. As a vendor agnostic technology integrator, we do not push brands; we orchestrate best fit solutions. This is because San Ysidro School District is better off with solutions that make the most sense for their need. We have relationships with all the top manufacturers and service partners and have compared each of their offerings to your unique needs and objectives. For San Ysidro School District's deployment, we have tailored a custom solution which provides the most value to you for every stage of your program.

We know San Ysidro School District's need for vendor support does not stop at deployment completion. Maintaining technology program innovativeness and alignment with your education goals is a continuous and daunting task. In fact, in a year, your program will look very different. You need a vendor that does more than meet your RFP's technology requirements; you need a vendor **partner** that shares a passion for education and continued development. CDW•G does not rest on our laurels; we pledge to remain dedicated to supporting the full scope of San Ysidro School District's technology and related educational needs. Our partners all offer the same enthusiasm, ensuring we achieve all San Ysidro School District's program goals.

CDW•G addresses San Ysidro School District's RFP requirements to highlight our proposed value-added services; aimed at increasing educator effectiveness, saving you budget dollars and saving you valuable IT staff time.

## Get-Ed Funding Overview

### [GetEdFunding.com](http://GetEdFunding.com)

CDW•G hosts GetEdFunding.com, a free grant-finding resource, providing access to billions of dollars' worth of educational funding opportunities. As the sponsor of the GetEdFunding website, CDW•G's mission is to help educators and institutions to uncover the funds they need to supplement shoestring budgets, expand innovative programs, prepare students for the increasingly complex skills they'll need to participate in tomorrow's workforce and help close the equity gap in educating students from all backgrounds and circumstances.

This tool is dedicated to helping educators identify the funding that is needed to take learning to the next level. At GetEdFunding.com, San Ysidro School District can:

- Access resources including advice, best practices, workshop videos, and more
- Create a profile and receive alerts for new opportunities as soon as they become available
- Research funding options to discover the solutions that are right for you
- Search through **thousands of active grants and awards**

This site is current, built by tapping by a wide range of print and electronic sources, web searches, organizations' web pages, communication with program administrators, and conversations with long-standing contacts. In the case of federal grants, which rely on congressional approval for continued funding, best efforts have been made to tie down agencies' sense of the likelihood of future funding. Those programs pending congressional approval are included in this collection so that they may get on your radar as future possibilities.

GetEdFunding is created by educational professionals, for educational professionals. It is designed to be an easy-to-use, relevant and reliable database. Former and currently practicing educators from various levels of pre-K through higher education and experienced educational publishing

writer/editors have touched every stage of this database development. Their work included conducting research, writing entries, fact-checking, aligning curriculum, copyediting, data entry, and beta testing, among others. In addition to experienced educational publishing professionals, the team includes an education grant specialist, community college instructor, high school math teacher, special needs educator, district technology coordinator, library/media specialist, ELL teacher and elementary teacher.

This site helps San Ysidro School District reduce the energy your teachers are spending to search for programs and money. This rich resource of grant and funding opportunities is expanded, updated, and monitored daily. You can search by six criteria, including 41 areas of focus, eight content areas and any of the 21st century themes and skills that support your curriculum. Once you are registered on the site, you can save the grants of greatest interest, then return to read about them at any time. Further, this site provides a tool for your teachers to tap into resources that are already available and applicable to their learning plans. For example, there are over 60 STEM specific programs currently available for application.

## CDW•G K-12 Resources

As mentioned in our cover letter, CDW•G provides K-12 educational collaborators to assist in aligning San Ysidro School District's Standards-Based Teaching & Learning Framework with your technology roadmap. CDW•G's Learning Environment Advisors (LEAs) team are available for future discussion with San Ysidro School District when strategizing your technology program roadmap. Working with the leading OEMs in the industry, the role of the LEA serves as a critical vendor-agnostic voice to assist San Ysidro School District in sorting through all the major education platforms when making your mobility and hardware decisions. With the LEAs being vendor-neutral, San Ysidro School District can be confident you are getting suggestions for solutions that best fit your systems and processes.

Academics and Technology have become so intertwined, it only makes sense to blend both of these program goals into one. This furthers collaboration, as you get both IT Staff and Educators providing expert insight in the development and vetting of what works and does not work for your schools. The available CDW•G resources unite both viewpoints and ensure San Ysidro School District's technology program is successful from both an operational and an academic perspective. Lock-stepping your programs provides a greater benefit to your classrooms than struggling to keep two programs on pace with each other.

## Additional CDW•G Resources

Additional resources CDW•G offers for instructional support and collaboration to assist educators in creating a 21st century learning environment include:

- Free semiannual editions of *The Big Deal Book of Technology*. This resource offers guidance on where to obtain grant funding for educational technology and professional development workshop and includes links to websites that educators in your school may find useful.
- **EdTech: Focus** publications help K-12 school district technology managers and campus IT staff doing their jobs more effectively. Descriptions of best practices, special features, product reviews and case studies from the field showcase technology's impact on teaching, learning and administrative services on school campuses of all types and sizes.
- [Edtechmag.com](http://Edtechmag.com): The electronic version of our EdTech publication, this site offers lesson plans, thought-leadership videos, whitepapers, case studies, and research reports that

provide in-depth perspectives of emerging trends and technologies. Additional on this site, PSD educators will find a calendar of events coverage, reference guides, and insightful webinars in which schools and institutions discuss their best practices, share perspectives and provide recommendations.

## CDW•G as a Partner in Student Development

We believe that technology empowers students and educators to make the learning process more interactive, individualized, and hands-on. If properly deployed, technology fosters a more effective learning environment that helps students develop the necessary 21st century skills to succeed in their current environment, at the college level, and in their future careers.

For this reason, CDW•G applauds San Ysidro School District for your work in providing students the opportunity to unlock their potential through individualized, technology-based education and the impact you have had in the success of so many students. We are humbled to contribute to this mission and have enjoyed our history collaborating with San Ysidro School District to provide students affordable access to technology. Like technology, we continue to focus on process improvements to ensure we remain a contributing factor to the success of the San Ysidro School District program. We highlight our processes and proposed improvements in our responses below.

## CDW•G’s Flexibility to Increase Capacities in our Distribution and Configuration Centers

CDW•G’s extremely efficient inventory and distribution systems have the capacity to handle 310,000 units per day: 150,000 units at the Vernon Hills, IL Distribution Center and 160,000 units at the Las Vegas, NV Distribution Center.

In 2018, CDW processed more than 50% to 60% of our IT sales from our two distribution facilities. Even these impressive figures represent only a little more than half of our current capacity. As depicted in the graph below, we have the flexibility to increase capacity in all aspects of the procurement process. By design, neither location utilizes its full capacity, so we are able to scale to fulfill large orders. For instance, if a customer purchases a substantial quantity of servers, we utilize the available space to house and stage the equipment for configuration and shipment. This process enables a fast turnaround to our customers so that they are able to utilize their products quickly, rather than waiting extensive periods of time.



Estimated Daily Capacities	Average Current Utilization	Flexibility to Increase Capacity
Configure 10,000 + Devices	2,500 Configurations	51%
Process 310,000 Units	135,000 Units	56%

## CDW•G E-Rate Experience

CDW•G is the wholly owned subsidiary of CDW LLC that focuses on the public sector, including federal, state, and local government agencies, educational institutions, and healthcare facilities. With over 200 government and education contracts, we are the nation's largest direct response provider of multi-brand technology products and services.

We focus on building strong relationships with our K–12 customers by leveraging our knowledgeable account managers and technical specialists to provide extensive pre- and post-award support. Our experts lead the industry in public-sector customer service and product knowledge, directly benefitting the officers, administrators, and staff of our public safety customers.

Based upon both exponential growth within the K–12 & Library market and accolades from our OEM partners, CDW•G has continued our investments into resources to support our customers nationwide. Those resources include our Business Development team, which consists of former educators and classroom technology specialists whose primary focus is helping our customers implement solutions attuned to the needs of IT, leadership, and curriculum. These solutions are created with realistic budget constraints in mind, often in conjunction with E-Rate funding initiatives, led by Learning Environment Advisors (LEAs) advising on the top issues in the changing 21st century classroom environment.

## Credentials and Certifications

CDW•G holds several ISO certifications, including 9001:2008. Our 9001:2008 certificate of registration covers a scope of sales, configuration, repair, and support of computer and related technology. Our 14001:2004 certificate of registration includes environmental activities related to product/service management, inventory control, shipping, customer service, returns management, and receiving computers and related technologies (excluding the office, cafeterias, and lessee areas).

## A Powerful E-Rate Partner

CDW•G is proud to have participated in E-Rate Projects for Category 2 since 1998, when our company was founded. During that time, we have been awarded over 14,000 E-Rate projects totaling over \$436M in total equipment delivered to schools throughout the United States. Due to our streamlined and best-practice system of checks and balances, we have never lost funding for a school, as substantiated by countless audits. Our **dedicated E-Rate invoice team** ensures expert handling of both BEAR and SPI E-Rate invoicing.

## E-Rate Program Management

**David White**, Program Manager, and **Amy Passow**, E-Rate Specialist, offer K–12 entities their knowledge, assistance, and advisement on E-Rate matters, including but not limited to Program compliance and adherence. Mr. White prepares contract deliverable reports and makes modifications, as necessary, including price reductions, additions, discontinued products, replacements, and version changes. He ensures that price and supply agreements are in place from award through completion and that the E-Rate bidding, ordering, invoicing, and funding are all seamless and easy for entities to complete.

Ms. Passow ensures CDW•G is working with E-Rate applicants in compliance with rules and regulations throughout the process. She advises on the appropriate engagement before and after Form 470 filings and works with our operations teams to ensure E-Rate ordering, invoicing, and delivery are compliant; additionally, Ms. Passow assists applicants with PIA reviews and preparation of Item 21 Forms as part of the Form 471 process.

## Account Management Team

Jeff Polk

Sr. Account Manager

Toll Free Phone: (866) 639-2816

Email: [jeffpol@cdwg.com](mailto:jeffpol@cdwg.com)

Tim Gerson

Sales Manager

Toll Free Phone: (866) 339-4341

Email: [tingers@cdw.com](mailto:tingers@cdw.com)

David White

ERATE Program Manager

Direct Phone: (312) 547-2848

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Mark Ellis

Manager, Program Management

Direct Phone: (732) 982-0390

Email: [markeli@cdwg.com](mailto:markeli@cdwg.com)

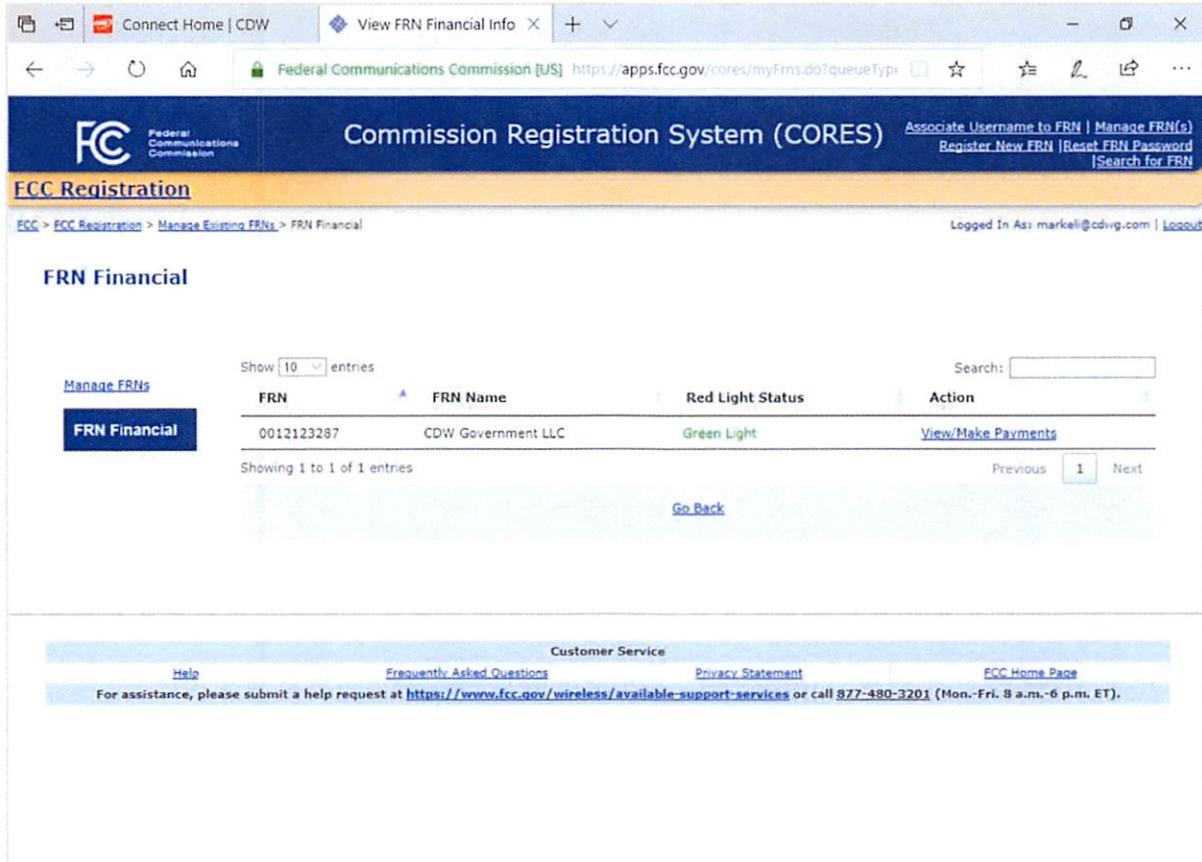
Stephanie Santander

Director, Program Sales

Direct Phone: (847) 371-5082

Email: [stephanie.santander@cdw.com](mailto:stephanie.santander@cdw.com)

# FCC FRN E-Rate Display System Status



The above screen shot is from October 9<sup>th</sup>, 2019 - CDWG remains in Green Light Status. Upon request, CDWG can provide an updated screenshot.

**Spin #143005588**

**FCC Registration #0012123287**

# Pricing Offer

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** June 25, 2020

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Information Technology  
Todd Lewis, Director

Informational  
 Action

**AGENDA ITEM:** AGREEMENT WITH VECTORUSA FOR MANAGED TECHNOLOGY SERVICES

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**BACKGROUND INFORMATION:**

VectorUSA, one of Southern California's premiere technology companies that designs, builds and maintains data, voice, and video networks, has been assisting the District's Information Management Services Department with upgrading and support of the school's data network.

The District is requesting VectorUSA to provide Managed Technology Services for Network Infrastructure and Server Architecture. ■ The Network Architecture includes services and support to assure that network equipment (switches, routers, firewalls, etc.) and wireless centralized equipment are managed in a consistent and complete manner throughout the school year. ■ The Server Architecture includes services and support to assure server resources are managed in a consistent and complete manner. The services will include: 24x7x365 monitoring of all covered equipment; backup and patching of Operating Systems/Firmware of all critical centralized District Office systems including District Office servers and storage; remediation and maintenance services to restore failed equipment and outages; and a monthly time and material budget for Voice server and storage configuration management, moves, adds, and changes.

The agreement is aligned with the District's educational and financial goals. The term of the agreement is for one year (July 1, 2020 - June 30, 2021). The cost implication is \$89,407.36 which includes the Maintenance and 12 months service. Additional costs may be incurred with District approval.

**RECOMMENDATION:**

Approve the agreement with VectorUSA for Managed Technology Services (Network and Server Architecture) at an estimated amount of \$89,407.36 from the General fund.

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**LCAP GOAL AND ACTION/SERVICE:**

Goal 1: Student Achievement,

Action 1.4: Continue to utilize current data system. Assess and evaluate system to determine effectiveness.

**Renewal**    **New**    **Amendment**    **Ratify**    **Other**

Financial Implications?

Yes    No

Are funds for this item available in the 2020-2021 Budget?

Yes    No

Requisition #

\$89,407.36

(Amount)

General Fund

(Name of funding source and/or location)

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Recommended for:    Approval    Denial   Certification Requested    Yes    No

# PROFESSIONAL SERVICES AGREEMENT

This agreement is made and entered into this \_\_\_\_\_ day of June, 2020, by and between the San Ysidro School District, hereinafter called the "District", and

VectorUSA  
Company/Consultant

(310) 436-1012  
Telephone Number

9808 Waples Street, San Diego, CA 92121  
Address

\_\_\_\_\_  
Website

hereinafter referred to as "Consultant."

## 1 SCOPE AND TERMS

### 1.1 SCOPE OF SERVICES

Scope of Services. In compliance with all terms and conditions of this Agreement, the Consultant shall provide those services specified in the Consultant Services Documentation ("attached documents") attached hereto as **Exhibit "A"** and incorporated herein by this reference, which services may be referred to herein as the "services" or "work" hereunder. As a material inducement to the District entering into this Agreement, Consultant represents and warrants that Consultant is a provider of first class work and services and Consultant is experienced in performing the work and services contemplated herein and, in light of such status and experience, Consultant covenants that it shall follow the highest professional standards in performing the work and services required hereunder and that all materials shall be of good quality, fit for the purpose intended. For purposes of this Agreement, the phrase "highest professional standards" shall mean those standards of practice recognized by one or more first-class firms performing similar work under similar circumstances.

Compliance with Law. All services rendered hereunder shall be provided in accordance with any and all applicable ordinances, resolutions, statutes, rules, and regulations of the District, City and any Federal, State or local governmental agency having jurisdiction in effect at the time service is rendered. Each and every provision required by law to be included in this Agreement shall be deemed to be included by this reference, and this Agreement shall be read and enforced as though they were included.

Licenses, Permits, Fees and Assessments. Consultant shall obtain at its sole cost and expense such licenses, permits and approvals as may be required by law for the performance of the services required by this Agreement. Consultant shall have the sole obligation to pay for any fees, assessments and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for the Consultant's performance of the services required by this Agreement, and shall indemnify, defend and hold harmless District against any such fees, assessments, taxes penalties or interest levied, assessed or imposed against District hereunder.

### 1.2 TERM

From: July 1, 2020 To: June 30, 2021

The Term of this Agreement as noted, unless earlier terminated as provided herein. The Parties may mutually agree to extend this term only by written amendment. Should the Parties agree to extend the term of this Agreement; the Agreement can only be extended on a year-to-year basis with written approval unless otherwise indicated in writing and in accordance with the law.

**2 FEES AND PAYMENTS**

**2.1 FEES**

District shall pay Consultant for the specified services as reflected on *Exhibit A* during this contract term.

**2.2 PAYMENTS**

Consultant shall submit to District an itemized invoice which indicates work completed by Consultant. District shall review each invoice and/or receipts submitted to determine that the work performed and expenses incurred are in compliance with the provisions of this Agreement. District shall pay Consultant within a reasonable time and in accordance with this Agreement.

**3. ADDITIONAL SERVICES.**

District shall have the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the Scope of Services or make changes by altering, adding to or deducting from said work as described herein. No such extra work may be undertaken unless a written order is first given by the District Contract Officer to the Consultant, incorporating therein any adjustment in (i) the Contract Sum, and/or (ii) the time to perform this Agreement, which said adjustments are subject to the written approval or ratification of the Contract Officer. However, any increase in compensation beyond the Contract Sum, for services beyond what is contemplated in the Contract, must be approved or ratified by the Board of Education in a signed writing prior to any payment. Additionally, any other increases, extensions or renewals must be approved in writing by the Board of Education. It is expressly understood by Consultant that the provisions of this Section shall not apply to services specifically set forth in the Scope of Services or reasonably contemplated therein. Consultant hereby acknowledges that it accepts the risk that the services to be provided pursuant to the Scope of Services may be more costly or time consuming than Consultant anticipates and that Consultant shall not be entitled to additional compensation therefore unless specifically authorized pursuant to the terms of this section.

**4 RESPONSIBILITIES OF CONSULTANT**

**4.1 ORGANIZATION**

Consultant shall assign a Company Contact as Project Manager. The Project manager shall not be removed from the Project or reassigned without the prior written consent of District, which consent shall not be unreasonably withheld. Consultant shall make every reasonable effort to maintain the stability and continuity of Consultant's staff assigned to perform the services required under this Agreement.

**4.2 COORDINATION OF SERVICES**

Consultant agrees to work closely with the District staff in the performance of Services and shall be available to the District staff, consultants and other staff at all reasonable times.

**4.3 STANDARD OF CARE:**

Consultant shall perform all Services under this Agreement in a skillful, competent and timely manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Consultant represents and maintains that it is skilled in the professional calling necessary to perform the Services. Consultant warrants that all of Consultant's employees and subconsultants shall have sufficient skill and experience to perform the Services assigned to them. Consultant further represents that it, its employees and subconsultants have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, and that such licenses and approvals shall be maintained throughout the term of this Agreement. Any of Consultant's employees who are determined by District to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any of Consultant's employees who fail or refuse to perform the Services in a manner acceptable to District, shall be promptly removed from the Project by the Consultant and shall not be re-employed to perform any of the Services or to work on the Project.

**4.4 INDEPENDENT CONSULTANT & ADDITIONAL PERSONNEL**

Consultant is retained as an independent consultant and is not an agent or employee of the District. No employee or agent of Consultant shall by this Agreement become an agent or employee of the District. The work to be performed shall be in accordance with the work described herein, subject to such direction and amendments from District as herein provided. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind District to any obligation whatsoever, except as specifically provided in writing by District. Any additional personnel performing the Services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Consultant shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law.

#### 4.5 LAWS AND REGULATIONS

Consultant shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Service. Consultant shall be liable for all violations of such laws and regulations in connection with Services.

#### 4.6 MAINTENANCE OF ACCOUNTING RECORDS

Consultant shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. Consultant shall allow a representative of the District during normal business hours with reasonable notice to examine, audit and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Consultant shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of five (5) years from the date of final payment under this Agreement.

#### 4.7 INSURANCE – Consultant shall comply with the following insurance provisions, unless one or more paragraphs are specifically waived by the District in writing.

(1) Time for Compliance. Consultant shall not commence Services under this Agreement until it has provided evidence satisfactory to District that it has secured all insurance required under this Section. In addition, Consultant shall not allow any subconsultant or employee to commence work until it has provided evidence satisfactory to the District.

(2) Minimum Requirements and Limits. Consultant shall, at its expense, procure and maintain for the duration of this Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the consultant, its agents, representatives, and employees. Such insurance shall survive after this agreement as permitted by law.

MINIMUM SCOPE OF INSURANCE - Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury, sexual misconduct and personal & advertising injury with limits no less than **\$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be **\$2,000,000** the required occurrence limit.
2. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Consultant has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers' Compensation (Employer's Insurance):** as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease. Coverage shall include waiver of subrogation endorsement in favor of San Ysidro School District.
4. **Professional Liability (Errors and Omissions):** Insurance appropriate to the Consultant's profession, with limit no less than **\$1,000,000** per occurrence or claim, **\$2,000,000** aggregate. *(If applicable – see footnote next page)*  
**District waives \_\_\_\_\_**
5. **Improper Sexual Conduct:** **\$1,000,000** per occurrence with an aggregate of not less than **\$2,000,000** for damages because of bodily injury by reason of negligent hiring and supervision. May be included under General Liability.  
**District waives \_\_\_\_\_**
6. **Cyber Security Liability:** Coverage for both electronic and non-electronic data breach of **\$2,000,000** per occurrence with an aggregate limit of not less than **\$5,000,000** and shall cover all of Consultant's employees, officials and agents. Coverage shall apply to any dishonest, fraudulent, malicious or criminal use of Consultants or computer system or to obtain financial benefit for any party; to steal, take or provide unauthorized access of electronic data, including publicizing confidential electronic data or causing confidential electronic data to be accessible to unauthorized persons; transfer and for Third-Party Liability encompassing judgements or settlement and defense costs arising out of litigation due to a data breach and data breach response costs for customer notification and credit monitoring service fees.  
**District waives \_\_\_\_\_**

If the Consultant maintains higher limits than the minimums shown above, the District requires and shall be entitled to coverage for the higher limits maintained by the Consultant.

#### Additional Insured Status - Endorsement

The San Ysidro School District, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an **Additional Insured Endorsement** to the Consultant's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used). If Blanket Endorsement, it must include policy number and insured's name.

#### Primary Coverage

For any claims related to this contract, the **Consultant's insurance coverage shall be primary** insurance as respects the District, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the District, its officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

#### Notice of Cancellation

The Provider shall file, with the District, Certificates of Insurance indicating a thirty-day (30) cancellation notice. If not stated on the Certificates of Insurance, it is understood that a 30-day cancellation notice will be provided and failure to mail such notice shall impose obligation and liability upon the company/insured, its agents or representative.

#### Waiver of Subrogation

Consultant hereby grants to the San Ysidro School District a waiver of any right to subrogation which any insurer of said Consultant may acquire against the District by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the District has received a waiver of subrogation endorsement from the insurer.

#### Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the District. The District may require the Consultant to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

#### Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A-:VII, unless otherwise acceptable to the District.

#### Claims Made Policies (note – should be applicable only to professional liability, see below)

If any of the required policies provide claims-made coverage:

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained and evidence of insurance must be provided **for at least five (5) years after completion of the contract of work.**
3. If coverage is canceled or non-renewed, and not replaced **with another claims-made policy form with a Retroactive Date prior to** the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of **five (5) years** after completion of work.

#### Verification of Coverage

Consultant shall furnish the District with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. **All certificates and endorsements are to be received and approved by the District before work/services commences.** However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

## **5 GENERAL PROVISIONS**

### **5.1 DELAYS IN PERFORMANCE**

(1) Neither District nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war; riots and other civil disturbances; strikes, lockouts, work slowdowns, and other disturbances; sabotage or judicial restraint.

(2) Should such circumstances occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

### **5.2 SUSPENSION OF SERVICES**

The District may, in its sole discretion, suspend all or any part of Services provided hereunder with cost to date of suspension. Consultant may not suspend its services without District's express written consent.

### **5.3 TERMINATION OF AGREEMENT**

(1) Termination. District may, by written notice to Consultant, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Consultant of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Upon termination, Consultant shall be compensated only for those services which have been adequately rendered to District to date of the notice of termination and Consultant shall be entitled to no further compensation. Consultant may not terminate this Agreement except for cause.

(2) Consultant's Termination for Cause. This Agreement may be terminated by the Consultant upon thirty (30) days written notice to the District only when the District has substantially failed to perform its obligations under this Agreement. The written notice shall include a detailed description of the District's failure to perform, status of the work completed as of the date of termination together with a description and a cost estimate of the effort necessary to complete work in progress. In such event, the Consultant shall be compensated for services completed to the date of termination, together with compensation for such approved Additional Services performed after termination which are authorized by the District to conclude the work performed to the date of termination. Upon the District's request and authorization, Consultant shall perform any and all Additional Services necessary to wind up the work performed to the date of termination.

(3) Effect of Termination. If this Agreement is terminated as provided in this Section, District may require Consultant to provide all finished or unfinished documents, data, programming source code, reports or any other items prepared by Consultant in connection with the performance of Services under this Agreement. Consultant shall be required to provide such documents and other information within fifteen (15) days of the request.

(4) Terminated Services. In the event this Agreement is terminated in whole or in part as provided herein, District may procure, upon such terms and in such manner as it may determine appropriate, services similar or identical to those terminated.

### **5.4 OWNERSHIP OF MATERIALS AND CONFIDENTIALITY**

(1) All materials and data, including but not limited to, data on electronic or magnetic media and any materials, documents and data required to be made or kept pursuant to federal, state or local laws, rules or regulations, prepared or collected by Consultant pursuant to this Agreement, shall be the sole property of the District, except that Consultant shall have the right to retain copies of all such documents and data for its records. District shall not be limited in any way in its use of such materials and data at any time, provided that any such use not within the purposes intended by this Agreement shall be at District's sole risk and provided that Consultant shall be indemnified against any damages resulting from such use, including the release of this material to third parties for a use not intended by this Agreement.

(2) All such materials and data shall be provided to the District, or such other agency or District as directed by District or required by law, rule or regulation, as they become due during the term of this Agreement as direct by District.

(3) The District is a California public entity subject to all state and federal laws governing education, including but not limited to California Assembly Bill 1584 (AB 1584), the California Education Code, the Children's Online Privacy and Protection Act (COPPA), the Family Educational Rights and Privacy Act (FERPA), and HIPAA Privacy regulations and any other privacy laws, policies and regulations that may apply such as American Recovery and Reinvestment Act of 2009 ("ARRA") and the Health Information Technology and Economic Clinical Health Act of 2009 ("HITECH").

AB1584 requires, in part, that any agreement entered into, renewed or amended after January 1, 2015 between a local education agency (LEA) and a third-party service provider must include certain terms; and the LEA and the Service Provider desire to have this Agreement and the services provided comply with AB1584. This includes to all forms of protected health information, including paper, oral, and electronic, etc. Furthermore, only the minimum health information necessary to conduct business is to be used or shared.

- Pupil records obtained by the Consultant/Service Provider from LEA/District continue to be the property of and under the control of the District. The Consultant will obtain information regarding disciplinary and/or behavioral events for the purpose of allowing District personnel to improve and provide services to pupils. The Consultant will not be obtaining pupil-generated content.
- In the event of an unauthorized disclosure of a pupil's records, the Consultant shall report to an affected parent, legal guardian, or eligible pupil pursuant to the following procedure; written communication to the District's Superintendent, Deputy Superintendent and/or designee.
- The Consultant shall not use any information in a pupil record for any purpose other than those required or specifically permitted by this Professional Services Agreement.
- Consultant certifies that a pupil's records shall not be retained or available to the Consultant upon completion of the terms of this Professional Services Agreement.
- District agrees to work with Consultant to ensure compliance with FERPA.
- Consultant shall not use personally identifiable information in pupil records to engage in targeted advertising.
- Pupil records include any information directly related to a pupil that is maintained by the District or acquired directly from the pupil through the use of instructional software or applications assigned to the pupil by a teacher or other District employees. Pupil records does not include/not mean de-identified information (information that cannot be used to identify an individual pupil) used by the third party to (1) improve educational products for adaptive learning purposes and for customized pupil learning; De-identified information, including aggregated de-identified information. (2) Demonstrate the effectiveness of the operator's products in the marketing of those products; or for the development and improvement of educational sites, services, or applications.

#### 5.5 SAFETY

Consultant shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Consultant 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 employees appropriate to the nature of the work and the conditions under which the work is to be performed.

#### 5.6 PROJECT STAFFING

Consultant shall provide adequate staff and resources to facilitate all Consultant activity. Should Consultant fail to adequately staff a project, the District may, at its sole discretion, retain third party consulting services and back charge Consultant for all third-party fees.

#### 5.7 INDEMNIFICATION

**Indemnification:** To the fullest extent permitted by law, Consultant shall defend, indemnify and hold the District, its officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any acts, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant's Services, the Project or this Agreement, including without limitation the payment of all damages, expert witness fees and attorney's fees and other related costs and expenses. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Consultant, the District, its officials, officers, employees, agents, or volunteers.

Design Professionals Only (if applicable): If Consultant's obligation to defend, indemnify, and/or hold harmless arises out of Consultant's performance as a "design professional" (as that term is defined under Civil Code section 2782.8), then, and only to the extent required by Civil Code section 2782.8, which is fully incorporated herein, Consultant's indemnification obligation shall be limited to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, and, upon Consultant obtaining a final adjudication by a court of competent jurisdiction, Consultant's liability for such claim, including the cost to defend, shall not exceed the Consultant's proportionate percentage of fault.

**5.8 AMENDMENTS**

This Agreement may not be amended except in writing signed by both Parties.

**5.9 SEVERABILITY**

If any section, subsection, sentence, clause or phrases of this Agreement, or the application thereof to any of the Parties, is for any reason held invalid or unenforceable, the validity of the remainder of the Agreement shall not be affected thereby and may be enforced by the Parties to this Agreement.

**5.10 GOVERNING LAW**

This Agreement shall be governed by the laws of the State of California. Any action brought to enforce the terms of this Agreement shall be brought in a state or federal court located in the County of San Diego, State of California, but only after dispute resolution as provided herein.

**5.11 CONFLICT OF INTEREST**

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.

**5.12 SCHOOL SAFETY, FINGERPRINTING AND BACKGROUND INVESTIGATION REQUIREMENTS:** Consultant agrees with the provisions of Education Code Section 45125.1 regarding the submission of fingerprints to the California Department of Justice. Consultant shall not be permitted to have any contact with District pupils until such time as Consultant has verified in writing to the District that they have complied with Educational Code Section 45125.1. **(Please complete attached School Safety Certification Form.)**

Per Ed Code 49406 and Assembly Bill 1667, the District requires for Tuberculosis (TB) Clearances to be in place by anyone coming in contact with pupils. Please submit TB Clearance to the Business Services Office. This section may be waived if the District determines that the Consultant and/or its employees will have limited contact with District pupils or if Consultant and/or its employees will be supervised at all times by District staff.

District is waiving this requirement \_\_\_\_\_ .

**5.13 DRUG/ALCOHOL/TOBACCO-FREE FACILITIES:**

**ALL DISTRICT FACILITIES ARE DRUG AND TOBACCO-FREE FACILITIES. ANY DRUG, ALCOHOL AND/OR TOBACCO USE (SMOKED OR SMOKELESS) IS PROHIBITED AT ALL TIMES ON ALL AREAS OF THE DISTRICT FACILITIES.**

**5.14 NOTICES / CONTACT INFORMATION**

All notices or demands to be given under this Agreement by either party to the other shall be in writing and given either by: (a) personal service, (b) email or (c) by U.S. Mail, mailed certified mail with return receipt requested, addressed to the following entities.

<b>DISTRICT:</b>	<b>VectorUSA</b>	
Name:	Curtis Paradzick	Alexandra Jones
Title:	Sales Vice President	
Address:	9808 Waples Street	9808 Waples Street
City/State/Zip code:	San Diego, CA 92121	San Diego, CA 92121
Telephone:		(310) 436-1012
Email:		ajones@vectorusa.com

<b>DISTRICT:</b>	<b>San Ysidro School District</b>	
Name:	Marilyn Adrianzen	Todd Lewis
Title:	Chief Business Official	Director of Education Technology
Address:	4350 Otay Mesa Road	4350 Otay Mesa Road
City/State/Zip code:	San Ysidro, CA 92173	San Ysidro, CA 92173
Telephone:	(619) 428-4476	(619) 428-4476 ext
Email:	Marilyn.adrianzen@sysdschools.org	Todd.lewis@sysdschools.org

**6 ENTIRE AGREEMENT**

This Agreement represents the entire understanding of District and Consultant as to those matters contained herein, and supersedes and cancels any prior oral or written understanding, promises or representations with respect to those matters covered hereunder. To the extent that any provision or clause contained in an attachment to this Agreement conflicts with a provision or clause in the Agreement, the provision or clause in this Agreement shall control. This Agreement may not be modified or altered except in writing signed by both parties hereto. This is an integrated Agreement.

**7 WARRANTY OF AUTHORITY:**

Each of the parties signing this Agreement warrants to the other that he or she has the full authority to enter into agreement on behalf of the Party for which his or her signature is made.//

**CONSULTANT**

**VECTORUSA**

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Print Name, Title

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

**DISTRICT**

**San Ysidro School District**

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Signature

Marilyn Adrianzen, Chief Business Official  
\_\_\_\_\_  
Print Name, Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Approved:

Revised 09-13-18

**SCHOOL SAFETY CERTIFICATION FORM**

**CERTIFICATION PURSUANT TO EDUCATION CODE SECTION 45125.1 and  
Penal Code section 667.5(c) or a serious felony listed in Penal Code section 1192.7(c)  
Fingerprinting and Criminal Background Investigation Requirements**

The San Ysidro School District (District) has determined under Education Code Section 45125.1, subdivision (c) that in performing services under this contract, **Contractor/Consultant's employees and/or Subconsultants/Subcontractors may have contact with pupils.**

\_\_\_\_\_(Initial) As required under Education Code Section 45125.1, subdivision (a), Consultant shall require their employees, including the employees of any sub-consultant and/or subcontractor, who will provide services pursuant to this contract to submit their fingerprints in a manner authorized by the Department of Justice in order to conduct a criminal background check to determine whether such employees have been convicted of or have charges pending for a felony as defined under Education Code Section 45122.1.

\_\_\_\_\_(Initial) Consultant shall not permit any employee to perform services that may come in contact with pupils under this contract until the Department of Justice has determined that the employee has not been convicted of a felony or has no criminal charges pending for a felony as defined in Education Code Section 45122.1 and in Penal Code section 667.5(c) or a serious felony listed in Penal Code section 1192.7(c).

\_\_\_\_\_(Initial) Consultant certifies that all of its employees who may come in contact with pupils have not been convicted of or have no criminal charges pending for a felony, as defined in Education Code Section 45122.1 and in Penal Code section 667.5(c) or a serious felony listed in Penal Code section 1192.7(c).

\_\_\_\_\_(Initial) Consultant shall defend, indemnify, protect and hold the District and its agents, officers and employees harmless from and against any and all claims asserted or liability established for damages or injuries to any person or property which arise from or are connected with or are caused or claimed to be caused by Consultant's failure to comply with all of the requirements contained in Education Code Section 45125.1, including, but not limited to, the requirements prohibiting Consultant from using employees who may have contact with pupils who have been convicted or have charges pending for a felony in Education Code Section 45122.1.

\_\_\_\_\_(Initial) Per Ed Code 49406 and Assembly Bill 1667, the District requires for Tuberculosis (TB) Clearances to be in place by anyone coming in contact with pupils.

\_\_\_\_\_(Initial) Consultant's individuals/employees and/or Subconsultants/Subcontractors who may come in contact with pupils in the performance of services in this contract agree to provide fingerprint (DOJ/FBI) and TB Clearances (at their own expense) to be in compliance with the above-mentioned Ed Codes before commencement of any services under this contract. The District will provide LiveScan form if necessary.

- I certify to the District's Governing Board that I have read and understand the above terms and conditions and will report any changes that may affect the performance services of this contract.
- I certify to the District's Governing Board that none of the Consultant's employees/individuals and/or Subconsultants/subcontractors performing services under this agreement have been convicted of a felony as defined in Education Code Section 45122.1 and in Penal Code section 667.5(c) or a serious felony listed in Penal Code section 1192.7(c).
- I certify to the District's Governing Board that all of the Consultant's and Subconsultant's/Subcontractor's employees-individuals performing services under this agreement are clear of tuberculosis (TB) as defined on Education Code Section 49406 and Assembly Bill 1667.

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

Name/title of authorized representative (Print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

REVISED 09-13-18

## **EXHIBIT A**

### **SCOPE OF WORK/SERVICES**

VectorUSA will provide professional Managed Technology Services to manage the network equipment for San Ysidro School District. Our service plan will be implemented in phases, as follows:

- Phase 1: Service Planning
- Phase 2: Service Tier Mapping
- Phase 3: Inventory and Current-State Assessment
- Phase 4: Managed Technology Services
- Additional Services (As Applicable)

Refer to attached Proposal dated June 1, 2020 (pages 1- 13).

# San Ysidro School District

Managed Technology Services for

Network & Server Architecture



San Ysidro School District

Managed Technology Services for

Network & Server Architecture



VectorUSA Contact:

Alexandra Jones

(310) 436-1012

[ajones@vectorusa.com](mailto:ajones@vectorusa.com)

San Ysidro School District

Managed Technology Services for

Network & Server Architecture

VECTOR USA AND THE VECTOR USA WORDMARK ARE REGISTERED TRADEMARKS OF VECTOR RESOURCES, INC.

Version 1.0 Edited June 1, 2020

VectorUSA Contact

Alexandra Jones

(310) 436-1012

June 1, 2020

Todd Lewis  
San Ysidro School District  
4350 Otay Mesa Road  
San Ysidro, CA 92173

Dear Todd,

VectorUSA would like to thank you for the opportunity to continue Managed Technology Services for San Ysidro School District. Our proposal includes a restructuring of comprehensive services to better align the network equipment (switches, routers, firewalls, etc.) and server/storage centralized equipment with a proactive management and complete manner throughout the 2020-2021 school year. The proposal is based on our recent previous discussions to right size the offering with the following highlights:

- 24x7x365 Monitoring of all covered equipment from the (2) VectorUSA Network Operations Centers (NOCs) located within the Continental United States
- 24x7x365 Management including configuration changes, backup and patching of Operating Systems/Firmware of all critical District Office centralized systems including all servers and storage (including on premise secondary or backup storage), firewalls and District Office routers
- 24x7x365 Maintenance of all centralized Wireless and Voice equipment including twice annual patch/upgrade cycles
  - Includes remediation and maintenance services to restore failed equipment and outages
- A “Time Services Pool” for all other services VectorUSA provides, which is a cumulative of the existing remaining service hours from the 2019-2020 Agreement.

We look forward to reviewing our proposal with you at your earliest convenience. In the meantime, please feel free to contact me with any questions you may have. Thank you for your consideration, and we look forward to working with you.

Sincerely,

Alexandra Jones  
(310) 436-1012  
ajones@vectorusa.com

VECTOR USA AND THE VECTOR USA WORDMARK ARE REGISTERED TRADEMARKS OF VECTOR RESOURCES, INC.

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VECTOR USA AND THE VECTOR USA WORDMARK ARE REGISTERED TRADEMARKS OF VECTOR RESOURCES, INC.

Version 1.0 Created June 1, 2020

1.0 Executive Summary

VectorUSA proposes to provide a continuation of VectorUSA Managed Technology Services to San Ysidro School District [herein “San Ysidro SD” or the “District”] to support the management of the network (voice, data, wireless) systems.

VectorUSA provides comprehensive care for our customers’ technology infrastructure, and our services are customized to meet each of our customers’ specific business objectives. Our service offering for San Ysidro School District is focused on meeting the following objectives:

1. Assure 24x7x365 access to the network and shared services by District personnel and students from all network points (school sites, wireless, wired)
2. Provide a consistent and maintained network security architecture, with firewall management and server and switch patching & updates
3. Provide a best-practice implementation of network services and configurations, maximizing investment by the District in the technology on premise
4. Maintain the integrity of key data and storage across multiple platforms and devices adhering to the retention and backup requirements of the District

VectorUSA will provide Time and Materials using service time accumulated throughout the 2019-2020 contract year to be used as a “Time Services Pool”. The details of these services are described in the Additional Services section.

VectorUSA provides comprehensive care for our customers’ technology infrastructure, and our services are customized to meet each of our customers’ specific business objectives. Our service offering for San Ysidro School District is focused on meeting the following objectives:

1. Assure 24x7x365 access to the network and shared services by District personnel and students from all network points (school sites, wireless, wired)
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3. Provide a best-practice implementation of network services and configurations, maximizing investment by the District in the technology on premise
4. Maintain the integrity of key data and storage across multiple platforms and devices adhering to the retention and backup requirements of the District

VECTOR USA AND THE VECTOR USA WORDMARK ARE REGISTERED TRADEMARKS OF VECTOR RESOURCES, INC.

Version 1.0 Created June 1, 2020

## 2.0 About VectorUSA

VectorUSA’s corporate vision is to “become the unsurpassed standard in ‘Connecting People to Information to the World.’” We build our business one customer at a time through our family of dedicated employees by providing reliable, high-quality communications solutions that exceed our customer’s expectations.

As a leader in core network technologies, VectorUSA’s vision of information services is IP-centric. Our fundamental approach begins with developing a deep understanding of the underlying flow of information across our customer’s technology infrastructure. We then design our systems and services to assure that information flow is designed and managed to optimize efficiency, availability, security and cost effectiveness.

Headquartered in Torrance, California, with offices across California, Arizona and North Carolina, our team consists of over 300 employees including, but not limited to consultants, systems engineers, technical personnel, business development and customer service agents. Some of our business partners include Aruba, Cisco, Fortinet, HPE, Microsoft, and other strategic technology vendors that specialize in a diverse array of technologies. These partnerships allow us to serve as a full-service solution provider for a wide variety of our customer’s needs.

VectorUSA has an extensive background serving customers in a wide variety of industries. Our expertise includes technology infrastructure consulting, facility upgrades, implementation of voice/data communication solutions and ongoing support and managed services for a wide variety of technology-based systems. Our diverse customer base includes major hospitals and medical research centers, multinational shipping and logistics companies, schools and universities, movie and television studios, commercial enterprises and many federal, state and local government and service agencies.

Headquartered in Torrance, California, with offices across California, Arizona and North Carolina, our team consists of over 300 employees including, but not limited to consultants, systems engineers, technical personnel, business development and customer service agents. Some of our business partners include Aruba, Cisco, Fortinet, HPE, Microsoft, and other strategic technology vendors that specialize in a diverse array of technologies. These partnerships allow us to serve as a full-service solution provider for a wide variety of our customer’s needs.

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VECTOR USA AND THE VECTOR USA WORDMARK ARE REGISTERED TRADEMARKS OF VECTOR RESOURCES, INC.

Version 1.0 Created June 1, 2020

### 3.0 Scope of Work

VectorUSA will provide professional Managed Technology Services to manage the network and server infrastructure at San Ysidro School District. Our service plan will be implemented in phases, as follows:

- Phase 1: Service Planning
- Phase 2: Service Tier Update
- Phase 3: Inventory and Current-State Review
- Phase 4: Managed Technology Services
- Additional Services (As Applicable)

#### Phase 1: Service Planning

Upon execution of an Agreement to continue Managed Technology Services to San Ysidro SD, VectorUSA's technical services team will coordinate a planning and update meeting with the District's management team. The project continuation meeting will review San Ysidro SD's overall goals for service implementation, highlight all changes to service tiers, review the Time Services Pool and confirm a mutually agreeable service implementation schedule. VectorUSA will also update contact information for the District management team as required and on-site resources as required to manage technology services.

- Phase 1: Service Planning

#### Phase 2: Service Tier Update

- Phase 3: Inventory and Current-State Review

VectorUSA provides multiple tiers of service for managed technology infrastructure components based upon each customer's needs. Typically, managed service requirements fall into one of the five following service tiers; each successive service tier includes all services from the previous tier:

#### Service Tier 1: Component Monitoring (Basic)

This service tier provides basic monitoring of technology components to assure they are powered and available. Basic component statistics are limited to power, network availability, CPU and memory utilization, and temperature.

#### Service Tier 2: Component Monitoring (Full)

Full component monitoring includes comprehensive collection, evaluation and diagnosis of performance statistics, alarms and events for managed technology components to assure they are operating as designed and providing required services.

#### Service Tier 3: Component Maintenance

This service tier assures relatively static technology components/environments are appropriately maintained to assure continuous operation. Maintenance services include asset management, periodic backup, patch management, and replacement and reconfiguration of failed devices.

VECTOR USA AND THE VECTOR USA WORDMARK ARE REGISTERED TRADEMARKS OF VECTOR RESOURCES, INC.

Version 1.0 Created June 1, 2020

**Service Tier 4: Component Management**

Component management is typically required for more dynamic technology components/environments that require continuous evaluation, configuration, backup and review. Services include more frequent backup and patching, routine system performance reviews, configuration management and incident management.

**Service Tier 5: Enterprise Management**

Enterprise management services are typically required for technology environments that have stringent regulatory or compliance requirements, or where downtime of critical technology systems incurs potential liability or unacceptable costs to business operations. Enterprise management services include dedicated program management, change management, knowledge management, business continuity management and testing, and design management to limit system downtime to levels acceptable by the customer.

Upon completion of the inventory review with San Ysidro School District, VectorUSA will coordinate with San Ysidro leadership to review service tiers for all managed technology components and list all updates to service tiers from the 2019-2020 Agreement. VectorUSA will provide managed technology services for all in-scope components based upon their designated service tier(s), as follows:

<b>VectorUSA Service Tiers for Managed Technology Components</b>					
<b>Managed Technology Services</b>	<b>Service Tier</b>				
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
24x7 Customer Service from VectorUSA Network Operations Centers Located in the USA	*	*	*	*	*
24x7 Monitoring of basic metrics (power, network response, CPU, memory and temperature)	*	*	*	*	*
Event Management, Communication and Escalation	*	*	*	*	*
Advanced Monitoring of Component Performance Statistics (I.e. application/operational logs, SNMP/WMI performance statistics, system services, etc.)		*	*	*	*
Incident Management		*	*	*	*
Monthly Performance Reporting		*	*	*	*
Service Level Management			*	*	*
Annual Configuration Backup and Archiving			*	*	*
Diagnosis of alerts and alarms, with recommendations for remediation			*	*	*
Remediation of Performance Issues within designated Service Level Agreement (SLA) Windows			*	*	*
Semi-Annual Operating System/Firmware Patching (as prudent/feasible)			*	*	*
Asset Management, including Return Merchandise Authorization (RMA) Management			*	*	*
Reconfiguration of Failed Components to Archived Configuration (Labor Only; Travel/Shipping not included)			*	*	*
Quarterly Performance Analysis and Customer Review			*	*	*
Ongoing (i.e. daily) Backup of System Configuration and Data				*	*
Bi-Monthly Patching of Server Operating Systems				*	*
Reconfiguration and Restoration of Failed Devices and Data within designated SLA Windows	1	2	3	4	5
Routine System Performance Monitoring and Tuning				*	*
Configuration Management				*	*
Named Program Manager					*
Monthly Management Reviews					*
Change Management (Including Customer Change Management Review/Approval)					*
Knowledge Management					*
Release/Deployment Management					*

VECTOR USA AND THE VECTOR USA WORDMARK ARE REGISTERED TRADEMARKS OF VECTOR RESOURCES, INC.

Version 1.0 Created June 1, 2020

VectorUSA Service Tiers for Managed Technology Components					
Managed Technology Services	Service Tier				
	1	2	3	4	5
Availability Management					*
Capacity Management					*
Identity Management					*
Root Cause Analysis					*
Annual Business Continuity/Disaster Recovery Testing					*
Installation/Provisioning of New Equipment					*
Component Refresh/Upgrade Management and Implementation <sup>1</sup>					*
Service Governance Committee					*

### Phase 3: Inventory and Current State Update

Once service tiers are finalized, VectorUSA’s service team will review and verify all technical documentation made available by SYSD and the VectorUSA team that will be required to manage their server and network equipment. For equipment receiving changes to higher service tiers, all necessary additional information will be gathered to support the new additional services.

Following completion of inventory and documentation, VectorUSA will provide any necessary configuration changes to SYSD’s Nagios monitoring service to support the higher service tiers. VectorUSA will also log into each in-scope technology component that is moving to a higher service tier to enable services as necessary to facilitate remote diagnosis and remediation.

VectorUSA will also update the existing communications plan with San Ysidro SD personnel as necessary.

### Phase 4: Managed Technology Services

VectorUSA and San Ysidro SD will mutually determine a start date for Managed Technology Services to continue under this Agreement and a timeline for services to begin for any systems at their new service tier. On the established date(s), VectorUSA shall resume or augment management responsibilities as designated by the District in accordance with the established inventory of components and with the revised designated service tiers as described above.

#### Service Level Agreements (SLAs)

For all service tiers, monitoring, event management, incident management, diagnosis and remediation services will be provided twenty-four (24) hours per day, seven (7) days per week unless otherwise outlined in the communications plan. All other services will be provided during Normal Business Hours, which are Monday through Friday, 6AM to 6PM Pacific Time.

<sup>1</sup> Component refresh is limited to up to one-third (1/3) of managed components annually. Additional refresh services may be provided at SYSD’s request on a Time and Materials basis.

VectorUSA will provide all Managed Technology Services for San Ysidro School District in accordance with SLAs for the following service metrics:

**Notification Window**

- The time elapsed between VectorUSA receipt of an event, outage or service request and VectorUSA opening a ticket and assigning a resource to manage resolution.

**Remote Response**

- The time elapsed between VectorUSA receipt of an event, outage or service request and a qualified technical resource beginning remote work on resolving the ticket.

**Onsite Response**

- The time elapsed between VectorUSA receipt of an event, outage or service request and a qualified technical resource beginning work onsite (if necessary) to resolve the ticket.

**Resolution**

- The time elapsed between VectorUSA receipt of an event, outage or service request and resolution of the ticket<sup>2</sup>.

**SLA Target**

- The minimum success rate (measured monthly) for VectorUSA to meet all SLAs for notification, response or resolution.

SLAs for San Ysidro School District technology components are defined as follows:

Service Level Agreement						
Priority	Description	Notification Window	Remote Response	Onsite Response	Resolution	SLA Target
1	Entire site or major technology system is nonfunctional	30 min	2 hrs	NBD	N/A	90%
2	Partial site or major technology system is nonfunctional or significantly degraded	2 hrs	4 hrs	NBD	N/A	90%
3	Single centralized component is nonfunctional or performance is degraded	4 hrs	8 hrs	NBD	N/A	90%
4	Single endpoint is nonfunctional or performance degraded. Standard request for moves, adds and changes	8 hrs	24 hrs	48 Hrs	N/A	90%

\* NBD = Next Business Day during Normal Business Hours

<sup>2</sup> Compliance with any defined resolution SLA assumes SYSD’s technology infrastructure components are architected to be restored within the resolution timeframe. VectorUSA will not be held responsible for missing SLA targets beyond our reasonable control based upon the architecture of each managed component or system.

VECTOR USA AND THE VECTOR USA WORDMARK ARE REGISTERED TRADEMARKS OF VECTOR RESOURCES, INC

Version 1.0 Created June 1, 2020

Onsite Services

Vector will provide onsite services defined in the Service Tier definition for each managed component at the following location(s):

Site	Address
San Ysidro School District: District Office	4350 Otay Mesa Road San Ysidro, CA 92173
San Ysidro Middle School	4345 Otay Mesa Rd. San Ysidro, CA 92173
Vista Del Mar Middle School	4885 Del Sol Blvd. San Diego, CA 92154
Willow Elementary	226 Willow Rd. San Ysidro, CA 92173
La Mirada Elementary	222 Avenida De La Madrid San Ysidro, CA 92173
Smythe Elementary	1880 Smythe Ave. San Ysidro, CA 92173
Sunset Elementary	3825 Sunset Lane San Ysidro, CA 92173
Ocean View Hills Elementary	4919 Del Sol Blvd. San Diego, CA 92154

Onsite response SLAs apply only for sites specifically listed, and only for equipment located in a typical office or data center environment. Onsite response SLAs for equipment located outdoors or industrialized locations (such as light poles, warehouses, manufacturing facilities, studios, etc.) are “best-effort” relevant to the location of the component and the availability of specialized equipment and/or safety protocols, as applicable that may be required to provide services.

Willow Elementary	226 Willow Rd. San Ysidro, CA 92173
La Mirada Elementary	222 Avenida De La Madrid San Ysidro, CA 92173
Smythe Elementary	1880 Smythe Ave. San Ysidro, CA 92173
Sunset Elementary	3825 Sunset Lane San Ysidro, CA 92173
Ocean View Hills Elementary	4919 Del Sol Blvd. San Diego, CA 92154

Onsite response SLAs apply only for sites specifically listed, and only for equipment located in a typical office or data center environment. Onsite response SLAs for equipment located outdoors or industrialized locations (such as light poles, warehouses, manufacturing facilities, studios, etc.) are “best-effort” relevant to the location of the component and the availability of specialized equipment and/or safety protocols, as applicable that may be required to provide services.

VECTOR USA AND THE VECTOR USA WORDMARK ARE REGISTERED TRADEMARKS OF VECTOR RESOURCES, INC.

Additional/Custom Services

VectorUSA will perform the following additional services for San Ysidro School District:

<p><b>Additional Services</b></p> <p><b><u>Monitoring Software – Maintenance &amp; Support Renewal</u></b></p> <p>1. VectorUSA will provide (1) Year of manufacturer support and maintenance for the current monitoring and management platform(s). Current licensing is based on the total RU count being managed by VectorUSA as well as the features, modules and /or add-ons of the platform.</p> <p>a. Pricing is provided below in the pricing section and is a one-time cost. The cost of this renewal is non-refundable, per the terms of this Agreement.</p> <p><b><u>Time and Materials</u></b></p> <p>2. VectorUSA will perform all other services on a Time and Materials basis.</p> <p>VectorUSA will utilize the backlogged Time and Materials hours from the Agreement between VectorUSA and San Ysidro School District, effective between July 2019 and July 2020. As of April 30, 2020, these services accumulate to (460.5) hours of service time. Collectively, for the purposes of this Agreement, this service time will be referred to as the “Time Services Pool”. All services above and beyond the scope of the Managed Services as described in Phase 3 of the Agreement will be performed with service time deducted from the Time Services Pool. The Time Services Pool will not be billed separately and is included in the monthly pricing below.</p> <p><b>Effective Dates: The Time Services Pool will be effective during the term of this Agreement or 1-Year beginning on July 1, 2020, whichever timeframe is shorter. All remaining service hours will expire at the end of effective term of the Time Services Pool.</b></p> <p><b>SLA: The Time Services Pool is subject to a best-effort response for all service requests and projects outside the scope of the Managed Services service tiers. Emergency response and travel charges are subject to the terms in the Pricing Section 4.0 for Time &amp; Materials.</b></p>
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4.0 Pricing

Pricing for Managed Technology Services is monthly based upon the type of device, application or service being managed and on the Service Tier defined by San Ysidro School District. VectorUSA’s pricing below is based upon our current understanding of SYSD’s network technology inventory and best practices for similar environments. The final cost may vary depending upon additional inventory discovered during service implementation and/or different Service Tiers defined by SYSD. VectorUSA will coordinate with San Ysidro on a quarterly basis to review quantities of managed network and system components (“Resource Units”) as required.

MANAGED SERVICES PRICING - 2020-2021				
MANAGED RESOURCE (DESC)	SERVICE/RESOURCE UNIT (RU)	QTY	SERVICE TIER	TOTAL
DO - Fortinet 1500D	NW-Firewall	1	ST4 (Management)	\$ 305.72
DO - Cisco ISR Routers	NW-Router	2	ST4 (Management)	\$ 304.71
DO - Cisco Cat 4500 Core Switch	NW-Switch (L3)	1	ST4 (Management)	\$ 129.34
DO - Cisco Cat 3k Switches	NW-Switch (L3)	16	ST1 (Monitor U/D)	\$ 65.76
DO – FortiAnalyzer	NW-Appliance (Generic)	1	ST4 (Management)	\$ 152.57
School Sites - Core Switches	NW-Switch (L3)	7	ST1 (Monitor U/D)	\$ 28.77
School Sites - Edge Switches	NW-Switch (L3)	13	ST1 (Monitor U/D)	\$ 53.43
All Sites - WLC Controllers	NW-Wireless Controller	8	ST3 (Maintenance)	\$ 1,237.98
School Sites - Routers	NW-Router	7	ST1 (Monitor U/D)	\$ 28.77
District Office (DO) - Cisco Call Manager	VoIP-Call Manager	2	ST3 (Maintenance)	\$ 274.45
DO - Cisco Unity Connection	VoIP-Voicemail Server	1	ST3 (Maintenance)	\$ 137.23
DO - HP Hyper-V Hosts	SVR-Hyper-V	3	ST4 (Management)	\$ 588.68
DO - HP MSA SAN	STO-SAN/NAS Small (<10TB)	1	ST4 (Management)	\$ 244.90
Backup Storage Repository	STO-Data Domain	1	ST4 (Management)	\$ 230.41
DO – Windows VMs	SVR-Windows (P/V)	14	ST4 (Management)	\$ 2,747.22
DO – Domain Controllers/ DHCP/DNS/Backup	SVR-Windows (P/V)	3	ST4 (Management)	\$ 588.69
VDM Elementary – NAS (NASF7C42A)	STO-SAN/NAS Small (<10TB)	1	ST4 (Management)	\$ 244.90
<b>Total Managed Services Charge (Monthly)</b>				<b>\$ 7,363.53</b>
<b>Nagios XI Support (One-Time)</b>				<b>\$ 1,045.00</b>
<b>Total Price (Software Support and 12 Months Service)</b>				<b>\$ 89,407.36</b>

Total Managed Services Charge (57 Months)	\$ 7,369.33
Proposed: Managed Technology Services – San Ysidro SD: Network & Server Infrastructure	Page 12
Windows X1 Support (One-Time)	\$ 1,049.00
<b>Total Price (Software Support and 12 Months Service)</b>	<b>\$ 89,407.36</b>

Prices above are for all services defined in corresponding service tiers for each component. Onsite services are included only for San Ysidro site(s) designated in this Proposal in accordance with defined service tiers. Onsite services for equipment located outdoors or industrialized locations (such as light poles, warehouses, manufacturing facilities, studios, etc.) may incur additional charges dependent upon environmental conditions.

Additional services provided at SYSD’s request will be billed at the following discount Time and Materials rates:

Time and Materials Rates for Additional Services		
Resource	Standard Rate	Discount Rate
Technology Consultant	\$300.00	\$229.00
Senior Network Engineer/Systems Engineer	\$195.00	\$155.15
Network Engineer/Systems Administrator	\$150.00	\$130.49
Desktop Analyst/NOC Analyst	\$125.00	\$99.80
Structured Cabling Technician	\$95.00	\$87.70
Database Administrator	\$175.00	\$147.50

Minimum service increments for services billed on a Time and Materials basis are as follows:

- Remote Assistance Service Appointment: 30 Minute Minimum
- Onsite Service Appointment 120 Minute Minimum

Travel charges and expenses to the San Ysidro location for all onsite work requested by SYSD will be charged at the rates below. These charges will be invoiced in addition to any onsite service appointment minimums for Time and Materials work.

Site	Address	Travel Charge (Hours)	Travel Expenses
San Ysidro SD: District Office	4350 Otay Mesa Road San Ysidro, CA 92173	0.5	N/A
(7) School Sites	Site Addresses in Above Table	0.5	N/A

San Ysidro SD requests for emergency after-hours services<sup>3</sup> that are not specifically included in the Scope of Work will be invoiced at 1.5 times the discount rates shown above, including applicable travel charges.

- Remote Assistance Service Appointment: 30 Minute Minimum
- Onsite Service Appointment 120 Minute Minimum

<sup>3</sup> Emergency after-hours services are defined as remote or onsite services that are not scheduled at least forty eight (48) hours in advance, and are performed between 6PM and 6AM Monday through Friday, or any time Saturday or Sunday.

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Request for any services on Federal Holidays<sup>4</sup> will be invoiced at 2.0 times the discount rates shown above, including applicable travel charges.

All billable travel shall be approved by SYSD in advance.

### 5.0 Duration, Invoicing and Payment

VectorUSA anticipates that Managed Technology Services shall commence under this Agreement immediately following Transition Services completion and end within one calendar year. Managed Technology Services shall be billed on a monthly basis in advance.

Once the Time Services Pool of services is exhausted, Time and Materials services in addition/excess to any monthly labor resources provided will be billed at the end of the month in which they are accrued.

Materials required on to resolve technical issues are not included and will be quoted separately upon request.

Payment of invoices is due NET 30.

All billable travel shall be approved by SYSD in advance.

### 5.0 Duration, Invoicing and Payment

VectorUSA anticipates that Managed Technology Services shall commence under this Agreement immediately following Transition Services completion and end within one calendar year. Managed Technology Services shall be billed on a monthly basis in advance.

Once the Time Services Pool of services is exhausted, Time and Materials services in addition/excess to any monthly labor resources provided will be billed at the end of the month in which they are accrued.

Materials required on to resolve technical issues are not included and will be quoted separately upon request.

Payment of invoices is due NET 30.

All billable travel shall be approved by SYSD in advance.

### 5.0 Duration, Invoicing and Payment

VectorUSA anticipates that Managed Technology Services shall commence under this Agreement immediately following Transition Services completion and end within one calendar year. Managed Technology Services shall be billed on a monthly basis in advance.

<sup>4</sup> A list of Federal Holidays may be found at <http://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/federal-holidays/>.

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** June 25, 2020

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Business Services  
Marilyn Adrianzen, Chief Business Official

Informational  
 Action

**AGENDA ITEM:** DISTANCE LEARNING / CALIFORNIA ADVANCED SERVICES FUND  
GRANT AWARD NO. 25490

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**BACKGROUND INFORMATION:**

Due to the COVID-19 Pandemic and the guidelines provided by the Governor and health officials, schools throughout the State were closed to prevent the transmission of COVID-19 and for the health and safety of students and staff. In an effort to continue providing ongoing education, the Districts throughout the State implemented Distance Learning via online classes.

The State has awarded the District a grant in the amount of \$580,500.00 to purchase student devices such as technology equipment for distance learning. The period of the grant award is from June 15, 2020 to December 31, 2020.

**RECOMMENDATION:**

Approve and accept Grant Award No. 25490 for the Distance Learning and California Advanced Services Fund (CASF) Program in the amount of \$580,500.00.

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**LCAP GOAL AND ACTION/SERVICE (please indicate):**

Renewal     New     Amendment     Ratify     Other

Financial Implications?

Are funds for this item available in the 2020-2021 Budget?

Requisition #

Yes     No

Yes     No

GRANT AWARD

**\$580,500.00**

(Amount)

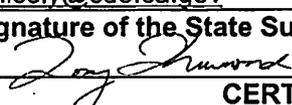
**Distance Learning/CASF Grant**

(Name of funding source and/or location)

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Recommended for:     Approval     Denial    Certification Requested     Yes     No

**Grant Award Notification**

<b>GRANTEE NAME AND ADDRESS</b> San Ysidro School District 4350 Otay Mesa Blvd. San Diego, CA 92154-8401				<b>CDE GRANT NUMBER</b>		
				<b>FY</b>	<b>PCA</b>	<b>Vendor Number</b>
<b>Attention</b> Amber Elliott				<b>STANDARDIZED ACCOUNT CODE STRUCTURE</b>		<b>COUNTY</b>
<b>Program Office</b>				<b>Resource Code</b>	<b>Revenue Object Code</b>	San Diego
<b>Telephone</b> 619-446-7486						<b>INDEX</b>
<b>Name of Grant Program</b> Distance Learning/CASF Grant						0001
<b>GRANT DETAILS</b>	<b>Original/Prior Amendments</b>	<b>Amendment Amount</b>	<b>Total</b>	<b>Amend. No.</b>	<b>Award Starting Date</b>	<b>Award Ending Date</b>
	****	****	\$580,500.00	****	6/15/2020	12/31/2020
<b>CFDA Number</b>	<b>Federal Grant Number</b>	<b>Federal Grant Name</b>			<b>Federal Agency</b>	
****	****	****			****	
<p>I am pleased to inform you that you have been funded for the Distance Learning/CASF Grant.</p> <p>This award is made contingent upon the availability of funds. If the Legislature takes action to reduce or defer the funding upon which this award is based, then this award will be amended accordingly.</p> <p>Please return the original, signed Grant Award Notification (AO-400) to:</p> <p style="text-align: center;">                     Mary Nicely, Senior Policy Advisor                      Executive Office                      California Department of Education                      1430 N Street, Suite 5602                      Sacramento, CA 95814-5901                 </p>						
<b>California Department of Education Contact</b> Mary Nicely				<b>Job Title</b> Senior Policy Advisor		
<b>E-mail Address</b> mnicely@cde.ca.gov					<b>Telephone</b> 916-319-0266	
<b>Signature of the State Superintendent of Public Instruction or Designee</b> 					<b>Date</b> June 11, 2020	
<b>CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS</b>						
<i>On behalf of the grantee named above, I accept this grant award. I have read the applicable certifications, assurances, terms, and conditions identified on the grant application (for grants with an application process) or in this document or both; and I agree to comply with all requirements as a condition of funding.</i>						
<b>Printed Name of Authorized Agent</b>				<b>Title</b>		
<b>E-mail Address</b>					<b>Telephone</b>	
<b>Signature</b> ▶					<b>Date</b>	

### Grant Award Notification (Continued)

By signing this document, the authorized agent of the grantee certifies that San Ysidro School District (local educational agency [LEA]) will comply with the requirements of this grant. I certify that my LEA's submission to the Small School Districts Association Survey is true and correct and that my LEA meets the prioritization requirements in Resolution T-17697.

The funds from this grant award are to be used to purchase student devices for distance learning costing less than \$300 and hotspots at a reasonable cost. San Ysidro School District will provide documentation to verify compliance with award terms including the submission by a certification of expenditures in substantially the form set forth in Exhibit B and copies of purchase orders and receipts, if requested.

Awards are consistent with the CASF Adoption Account and were prioritized in accordance with Resolution T-17697, specifically: "schools and school districts in communities facing socioeconomic barriers to broadband such as low-income communities, communities with a high percentage of residents with limited English proficiency, communities with a high percentage of residents with limited education attainment, and communities with some other demonstrated disadvantage will have priority." The metrics used for prioritization include (i) the percentage of students who receive free and reduced priced meals, (ii) the percentage of students who are English learners, and (iii) whether the LEA is designated as "rural" for the purposes of the federal Rural Achievement Education Program under Title V, Part B of the Every Student Succeeds Act.

If you choose to accept this grant, sign, date, and return the Grant Award Notification (AO-400) within 10 days of receipt of this letter. If you do not want to receive the award, write "DECLINE" on the Grant Award Notification; submitting the Grant Award Notification (AO-400) within the 10 days of receipt of this letter will deem the grant null and void.

Assurances and Certifications are requirements of applicants and grantees as a condition of receiving funds. Applicants do not need to sign and return the general assurances and certification with the application; instead, they must download them and keep them on file to be available for compliance reviews, complaint investigations, or audits. Assurances and Certifications may be found on the CDE Funding Forms web page at <http://www.cde.ca.gov/fq/fo/fm/ff.asp>.

### Contact Information

If you have any questions concerning the Distance Learning/CASF Grant, please contact Mary Nicely, Senior Policy Advisor, at 916-319-0266 or [mnicely@cde.ca.gov](mailto:mnicely@cde.ca.gov), or Jillian Carnie, Associate Governmental Program Analyst, at 916-319-0617 or [jcarnie@cde.ca.gov](mailto:jcarnie@cde.ca.gov).

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** June 25, 2020

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Maintenance, Operations, Transportation & Facilities  
Paulo Azevedo, Director

Informational  
 Action

**AGENDA ITEM:** AGREEMENT WITH VILLALVA TRUCKING AND TRAINING

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**BACKGROUND INFORMATION:**

During the year, bus drivers are required to be State certified to keep up with California Highway Patrol regulations. Villalva Trucking and Training services will provide classroom instruction, documentation and update driver's records for the District and its drivers to be in compliance.

**RECOMMENDATION:**

Approve the agreement with Villalva Trucking and Training services from June 26, 2020 to June 30, 2021. Services will be provided on an "as needed basis" at a cost not to exceed \$10,000.00 from the General fund.

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**LCAP GOAL AND ACTION/SERVICE (please indicate):**

Renewal     New     Amendment     Ratify     Other

Financial Implications?

Yes     No

NOT TO EXCEED

**\$10,000.00**

(Amount)

Are funds for this item available in the 2019-2021 Budget?

Yes     No

**General Fund**

(Name of funding source and/or location)

Requisition #

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Recommended for:     Approval     Denial    Certification Requested     Yes     No

**SAN YSIDRO SCHOOL DISTRICT**  
4350 Otay Mesa Road, San Ysidro, CA 92173

**PROFESSIONAL SERVICES AGREEMENT**

This agreement is made and entered into this 26th day of June, 2020, by and between the San Ysidro School District, hereinafter called the "District", and

Villalva Trucking and Training  
Company/Consultant

619-735-0007  
Telephone Number

1450 Melrose Avenue #33, Chula Vista, CA 91911  
Address

N/A  
Website

hereinafter referred to as "Consultant."

**1 SCOPE AND TERMS**

**1.1 SCOPE OF SERVICES**

Scope of Services. In compliance with all terms and conditions of this Agreement, the Consultant shall provide those services specified in the Consultant Services Documentation ("attached documents") attached hereto as **Exhibit "A"** and incorporated herein by this reference, which services may be referred to herein as the "services" or "work" hereunder. As a material inducement to the District entering into this Agreement, Consultant represents and warrants that Consultant is a provider of first class work and services and Consultant is experienced in performing the work and services contemplated herein and, in light of such status and experience, Consultant covenants that it shall follow the highest professional standards in performing the work and services required hereunder and that all materials shall be of good quality, fit for the purpose intended. For purposes of this Agreement, the phrase "highest professional standards" shall mean those standards of practice recognized by one or more first-class firms performing similar work under similar circumstances.

Compliance with Law. All services rendered hereunder shall be provided in accordance with any and all applicable ordinances, resolutions, statutes, rules, and regulations of the District, City and any Federal, State or local governmental agency having jurisdiction in effect at the time service is rendered. Each and every provision required by law to be included in this Agreement shall be deemed to be included by this reference, and this Agreement shall be read and enforced as though they were included.

Licenses, Permits, Fees and Assessments. Consultant shall obtain at its sole cost and expense such licenses, permits and approvals as may be required by law for the performance of the services required by this Agreement. Consultant shall have the sole obligation to pay for any fees, assessments and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for the Consultant's performance of the services required by this Agreement, and shall indemnify, defend and hold harmless District against any such fees, assessments, taxes penalties or interest levied, assessed or imposed against District hereunder.

**1.2 TERM**

From: June 26, 2020

To: June 30, 2021 "as needed basis"

The Term of this Agreement as noted, unless earlier terminated as provided herein. The Parties may mutually agree to extend this term only by written amendment. Should the Parties agree to extend the term of this Agreement; the Agreement can only be extended on a year-to-year basis with written approval unless otherwise indicated in writing and in accordance with the law.

# SAN YSIDRO SCHOOL DISTRICT

4350 Otay Mesa Road, San Ysidro, CA 92173

## 2 FEES AND PAYMENTS

### 2.1 FEES

District shall pay Consultant for the specified services as reflected on *Exhibit A* during this contract term.

### 2.2 PAYMENTS

Consultant shall submit to District an itemized invoice which indicates work completed by Consultant. District shall review each invoice and/or receipts submitted to determine that the work performed, and expenses incurred are in compliance with the provisions of this Agreement. District shall pay Consultant within 30-days of receipt of an acceptable invoice from Consultant.

## 3. ADDITIONAL SERVICES.

District shall have the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the Scope of Services or make changes by altering, adding to or deducting from said work as described herein. No such extra work may be undertaken unless a written order is first given by the District Contract Officer to the Consultant, incorporating therein any adjustment in (i) the Contract Sum, and/or (ii) the time to perform this Agreement, which said adjustments are subject to the written approval or ratification of the Contract Officer. However, any increase in compensation beyond the Contract Sum, for services beyond what is contemplated in the Contract, must be approved or ratified by the Board of Education in a signed writing prior to any payment. Additionally, any other increases, extensions or renewals must be approved in writing by the Board of Education. It is expressly understood by Consultant that the provisions of this Section shall not apply to services specifically set forth in the Scope of Services or reasonably contemplated therein. Consultant hereby acknowledges that it accepts the risk that the services to be provided pursuant to the Scope of Services may be more costly or time consuming than Consultant anticipates and that Consultant shall not be entitled to additional compensation therefore unless specifically authorized pursuant to the terms of this section.

## 4 RESPONSIBILITIES OF CONSULTANT

### 4.1 ORGANIZATION

Consultant shall assign a Company Contact as Project Manager. The Project manager shall not be removed from the Project or reassigned without the prior written consent of District, which consent shall not be unreasonably withheld. Consultant shall make every reasonable effort to maintain the stability and continuity of Consultant's staff assigned to perform the services required under this Agreement.

### 4.2 COORDINATION OF SERVICES

Consultant agrees to work closely with the District staff in the performance of Services and shall be available to the District staff, consultants and other staff at all reasonable times.

### 4.3 STANDARD OF CARE:

Consultant shall perform all Services under this Agreement in a skillful, competent and timely manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Consultant represents and maintains that it is skilled in the professional calling necessary to perform the Services. Consultant warrants that all of Consultant's employees and subconsultants shall have sufficient skill and experience to perform the Services assigned to them. Consultant further represents that it, its employees and subconsultants have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, and that such licenses and approvals shall be maintained throughout the term of this Agreement. Any of Consultant's employees who are determined by District to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any of Consultant's employees who fail or refuse to perform the Services in a manner acceptable to District, shall be promptly removed from the Project by the Consultant and shall not be re-employed to perform any of the Services or to work on the Project.

### 4.4 INDEPENDENT CONSULTANT & ADDITIONAL PERSONNEL

Consultant is retained as an independent consultant and is not an agent or employee of the District. No employee or agent of Consultant shall by this Agreement become an agent or employee of the District. The work to be performed shall be in accordance with the work described herein, subject to such direction and amendments from District as herein provided. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind District to any obligation whatsoever, except as specifically provided in writing by District. Any additional personnel

# SAN YSIDRO SCHOOL DISTRICT

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performing the Services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Consultant shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law.

## 4.5 LAWS AND REGULATIONS

Consultant shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Service. Consultant shall be liable for all violations of such laws and regulations in connection with Services.

## 4.6 MAINTENANCE OF ACCOUNTING RECORDS

Consultant shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. Consultant shall allow a representative of the District during normal business hours with reasonable notice to examine, audit and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Consultant shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of five (5) years from the date of final payment under this Agreement.

## 4.7 INSURANCE – Consultant shall comply with the following insurance provisions, unless one or more paragraphs are specifically waived by the District in writing.

(1) Time for Compliance. Consultant shall not commence Services under this Agreement until it has provided evidence satisfactory to District that it has secured all insurance required under this Section. In addition, Consultant shall not allow any subconsultant or employee to commence work until it has provided evidence satisfactory to the District.

(2) Minimum Requirements and Limits. Consultant shall, at its expense, procure and maintain for the duration of this Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the consultant, its agents, representatives, and employees. Such insurance shall survive after this agreement as permitted by law.

MINIMUM SCOPE OF INSURANCE - Coverage shall be at least as broad as:

**Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury, sexual misconduct and personal & advertising injury with limits no less than **\$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be **\$2,000,000** the required occurrence limit.

1. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Consultant has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
2. **Workers' Compensation (Employer's Insurance if applicable):** as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. Coverage shall include waiver of subrogation endorsement in favor of San Ysidro School District.
3. **Professional Liability (Errors and Omissions):** Insurance appropriate to the Consultant's profession, with limit no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate. *(If applicable – see footnote next page)*  
**District waives \_\_\_\_\_**
4. **Improper Sexual Conduct:** \$1,000,000 per occurrence with an aggregate of not less than \$2,000,000 for damages because of bodily injury by reason of negligent hiring and supervision. May be included under General Liability.  
**District waives \_\_\_\_\_**
5. **Cyber Security Liability:** Coverage for both electronic and non-electronic data breach of \$2,000,000 per occurrence with an aggregate limit of not less than \$5,000,000 and shall cover all of Consultant's employees, officials and agents. Coverage shall apply to any dishonest, fraudulent, malicious or criminal use of Consultants or computer system or to obtain financial benefit for any party; to steal, take or provide unauthorized access of electronic data, including publicizing confidential electronic data or causing confidential electronic data to be accessible to unauthorized persons; transfer and for Third-Party Liability encompassing judgements or settlement and defense costs arising out of litigation due to a data breach and data breach response costs for customer notification and credit monitoring service fees.  
**District waives \_\_\_\_\_**

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If the Consultant maintains higher limits than the minimums shown above, the District requires and shall be entitled to coverage for the higher limits maintained by the Consultant.

### Additional Insured Status - Endorsement

The San Ysidro School District, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an **Additional Insured Endorsement** to the Consultant's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used). If Blanket Endorsement, it must include policy number and insured's name.

### Primary Coverage

For any claims related to this contract, the **Consultant's insurance coverage shall be primary** insurance as respects the District, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the District, its officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

### Notice of Cancellation

The Provider shall file, with the District, Certificates of Insurance indicating a thirty-day (30) cancellation notice. If not stated on the Certificates of Insurance, it is understood that a 30-day cancellation notice will be provided and failure to mail such notice shall impose obligation and liability upon the company/insured, its agents or representative.

### Waiver of Subrogation

Consultant hereby grants to the San Ysidro School District a waiver of any right to subrogation which any insurer of said Consultant may acquire against the District by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the District has received a waiver of subrogation endorsement from the insurer.

### Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the District. The District may require the Consultant to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

### Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A-:VII, unless otherwise acceptable to the District.

### Claims Made Policies (note – should be applicable only to professional liability, see below)

If any of the required policies provide claims-made coverage:

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained and evidence of insurance must be provided **for at least five (5) years after completion of the contract of work.**
3. If coverage is canceled or non-renewed, and not replaced **with another claims-made policy form with a Retroactive Date prior to** the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of **five (5) years** after completion of work.

### Verification of Coverage

Consultant shall furnish the District with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. **All certificates and endorsements are to be received and approved by the District before work/services commences.** However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

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## **5 GENERAL PROVISIONS**

### **5.1 DELAYS IN PERFORMANCE**

(1) Neither District nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war; riots and other civil disturbances; strikes, lockouts, work slowdowns, and other disturbances; sabotage or judicial restraint.

(2) Should such circumstances occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

### **5.2 SUSPENSION OF SERVICES**

The District may, in its sole discretion, suspend all or any part of Services provided hereunder with cost to date of suspension. Consultant may not suspend its services without District's express written consent.

### **5.3 TERMINATION OF AGREEMENT**

(1) Termination. District may, by written notice to Consultant, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Consultant of such termination, and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination. Upon termination, Consultant shall be compensated only for those services which have been adequately rendered to District to date of the notice of termination and Consultant shall be entitled to no further compensation. Consultant may not terminate this Agreement except for cause.

(2) Consultant's Termination for Cause. This Agreement may be terminated by the Consultant upon thirty (30) days written notice to the District only when the District has substantially failed to perform its obligations under this Agreement. The written notice shall include a detailed description of the District's failure to perform, status of the work completed as of the date of termination together with a description and a cost estimate of the effort necessary to complete work in progress. In such event, the Consultant shall be compensated for services completed to the date of termination, together with compensation for such approved Additional Services performed after termination which are authorized by the District to conclude the work performed to the date of termination. Upon the District's request and authorization, Consultant shall perform any and all Additional Services necessary to wind up the work performed to the date of termination.

(3) Effect of Termination. If this Agreement is terminated as provided in this Section, District may require Consultant to provide all finished or unfinished documents, data, programming source code, reports or any other items prepared by Consultant in connection with the performance of Services under this Agreement. Consultant shall be required to provide such documents and other information within fifteen (15) days of the request.

(4) Terminated Services. In the event this Agreement is terminated in whole or in part as provided herein, District may procure, upon such terms and in such manner as it may determine appropriate, services similar or identical to those terminated.

### **5.4 OWNERSHIP OF MATERIALS AND CONFIDENTIALITY**

(1) All materials and data, including but not limited to, data on electronic or magnetic media and any materials, documents and data required to be made or kept pursuant to federal, state or local laws, rules or regulations, prepared or collected by Consultant pursuant to this Agreement, shall be the sole property of the District, except that Consultant shall have the right to retain copies of all such documents and data for its records. District shall not be limited in any way in its use of such materials and data at any time, provided that any such use not within the purposes intended by this Agreement shall be at District's sole risk and provided that Consultant shall be indemnified against any damages resulting from such use, including the release of this material to third parties for a use not intended by this Agreement.

(2) All such materials and data shall be provided to the District, or such other agency or District as directed by District or required by law, rule or regulation, as they become due during the term of this Agreement as direct by District.

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(3) The District is a California public entity subject to all state and federal laws governing education, including but not limited to California Assembly Bill 1584 (AB 1584), the California Education Code, the Children's Online Privacy and Protection Act (COPPA), the Family Educational Rights and Privacy Act (FERPA), and HIPAA Privacy regulations and any other privacy laws, policies and regulations that may apply such as American Recovery and Reinvestment Act of 2009 ("ARRA") and the Health Information Technology and Economic Clinical Health Act of 2009 ("HITECH").

AB1584 requires, in part, that any agreement entered into, renewed or amended after January 1, 2015 between a local education agency (LEA) and a third-party service provider must include certain terms; and the LEA and the Service Provider desire to have this Agreement and the services provided comply with AB1584. This includes to all forms of protected health information, including paper, oral, and electronic, etc. Furthermore, only the minimum health information necessary to conduct business is to be used or shared.

- Pupil records obtained by the Consultant/Service Provider from LEA/District continue to be the property of and under the control of the District. The Consultant will obtain information regarding disciplinary and/or behavioral events for the purpose of allowing District personnel to improve and provide services to pupils. The Consultant will not be obtaining pupil-generated content.
- In the event of an unauthorized disclosure of a pupil's records, the Consultant shall report to an affected parent, legal guardian, or eligible pupil pursuant to the following procedure; written communication to the District's Superintendent, Deputy Superintendent and/or designee.
- The Consultant shall not use any information in a pupil record for any purpose other than those required or specifically permitted by this Professional Services Agreement.
- Consultant certifies that a pupil's records shall not be retained or available to the Consultant upon completion of the terms of this Professional Services Agreement.
- District agrees to work with Consultant to ensure compliance with FERPA.
- Consultant shall not use personally identifiable information in pupil records to engage in targeted advertising.
- Pupil records include any information directly related to a pupil that is maintained by the District or acquired directly from the pupil through the use of instructional software or applications assigned to the pupil by a teacher or other District employees. Pupil records does not include/not mean de-identified information (information that cannot be used to identify an individual pupil) used by the third party to (1) improve educational products for adaptive learning purposes and for customized pupil learning; De-identified information, including aggregated de-identified information. (2) Demonstrate the effectiveness of the operator's products in the marketing of those products; or for the development and improvement of educational sites, services, or applications.

### **5.5 SAFETY**

Consultant shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Consultant 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 employees appropriate to the nature of the work and the conditions under which the work is to be performed.

### **5.6 PROJECT STAFFING**

Consultant shall provide adequate staff and resources to facilitate all Consultant activity. Should Consultant fail to adequately staff a project, the District may, at its sole discretion, retain third party consulting services and back charge Consultant for all third-party fees.

### **5.7 INDEMNIFICATION**

**Indemnification:** To the fullest extent permitted by law, Consultant shall defend (with counsel of District's choosing), indemnify and hold the District, its officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any acts, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant's Services, the Project or this Agreement, including without limitation the payment of all damages, expert witness fees and attorney's fees and other related costs and expenses. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Consultant, the District, its officials, officers, employees, agents, or volunteers.

## SAN YSIDRO SCHOOL DISTRICT

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### 5.8 AMENDMENTS

This Agreement may not be amended except in writing signed by both Parties.

### 5.9 SEVERABILITY

If any section, subsection, sentence, clause or phrases of this Agreement, or the application thereof to any of the Parties, is for any reason held invalid or unenforceable, the validity of the remainder of the Agreement shall not be affected thereby and may be enforced by the Parties to this Agreement.

### 5.10 GOVERNING LAW

This Agreement shall be governed by the laws of the State of California. Any action brought to enforce the terms of this Agreement shall be brought in a state or federal court located in the County of San Diego, State of California, but only after dispute resolution as provided herein.

### 5.11 CONFLICT OF INTEREST

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.

**5.12 SCHOOL SAFETY, FINGERPRINTING AND BACKGROUND INVESTIGATION REQUIREMENTS:** Consultant agrees with the provisions of Education Code Section 45125.1 regarding the submission of fingerprints to the California Department of Justice. Consultant shall not be permitted to have any contact with District pupils until such time as Consultant has verified in writing to the District that they have complied with Educational Code Section 45125.1. **(Please complete attached School Safety Certification Form.)**

Per Ed Code 49406 and Assembly Bill 1667, the District requires for Tuberculosis (TB) Clearances to be in place by anyone coming in contact with pupils. Please submit TB Clearance to the Business Services Office. This section may be waived if the District determines that the Consultant and/or its employees will have limited contact with District pupils or if Consultant and/or its employees will be supervised at all times by District staff.

District is waiving this requirement \_\_\_\_\_ .

### 5.13 DRUG/ALCOHOL/TOBACCO-FREE FACILITIES:

ALL DISTRICT FACILITIES ARE DRUG AND TOBACCO-FREE FACILITIES. ANY DRUG, ALCOHOL AND/OR TOBACCO USE (SMOKED OR SMOKELESS) IS PROHIBITED AT ALL TIMES ON ALL AREAS OF THE DISTRICT FACILITIES.

### 5.14 NOTICES / CONTACT INFORMATION

All notices or demands to be given under this Agreement by either party to the other shall be in writing and given either by: (a) personal service, (b) email or (c) by U.S. Mail, mailed certified mail with return receipt requested, addressed to the following entities.

<b>CONSULTANT:</b>	<b>Villalva Trucking and Training</b>	
Name:	Frank Villalva	
Title:	State Certified Instructor	
Address:	1450 Melrose Ave. #33	
City/State/Zip Code:	Chula Vista, CA 91911	
Telephone:	619-735-0007	
Email:	villalvatraining@gmail.com	

<b>DISTRICT:</b>	<b>San Ysidro School District</b>	
Name:	Marilyn Adrianzen	Paulo Azevedo
Title:	Chief Business Official	Director, MOTF
Address:	4350 Otay Mesa Road	4350 Otay Mesa Road
City/State/Zip code:	San Ysidro, CA 92173	San Ysidro, CA 92173
Telephone:	(619) 428-4476	(619) 428-4476 ext. 3065
Email:	Marilyn.adrianzen@sysdschools.org	Paulo.azevedo@sysdschools.org

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**6 ENTIRE AGREEMENT**

This Agreement represents the entire understanding of District and Consultant as to those matters contained herein, and supersedes and cancels any prior oral or written understanding, promises or representations with respect to those matters covered hereunder. To the extent that any provision or clause contained in an attachment to this Agreement conflicts with a provision or clause in the Agreement, the provision or clause in this Agreement shall control. This Agreement may not be modified or altered except in writing signed by both parties hereto. This is an integrated Agreement.

**7 WARRANTY OF AUTHORITY:**

Each of the parties signing this Agreement warrants to the other that he or she has the full authority to enter into agreement on behalf of the Party for which his or her signature is made.//

**CONSULTANT**

**DISTRICT**

Villalva Trucking and Training  
Firm Name

San Ysidro School District  
Firm Name

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Signature

Frank Villalva, Jr. (Owner)  
Print Name, Title

Marilyn Adrianzen, Chief Business Official  
Print Name, Title

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Approved:

Revised 09-13-18

**SAN YSIDRO SCHOOL DISTRICT**

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**SCHOOL SAFETY CERTIFICATION FORM**

**CERTIFICATION PURSUANT TO EDUCATION CODE SECTION 45125.1 and  
Penal Code section 667.5(c) or a serious felony listed in Penal Code section 1192.7(c)  
Fingerprinting and Criminal Background Investigation Requirements**

The San Ysidro School District (District) has determined under Education Code Section 45125.1, subdivision (c) that in performing services under this contract, **Contractor/Consultant's employees and/or Subconsultants/Subcontractors may have contact with pupils.**

\_\_\_\_\_(Initial) As required under Education Code Section 45125.1, subdivision (a), Consultant shall require their employees, including the employees of any sub-consultant and/or subcontractor, who will provide services pursuant to this contract to submit their fingerprints in a manner authorized by the Department of Justice in order to conduct a criminal background check to determine whether such employees have been convicted of or have charges pending for a felony as defined under Education Code Section 45122.1.

\_\_\_\_\_(Initial) Consultant shall not permit any employee to perform services that may come in contact with pupils under this contract until the Department of Justice has determined that the employee has not been convicted of a felony or has no criminal charges pending for a felony as defined in Education Code Section 45122.1 and in Penal Code section 667.5(c) or a serious felony listed in Penal Code section 1192.7(c).

\_\_\_\_\_(Initial) Consultant certifies that all of its employees who may come in contact with pupils have not been convicted of or have no criminal charges pending for a felony, as defined in Education Code Section 45122.1 and in Penal Code section 667.5(c) or a serious felony listed in Penal Code section 1192.7(c).

\_\_\_\_\_(Initial) Consultant shall defend, indemnify, protect and hold the District and its agents, officers and employees harmless from and against any and all claims asserted or liability established for damages or injuries to any person or property which arise from or are connected with or are caused or claimed to be caused by Consultant's failure to comply with all of the requirements contained in Education Code Section 45125.1, including, but not limited to, the requirements prohibiting Consultant from using employees who may have contact with pupils who have been convicted or have charges pending for a felony in Education Code Section 45122.1.

\_\_\_\_\_(Initial) Per Ed Code 49406 and Assembly Bill 1667, the District requires for Tuberculosis (TB) Clearances to be in place by anyone coming in contact with pupils.

\_\_\_\_\_(Initial) Consultant's individuals/employees and/or Subconsultants/Subcontractors who may come in contact with pupils in the performance of services in this contract agree to provide fingerprint (DOJ/FBI) and TB Clearances (at their own expense) to be in compliance with the above-mentioned Ed Codes before commencement of any services under this contract. The District will provide LiveScan form if necessary.

- I certify to the District's Governing Board that I have read and understand the above terms and conditions and will report any changes that may affect the performance services of this contract.
- I certify to the District's Governing Board that none of the Consultant's employees/individuals and/or Subconsultants/subcontractors performing services under this agreement have been convicted of a felony as defined in Education Code Section 45122.1 and in Penal Code section 667.5(c) or a serious felony listed in Penal Code section 1192.7(c).
- I certify to the District's Governing Board that all of the Consultant's and Subconsultant's/Subcontractor's employees-individuals performing services under this agreement are clear of tuberculosis (TB) as defined on Education Code Section 49406 and Assembly Bill 1667.

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

Name/title of authorized representative (Print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

REVISED 09-13-18

# **SAN YSIDRO SCHOOL DISTRICT**

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## **EXHIBIT A**

### **SCOPE OF SERVICES**

**Consultant is a certified instructor by the State of California. Consultant will provide the following services as directed by the District.**

**Original Classroom:** Certified Instructors are required by the State of California Department of Education (CDE) to cover the entire manual when conducting an original class. This consists of 12 units and basic First Aid information. Class Participants must pass a final exam to complete the course.

**Hours:** Unit 1-12: 25 hours

First Aid: 2 hours

Classroom total: 27 hours

**Cost: \$150.00 per hour unlimited amount of students**

**Total: \$4,050.00**

**Behind the Wheel Training (BTW):** CDE requires a minimum of 20 BTW driving hours for each original trainee. On average it takes 25-30 hours to train an original driver depending on their skill set. In addition, they need pre-trip training which takes 8-10 hours of training. They must pass a final appraisal to complete course.

**Hours:** BTW: 20-30 hours

Pre-trip: 8-10 hours

CHP Prep: 2-6 hours

**Cost: \$75.00 per hour one on one training**

**Total: Varies on the driver's skill level**

**Monthly in-service classes and documentation:** We will provide a 2-hour in-service class each month and maintain all T-01/T-02 for driver compliance. **(As needed basis)**

**Hours:** Varies on Our/Districts available times

**Cost: \$400.00 per month**

**\*\*\* Any additional classes will be charged at the \$150 per hour rate**

T-01 document will not be distributed until proper payments have been received.

Invoices will be submitted on a monthly basis for services completed.

Please don't hesitate to contact us for additional information or clarification.

Owner-Frank Villalva: 619-735-0007 State Certified Instructor

Cynthia Zwartjes: 619-750-5004 State Certified Instructor