

Meeting Packet

Governing Board Meeting Agenda (REVISED)



Governing Board Meeting Agenda (REVISED)

CABRILLO UNIFIED SCHOOL DISTRICT

District Office Board Room

498 Kelly Avenue, Half Moon Bay, CA 94109

November 8, 2018 7:00 P.M.

(Closed Session 6:00 P.M.)

1. CALL TO ORDER - 6:00 P.M.

2. ROLL CALL / QUORUM

- ___ Mr. Rob Pappalardo, President
- ___ Ms. Sophia Layne, Vice President
- ___ Ms. Kimberly Hines, Clerk to the Governing Board
- ___ Dr. Kirk Riemer Ph.D, Member
- ___ Ms. Freya McCamant, Member

3. COMMENTS FROM THE PUBLIC RELATED TO ITEMS ON THE CLOSED SESSION AGENDA

Anyone wishing to address the Board regarding any of the Closed Session matters may do so at this time.

4. RECESS TO CLOSED SESSION

a. Pupil Personnel/Student Matters (Education Code §35146).

The Board may hear expulsion cases and consider the requests from students for re-admittance following expulsion. Also, the Board may review student disciplinary reports, exemption requests, and other student related matters that are regarded to be confidential according to Education Code. The Education Code requires closed session in these cases to prevent disclosure of confidential student record information.

i. One Case for Consideration of Expulsion

b. Public Employee Discipline/Dismissal/Release (Government Code §54954.5, §54957).

c. Conference with Legal Counsel – Existing Litigation (Gov. Code, section 54956.9, subd. (d)(1)) Cabrillo Unified School District v. West Bay Builders, Inc. et al. San Mateo Superior Court, Case No. 17-CIV-00937

- d. With respect to every item of business to be discussed in closed session pursuant to (Government Code §54957.6): Update School Facilities Construction.
- e. Conference Regarding Labor Negotiations with District-Designated Representatives Dannis/Wolliver/Kelley, Jane Yuster (Government Code §54957.6).
 - i. Cabrillo Unified Teachers' Association
 - ii. California School Employees' Association, Chapter 485
- f. Public Employee Evaluations: Superintendent (Government Code §54954.5, §54957).

5. RECONVENE OPEN SESSION – 7:00 P.M.

Report action from Closed Session: if applicable.

6. PLEDGE OF ALLEGIANCE

7. ADOPTION OF AGENDA AS PRESENTED / AMENDED

8. STUDENT / STAFF / COMMUNITY RECOGNITION

9. COMMENTS FROM THE PUBLIC RELATED TO ITEMS NOT ON THIS AGENDA

Public Participation at Board Meetings

The Board of Education encourages your participation in its deliberations. If you wish to address the Board on an agenda item, please fill out a speaker card located on the agenda table at the back of the room and present it to the Administrative Assistant seated to the immediate left of the Superintendent prior to the item being called. Any additional materials you choose to present will be copied and presented to all Board members following the meeting. The Board President will randomly call on persons submitting cards. The general order of discussion on any particular agenda item during the course of a meeting is: 1) Staff presentation on item, 2) Public comment, and 3) Board deliberation and action, if so warranted. If you wish to address the Board on a matter that is not on the agenda, you may speak during the "Comments from the Public" portion of the meeting that is held near the beginning of the meeting following the same general procedures noted above. Board members are legally prohibited from discussing non-agenda items and, therefore, cannot respond to items presented at this time. Open session is audio and/or video recorded.

Board agendas are often long and time is limited. For that reason, the Board reserves the right to limit the time allocated to each speaker (three minutes) as well as the cumulative time allocated to multiple speakers who are addressing the same topic (twenty minutes). The presiding officer may rule out of order persons who unduly interrupt or otherwise interfere with the orderly conduct of business, or who use defamatory, abusive, or profane language. Irrelevant or redundant presentations may likewise be ruled out of order. In the unlikely event that the behavior of an individual is such that the Board is unable to continue to conduct its business in an orderly manner, the Board President may direct the offending individual(s) to vacate the meeting room. Finally, a citizen may place an item on the Board Agenda by submitting a written request and supporting information to the Superintendent's Office.

The Superintendent, in consultation with the Board President, will determine at which upcoming regular Board meeting the item will be scheduled. The person who requested the item will be allowed three minutes at the meeting to present the information to the Board. Following this presentation the Board may address the issue, put the issue on a future agenda for more discussion and action, refer the issue to the

administration for follow-up, or take no action. In compliance with the Americans with Disabilities Act, those individuals requiring assistance and/or accommodations or *Spanish language translation in order to participate in this meeting are asked to contact the Superintendent's Office in advance at (650) 712-7112. (*Si usted necesita traducción al español para participar en esta reunión se pide que se ponga en contacto con la oficina del Superintendente antes de esta fecha al (650) 712-7112.)

10. REPRESENTATIVE REPORTS

- a. CUTA Representatives
- b. CSEA Representatives

11. REPORTS / INFORMATION / PRESENTATIONS

- a. Receive Report on Cabrillo Unified School District Summer Intervention Programs

[11.a Green Sheet Report CUSD Summer Intervention Program.pdf \(p. 7\)](#)

[11.a.1 Summer Intervention Programs June 2018.pdf \(p. 8\)](#)

- b. Receive Report on Cabrillo Unified School District Local Performance Indicators

[11.b Green Sheet Local Performances Indicators.pdf \(p. 12\)](#)

[11.b.1 Local Performance Indicators 2018.pdf \(p. 14\)](#)

- c. Receive the Measure S Facility Bond Citizens' Oversight Committee 2017-2018 Annual Report

[11.c Green Sheet Receive Measure S COC 2017-2018 Report.pdf \(p. 19\)](#)

[11.c.1 2017-2018 Measure S COC Report.pdf \(p. 21\)](#)

[11.c.2 2017-18 CUSD Measure S Bond Audit Report_CALL - Final_Redacted \(3\).pdf \(p. 52\)](#)

12. DISCUSSION ITEMS

- a. Discuss Construction / Facilities Master Plan and Schedule

[12.a Green Sheet Discuss Construction-Facilities Master Plan and Schedule.pdf \(p. 79\)](#)

[12.a.1 Measure M Presentation.pdf \(p. 80\)](#)

13. COMMUNICATIONS

- a. Board Members
- b. Student Board Member
- c. Superintendent

14. CONSENT ITEMS

The Consent Agenda

Consent items are those items judged by staff to be routine in nature, consistent with policy, and reflective of established practice. As a time-saving measure, such items are typically grouped together on what is called the "Consent Agenda" for Board consideration of action. The Consent Agenda requires a motion and a second and must be approved by a roll call vote of the Governing Board. Any Board member may direct that one or more of these items be removed from the Consent Agenda for the purpose of discussion

- a. Approve for Distribution/Disposal of Obsolete Textbooks for World Language-Spanish

[14.a Green Sheet Distribution Disposal of Obsolete Textbooks.pdf \(p. 87\)](#)

- b. Approve Field Trip for Half Moon Bay High School Girls Basketball to Orangevale, California, December 27 - 29, 2018

[14.b Green Sheet Approve Field Trip HMBHS Orangevale.pdf \(p. 89\)](#)

- c. Approve Certificated Personnel Report

[14.c Green Sheet Certificated Personnel Report.pdf \(p. 90\)](#)

- d. Approve Classified Personnel Report

[14.d Green Sheet Classified Personel Report.pdf \(p. 91\)](#)

- e. Approve Travel for Behavior Services Manager, to attend the Association for Behavior Analysis International Convention in Chicago, Illinois

[14.e Green Sheet Travel for Behavior Services Manager.pdf \(p. 92\)](#)

- f. Accept Donations to Cabrillo Unified School District

[14.f Green Sheet Donations.pdf \(p. 94\)](#)

- g. Accept Enrollment Report for the Second Month of the 2018-2019 School Year

[14.g Green Sheet Enrollment Report Second Month 2018-2019.pdf \(p. 95\)](#)

[14.g.1 Enrollment Report Period 2-2018-19.pdf \(p. 96\)](#)

- h. Approve and Adopt Minutes of October 11, 2018 Regular Governing Board Meeting

[14.h Green Sheet Board Minutes 10-11-18.pdf \(p. 97\)](#)

[14.h.1 Minutes 10-11-18.pdf \(p. 98\)](#)

15. ACTION ITEMS

- a. Accept the Measure S Facility Bond Citizens' Oversight Committee 2017-2018 Annual Report

[15.a Green Sheet Accept Measure S COC 17-18 Report.pdf \(p. 104\)](#)

[15.a.1 Annual Report for Measure S COC 17-18.pdf \(p. 106\)](#)

[15.a.2 2017-18 CUSD Measure S Bond Audit Report_CALL - Final_Redacted \(3\).pdf \(p. 137\)](#)

- b. Adopt Resolution No. 25-18 to Approve Developer Fee Report for Fiscal 2017-2018

[15.b Green Sheet Resolution No 25-18 Developer Fee Report.pdf \(p. 164\)](#)

[15.b.1 Developer Fees Resolution 2017-2018 Nov.pdf \(p. 166\)](#)

- c. Approve Cabrillo Unified School District Governing Board Policy Updates and Adopt the Proposed Revisions as Recommended by the California School Boards Association

[15.c Green Sheet Updated Policies.pdf \(p. 170\)](#)

[15.c.1 Policy Update Guidesheet November 8 2018.pdf \(p. 172\)](#)

[15.c.2 13 Updated policies-reg for November.pdf \(p. 175\)](#)

16. FUTURE BOARD AGENDA ITEMS

- a. Board Reorganization and Installation
- b. Receive First Interim Report
- c. Receive Visual and Performing Arts Report
- d. Approve SIPSA Plans

17. FUTURE EVENTS/DATES/REQUESTS

- a. November 12 - Holiday, Veterans Day, All Sites Closed
- b. November 14 - Public Hearing-Community Input On Transition from At Large to Trustee Area Elections, 6:30 PM, District Office
- c. November 19-23 - Thanksgiving Week Break, No School for Students or Teachers
- d. November 22 & 23 - Thanksgiving Holiday, All Sites Closed
- e. December 13 - Regular Governing Board Meeting, 7:00 PM, District Office

18. RETURN TO CLOSED SESSION (IF NECESSARY)

19. ADJOURNMENT OF THE MEETING

Meeting Curfew

Board Bylaw 9323 stipulates that the meeting of the Board shall conclude no later than 10:00 p.m. The Board, at its discretion, may extend the meeting for a defined time to finish the business at hand.

CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

BOARD MEETING DATE: November 8, 2018

- ☐ ACTION
- ☐ CONSENT
- ☐ DISCUSSION
- ☒ INFORMATION

BOARD AGENDA NUMBER: 11.a

BOARD AGENDA ITEM: Receive Report on Cabrillo Unified School District Summer Intervention Programs

DEPARTMENT: Curriculum and Instruction

CONTACT PERSON: Joy Dardanelle, Assistant Superintendent,
Curriculum and Instruction

BACKGROUND INFORMATION:

Summer intervention programs were offered to Cabrillo Unified targeted students in Pre-Kindergarten through 12th grade. These programs included:

- Big Lift Inspiring Summers for students entering Kindergarten through 2nd grade
- Reading Intervention for students entering 3rd through 5th grade
- Jump Start Reclassification classes for students entering 6th through 12th grade
- Credit Recovery/A-G courses for students in 9th through 12th grade
- Special Education for identified students in Pre-K through 12th grade

REPORT/PROPOSAL:

Joy Dardenelle, Assistant Superintendent, Curriculum and Instruction, will give a brief summary of program services, highlights, student participation and achievement data.

FINANCIAL IMPACT:

There is no financial impact to the General Fund.

RECOMMENDATION:

Receive report on Cabrillo Unified School District summer intervention programs.

Cabrillo Unified School District

Cabrillo Unified School District Summer Intervention Programs 2018

November 8, 2018

Joy Dardenelle
Assistant Superintendent,
Curriculum and Instruction



Cabrillo Unified School District

Summer Intervention Programs

Elementary:	Secondary:
Big Lift (incoming K - 2)	Jump Start Reclassification (6-12)
General Education (3 - 5)	A-G/Credit Recovery (9-12)
Special Education (Pre-K - 5)	Special Education (6-12)



Big Lift (Incoming Grades K-2)

Highlights of the Program

- 156 Students
- Six of the seven classes showed academic growth as measured by the STAR assessment

Learning Experiences

- Walking field trips provided opportunities for outdoor learning
- On-site field trips provided differentiated lessons
- Longer days with library facilitators in the afternoon for play-based learning and socialization

General Education (Grades 3-5)

Highlights of the Program

- 120 Students
- Chess taught by a local Chess Master

Learning Experiences

- Supplemental Math curriculum provided differentiated support for struggling students.
- Access to differentiated online Math practice for individualized instruction
- The Readers' Workshop Mystery Unit

Cabrillo Unified School District


Special Education (Pre K - 12)

Highlights of the Program	Learning Experiences
21 Students (Pre-K - 5) 13 Students (6-12)	- Combined intermediate and high school classes - Program designed to meet student needs based on Individualized Education Program (IEP) goals

Cabrillo Unified School District


Jump Start Reclassification (6 - 12)

Highlights of the Program	Learning Experiences
71% of Students participated were reclassified (n=28) - Challenging tasks in all four domains: listening, reading, writing and speaking.	- Providing training and preparation time for teachers - Reconsidering Jump Start for Summer 2019 due to the lower number of cusp students who qualify

Cabrillo Unified School District

A-G/Credit Recovery (9 - 12 grades)

Highlights of the Program	Learning Experiences
80 Students Enrolled 16 Met A-G Requirements - Students could work at their own pace and often finish courses more quickly	- Courses were more interactive than the previous system - Need for professional development for instructors so that they can manage the new system

Cabrillo Unified School District



Questions?

CABRILLO UNIFIED SCHOOL DISTRICT

BOARD AGENDA ITEM

BOARD MEETING DATE: November 8, 2018

- ☐ ACTION
- ☐ CONSENT
- ☐ DISCUSSION
- ☒ INFORMATION

BOARD AGENDA NUMBER: 11.b

BOARD AGENDA ITEM: Receive Report on Cabrillo Unified School District Local Performance Indicators

DEPARTMENT: Curriculum and Instruction

CONTACT PERSON: Joy Dardenelle, Assistant Superintendent,
Curriculum and Instruction

BACKGROUND INFORMATION:

The Local Control Funding Formula law passed in 2013 required that the State Board of Education adopt a new accountability tool that reflects both individual school and school district performance in different priority areas identified in the law. The California School Dashboard is that accountability tool and was launched in 2017 to give parents and the public a better idea of what is happening in schools and districts. The dashboard has both state and local indicators of performance.

The state indicators are based on data that is collected consistently across the state from Local Education Agencies (LEA) through the California Longitudinal Pupil Achievement Data System (CALPADS) and testing vendors. If a district has a significant student subgroup population, then each indicator must be further broken down by English learners, Socioeconomically disadvantaged pupils, Foster youth, Homeless youth, Students with disabilities, and Racial/ethnic groups.

The state indicators are:

- Academic Indicator (reported separately for English language arts/literacy and mathematics assessments)
- English Learner Progress
- Chronic Absenteeism
- Graduation Rate
- Suspension Rate
- College/Career Readiness (includes Grade 11 assessment results)

State data is not available for some priority areas identified in the Local Control Funding Formula law. For these priority areas, the State Board of Education approved the local indicators, which are based on information that local educational agencies collect locally. The local indicators are:

- Basic Services (Appropriately Assigned Teachers, Access to Curriculum-Aligned Instructional Materials, and Safe, Clean and Functional School Facilities)
- Implementation of State Academic Standards
- Parent Engagement
- School Climate

Data about the district's performance on the local indicators is required to be presented to the local governing board at a regularly scheduled meeting of the local governing board.

REPORT/PROPOSAL:

Joy Dardenelle, Assistant Superintendent, Curriculum and Instruction, will present a summary of Local Performance Indicators data for the Cabrillo Unified School District.

FINANCIAL IMPACT:

There is no financial impact to the General Fund.

RECOMMENDATION:

Receive report on Cabrillo Unified School District Local Performance Indicators.

*Cabrillo Unified
School District*

California School Dashboard Local Performance Indicators 2017-2018

November 8, 2018

**Joy Dardenelle
Assistant Superintendent,
Curriculum and Instruction**



*Cabrillo Unified
School District*

California School Dashboard State Indicators - District Level

- Academic Indicator - English Language Arts
- Academic Indicator - Mathematics
- English Learner Progress
- Chronic Absenteeism
- Graduation Rate
- Suspension Rate
- College/Career Readiness



California School Dashboard Local Performance Indicators

- Basic Services:
 - Appropriately Assigned Teachers
 - Access to Curriculum-Aligned Instructional Materials
 - Safe, Clean and Functional School Facilities
- Implementation of State Academic Standards
- Parent Engagement
- School Climate



Local Indicator

Appropriately Assigned Teachers
Access to Curriculum-Aligned Instructional Materials
Safe, Clean, and Functional School Facilities

Misassignments of Teachers	0%
Number of Vacant Teacher Positions	0
Number of Students without access to standards-aligned materials	0
Number of instances where facilities do not meet the "good repair" standard	4 out of 7 schools

Local Indicator

Implementation of State Academic Standards
(Scale of 1 to 5)

Assessed Areas of Implementation	16-17	17-18
Average Overall Implementation	3.7	3.9

- 1 - Exploration and Research Phase
- 2 - Beginning Development
- 3 - Initial Implementation
- 4 - Full Implementation
- 5 - Full Implementation and Sustainability

Local Indicator

Parent Engagement

Process: Community input was collected during the development of the Local Control Accountability Plan (LCAP) through district and site-based meetings.

Findings: Need for more communication, about individual student progress and school programs/activities. Request to continue and expand existing academic/behavioral interventions and parent engagement opportunities.



Cabrillo Unified School District

Local Indicator

School Climate
(Scale of 1-5)

School Climate Survey - Students	16-17	17-18
School Climate (Grade 5)	3.8	3.8
School Climate (Grades 6-12)	3.4	3.3
School Safety (Grade 5)	3.6	3.6
School Safety (Grades 6-12)	3.7	3.6



Cabrillo Unified School District

New Local Indicator for 2018

Access to Broad Course of Study

Proposed Metrics for Broad Course of Study

A-G Completion Rate

Number of College Credit Sections

Percent of Students in College Credit Courses



*Cabrillo Unified
School District*



Questions?

CABRILLO UNIFIED SCHOOL DISTRICT

BOARD AGENDA ITEM

BOARD MEETING DATE: November 8, 2018

- ☐ ACTION
- ☐ CONSENT
- ☐ DISCUSSION
- ☒ INFORMATION

BOARD AGENDA NUMBER: 11.c

BOARD AGENDA ITEM: Receive the Measure S Facility Bond Citizens' Oversight Committee 2017-2018 Annual Report

DEPARTMENT: Business Department

CONTACT PERSON: Crystal Leach, Chief Business Official

BACKGROUND INFORMATION:

On March 8, 2012, the Governing Board of the Cabrillo Unified School District approved a resolution placing a facility bond measure on the ballot. Included in the resolution was a commitment to establish a citizens' oversight committee to independently verify that the District would use bond proceeds in a manner consistent with the ballot language. On June 5, 2012 the voters within the attendance area of the Cabrillo Unified School District approved Measure S to authorize the sale of \$81 million in facility bonds. The project list was organized around three themes:

1. Basic upgrades to protect facility investments, keep schools clean, safe, well maintained and in good condition
2. Preparing our students for the 21st Century and improving education in the classroom through upgraded 21st Century technology and classroom upgrades
3. Improving energy efficiency, conserving water and other capital improvements to save money that can be used to help retain teachers and protect academic programs

Soon afterwards, the Governing Board appointed members to the District's Measure S Facility Bond Citizens' Oversight Committee (COC). The fiscal year ending June 30, 2018 was the sixth year under the facility bond program. The COC performed a detailed analysis of the District's expenditures that included the review of independent fiscal and performance audits. The COC found the use of the Measure S Bond proceeds were used in a manner that is consistent with the commitment the Governing Board made to the community through the measure's ballot language.

REPORT/PROPOSAL:

The Measure S Facility Bond Citizens' Oversight Committee met on October 22, 2018 and adopted Resolution No. 01-18 stating the District had, during the 2017-2018 school year, expended Measure S Bond proceeds in a manner consistent with the ballot language.

On October 22, 2018 the COC met and approved the Measure S Facility Bond Citizens' Oversight Committee 2017-2018 Annual Report. COC Vice-Chair Mike Alifano will present this report to the Governing Board.

FINANCIAL IMPACT:

There is no financial impact to the General Fund.

RECOMMENDATION:

Receive the Measure S Facility Bond Citizens' Oversight Committee 2017-2018 Annual Report.

Measure S Facilities Bond Citizens' Oversight Committee



Annual Report 2017–2018

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I. EXECUTIVE SUMMARY

On March 8, 2012, the Governing Board of the Cabrillo Unified School District formally approved placing on the June ballot a bond measure to raise \$81 million to improve the District's facilities and to support technology infrastructure and acquisition. In approving the formal resolution and related exhibits, the Board also stipulated that a Citizens' Oversight Committee would be established as a public accountability measure. This provision was stipulated in both the Abbreviated Text and Full Ballot Text of a bond measure that would later be named Measure S by the County of San Mateo.

Soon after Measure S was approved by a majority of over fifty-five percent on June 5, 2012, a seven-member Committee was appointed by the Board to serve in this important oversight capacity. This Committee meets on a regular basis in sessions open to the general public to verify that Measure S dollars are expended only for the school facilities projects listed in the Bond Project List.

The report that follows – and the annual resolution adopted by the Committee in a formal roll call vote – is the Committee's method for annually communicating the results of this comprehensive oversight process to Coastsides constituents.

II. FORMATION OF THE MEASURE S CITIZENS' OVERSIGHT COMMITTEE

On August 21, 2012, The Governing Board announced its process for recruiting and selecting members to fill the various slots on the Committee. A total of thirteen individuals applied to serve.

On September 27, 2012 Board President Kirk Reimer, Assistant Superintendent Elizabeth Schuck and Superintendent Tony Roehrick met to review applications from members of the Coastsides community who expressed interest in serving on the Committee. The three determined to submit seven names to the Board as a recommended slate for approval. The Governing Board met on October 11, 2012 and approved the recommended slate of candidates. The following individuals were formally appointed to the District's Measure S Facilities Bond Citizens' Oversight Committee:

- 1) Mike Alifano (Local Business Community Organization)
- 2) Steve Johnson (Senior Citizens' Organization)
- 3) Susie Tempesta (Bona Fide Taxpayers' Association)
- 4) Patric Jonsson (Parent of an Enrolled Student)
- 5) Veronica Torres (Parent of an Enrolled Student/Active in Parent Group)
- 6) Chris Johnson (At-Large)
- 7) Naomi Patridge (At-Large)

III. SUMMARY OF 2012-13 COMMITTEE PROCEEDINGS AND ACTIVITIES

The first meeting of the newly-formed Measure S Facilities Bond Citizens' Oversight Committee was held at 4:00 p.m. on November 19, 2012 in the District Office Board Room, 498 Kelly Avenue, in Half Moon Bay. Committee members addressed several organizational matters during the course of this session.

Committee members unanimously elected Steve Johnson to serve as Chair and Susie Tempesta to serve as Vice-Chair.

To complete its work regarding the 2012-13 fiscal year, the Committee met on four additional occasions:

- 1) June 10, 2013
- 2) September 23, 2013
- 3) November 4, 2013
- 4) November 18, 2013

The Committee received training on its role as a Citizens' Oversight Committee on two separate occasions. Marilyn Cleveland, an attorney with Dannis Woliver Kelley, visited the Committee at its initial meeting. Mrs. Cleveland's presentation focused on the legal responsibilities of Citizens' Oversight Committees. Eugene Whitlock, a San Mateo County Deputy County Counsel, attended the September 23, 2013 meeting to help the Committee focus on best practices for Citizens' Oversight Committees.

At the June meeting, the Committee reviewed the San Mateo Civil Grand Jury 2009-2010 Report on School Bond Citizens' Oversight Committees, Prop 39, and reviewed the 2013 District-Wide Technology Implementation Plan, Energy Management Plan, and District Facilities Master Plan (unadopted).

At the September meeting, the Committee received a detailed presentation on the Board-adopted Facilities Master Plan.

At the November 4th meeting, the Committee met to receive and review the Independent Auditor's Annual Performance and Financial Reports for 2012-13, to adopt Resolution 01-13, and to review the draft Annual Report.

At the November 18th meeting, the Committee received and reviewed the revised Independent Auditor's Annual Performance and Financial Reports for 2012-13, adopted Resolution 01-13, and approved this Report.

IV. SUMMARY OF 2013-14 COMMITTEE PROCEEDINGS AND ACTIVITIES

Meetings of the Measure S Facilities Bond Citizens' Oversight Committee were held in the District Office Board Room, 498 Kelly Avenue, in Half Moon Bay.

All meetings were duly posted and conducted in open session. Approved agendas and adopted minutes from all of the Committee meetings held to date are available for public review at the Cabrillo Unified School District Office, 498 Kelly Avenue, Half Moon Bay, CA 94019.

To complete its work for the 2013-14 fiscal year, the Committee met on the following dates:

- 1) March 31, 2014
- 2) June 16, 2014
- 3) September 29, 2014
- 4) October 20, 2014

At the March meeting, the Committee welcomed new member Phil Hophan representing parents of enrolled students. The Committee also reviewed the Bylaws, discussed several proposed amendments, and finalized the meeting schedule for the 2013-14 year.

At the June meeting, the Committee adopted the revised Bylaws and formally revised the policy for members to state their intent to serve a second term. The date for notification to the Committee was established as October 27, 2014.

At the September meeting, the Committee reviewed the Independent Auditor's Annual Performance and Financial Reports for 2013-14, reviewed Resolution 01-14, and reviewed the draft Annual Report for 2013-14.

At the October 20th meeting, the Committee accepted the Independent Auditor's Annual Performance and Financial Reports for 2013-14, adopted Resolution 01-14, and approved this Report.

V. SUMMARY OF 2014-15 COMMITTEE PROCEEDINGS AND ACTIVITIES

Meetings of the Measure S Facilities Bond Citizens' Oversight Committee were held in the District Office Board Room, 498 Kelly Avenue, in Half Moon Bay.

All meetings were duly posted and conducted in open session. Approved agendas and adopted minutes from all of the Committee meetings held to date are available for public review at the Cabrillo Unified School District Office, 498 Kelly Avenue, Half Moon Bay, CA 94019.

To complete its work for the 2014-15 fiscal year, the Committee met on the following dates:

- 1) June 1, 2015
- 2) September 28, 2015
- 3) October 26, 2015
- 4) November 2, 2015

At the June meeting, the Committee re-elected Steve Johnson as Chair. Phil Hophan was elected as Vice Chair, replacing Susie Tempesta who had resigned from the Committee after serving as its Vice Chair for the first two years. The District Superintendent was elected to serve as Secretary. The Committee agreed on the work plan and meeting schedule for the remainder of the year.

At the September meeting, the audit firm, Chavan & Associates, presented to the Committee the Annual Performance and Financial Reports. After making suggestions to enhance clarity and readability, the Committee voted to accept the independent audits. It then reviewed a draft of the annual resolution.

At the October meeting, the Committee welcomed new members Diane Brosin and Charmion Donegan. CBO Crystal Leach reviewed with the Committee the changes made to the Independent Auditor's Annual Performance and Financial Reports for 2014-15. Resolution 01-15 was adopted by roll call vote.

At the November meeting, the Committee reviewed and approved this Annual Report. Chair Steve Johnson, who has led the Committee from its inception, announced that this is his last meeting as he will be moving from the District.

VI. SUMMARY OF 2015-16 COMMITTEE PROCEEDINGS AND ACTIVITIES

Meetings of the Measure S Facilities Bond Citizens' Oversight Committee were held in the District Office Board Room, 498 Kelly Avenue, in Half Moon Bay.

All meetings were duly posted and conducted in open session. Approved agendas and adopted minutes from all of the Committee meetings held to date are available for public review at the Cabrillo Unified School District Office, 498 Kelly Avenue, Half Moon Bay, CA 94019.

To complete its work for the 2015-16 fiscal year, the Committee met on the following dates:

- 1) June 6, 2016
- 2) September 26, 2016
- 3) October 24, 2016

At the June meeting, the Committee elected Member Mike Alifano as Vice-Chair, replacing Phil Hophan who was elected Chair at the November 2015 meeting of the COC. Member Diane Brosin was elected Secretary, replacing the District Superintendent who had previously served that roll. The Committee agreed on the work plan and meeting schedule for the remainder of the year.

At the September meeting, the audit firm, Chavan & Associates, presented to the Committee the Annual Performance and Financial Reports. After asking clarifying questions and receiving acceptable responses from staff and the auditor, the Committee voted to accept the independent audits and approved a draft of the annual resolution. Prior to the start of the September meeting, Members were granted a tour of facilities under the auspices of the committee, and were able to ask questions of the Superintendent, District Staff, and a site construction lead, who were able to answer those questions and provide insights into the progress of these projects.

At the October meeting, the Committee reviewed and approved this Annual Report. Chair Phil Hophan acknowledged that he would present the Annual Report to the Board of Trustees in November of 2016.

VII. SUMMARY OF 2016-17 COMMITTEE PROCEEDINGS AND ACTIVITIES

Meetings of the Measure S Facilities Bond Citizens' Oversight Committee were held in the District Office Board Room, 498 Kelly Avenue, in Half Moon Bay.

All meetings were duly posted and conducted in open session. Approved agendas and adopted minutes from all of the Committee meetings held to date are available for public review at the Cabrillo Unified School District Office, 498 Kelly Avenue, Half Moon Bay, CA 94019.

To complete its work for the 2016-17 fiscal year, the Committee met on the following dates:

- 1) June 5, 2017
- 2) September 25, 2017
- 3) November 6, 2017

At the June meeting, the Committee agreed on the work plan and meeting schedule for the remainder of the year, and restated its commitment to the work of the committee as a means to keep and maintain the public trust in the expenditure of these Measure dollars.

At the September meeting, the audit firm, Chavan & Associates, presented to the Committee the Annual Performance and Financial Reports. After asking clarifying questions and receiving acceptable responses from staff and the auditor, the Committee voted to accept the independent audits and approved a draft of the annual resolution.

At the October meeting, the Committee reviewed and approved this Annual Report. Chair Phil Hophan acknowledged that he would present the Annual Report to the Board of Trustees in December of 2017.

VIII. SUMMARY OF 2017-18 COMMITTEE PROCEEDINGS AND ACTIVITIES

Meetings of the Measure S Facilities Bond Citizens' Oversight Committee were held in the District Office Board Room, 498 Kelly Avenue, in Half Moon Bay.

All meetings were duly posted and conducted in open session. Approved agendas and adopted minutes from all of the Committee meetings held to date are available for public review at the Cabrillo Unified School District Office, 498 Kelly Avenue, Half Moon Bay, CA 94019.

To complete its work for the 2017-18 fiscal year, the Committee met on the following dates:

- 1) June 4, 2018
- 2) October 1, 2018
- 3) October 22, 2018

At the June meeting, the Committee agreed on the work plan and meeting schedule for the remainder of the year, and restated its commitment to the work of the committee as a means to keep and maintain the public trust in the expenditure of these Measure dollars.

At the September meeting, the audit firm, Chavan & Associates, presented to the Committee the Annual Performance and Financial Reports. After asking clarifying questions and receiving acceptable responses from staff and the auditor, the Committee voted to accept the independent audits and approved a draft of the annual resolution.

At the October meeting, the Committee reviewed and approved this Annual Report. Vice Chair, Mike Alifano, acknowledged that he would present the Annual Report to the Board of Trustees in November 2018.

IX. OVERSIGHT COMMITTEE RESOLUTION NO. 01-18

Finding that 2017-18 Measure S Revenues Were Expended Only for the School Facilities Projects Listed in the Bond Project List

WHEREAS, on June 5, 2012 the Cabrillo Unified School District received approval from voters to implement a \$81 million bond program; and

WHEREAS, the stated intent of the revenues generated by the sale of these bonds is to improve the quality of education in local schools by replacing leaky roofs; performing essential safety repairs on classrooms and facilities; updating science labs; equipping classrooms with 21st Century technology; maximizing energy efficiency and water conservation to save money; and renovating, constructing, and equipping classrooms and facilities; and

WHEREAS, pursuant to its desire to assure the greater school community that these facilities bond dollars will be expended only for the school facilities projects listed in the Bond Project List, the Governing Board established a Measure S Facilities Bond Citizens' Oversight Committee; and

WHEREAS, the Citizens' Oversight Committee reviewed detailed independent performance and financial audit reports of 2017-18 bond expenditures during the course of its regularly scheduled meeting held on October 1, 2018; and

WHEREAS, the central purpose of the Citizens' Oversight Committee is to inform the public at least annually in a written report whether in its opinion bond proceeds are expended only for the school facilities projects listed in the Bond Project List;

NOW, THEREFORE, BE IT RESOLVED that the Measure S Citizens' Oversight Committee has met and reviewed detailed, independent performance and financial audits of 2017-2018 bond expenditures and does find that these proceeds were expended only for the school facilities projects listed in the Bond Project List.

ADOPTED this twenty second day of October, 2018.

Mike Alifano, Vice-Chair
Measure S Facilities Bond Citizens' Oversight Committee

Date

Diane Brosin, Secretary
Measure S Facilities Bond Citizens' Oversight Committee

Date

X. APPENDICES

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FULL BALLOT TEXT

CABRILLO UNIFIED SCHOOL DISTRICT BOND PROPOSITION

The Board of Education (the “Board”) of the Cabrillo Unified School District (the “District”), believes that a bond measure will help ensure that all schools in the District have up-to-date science labs, computers and learning technology so that District students are prepared to excel in the twenty-first century economy and high quality teachers and staff are attracted and retained.

In order to continue improving education in all of the District’s schools, it is the Board’s priority to complete repairs and upgrades that will benefit all of the District’s schools—Farallone View Elementary, Alvin S. Hatch Elementary, Kings Mountain Elementary, El Granada Elementary, Cunha Intermediate, Pilarcitos High School, Half Moon Bay High School--including:

- (i) complete basic and necessary repairs and upgrades to District schools to provide a safe, healthful learning environment for students by means of a general obligation bond;
- (ii) equip all schools in the district with up-to-date computers, learning technology and science labs so that students are prepared to excel in the 21st century economy;
- (iii) provide a source of local revenue—that cannot be taken by the state—to make repairs so that all schools are safe and up to date;
- (iv) upgrade classrooms and make repairs now to save money that can be used to maintain quality academic programs and retain teachers;
- (v) ensure that facilities are up to date and safe so that qualified teachers continue to want to teach in our schools;
- (vi) reduce operating costs by improving and installing more cost efficient energy systems and making other improvements to reduce operating costs.

By approval of the proposition set forth below as the Summary of Ballot Measure, by at least 55% of the registered voters voting thereon, the Cabrillo Unified School District shall be authorized to issue and sell bonds of up to \$81,000,000 in aggregate principal amount to provide financing for the specific school facilities projects listed below in the Bond Project List, subject to all of the accountability safeguards specified herein.

“To improve the quality of education in local schools by replacing leaky roofs; performing essential safety repairs on classrooms and facilities; updating science labs; equipping classrooms with 21st Century technology; maximizing energy efficiency and water conservation to save money; and renovating, constructing, and equipping classrooms and facilities; shall Cabrillo Unified School District issue \$81 million in bonds

at legal rates, with citizen oversight, annual audits, no funds for administrators' salaries and all funds staying in local schools?"

ACCOUNTABILITY MEASURES

The provisions in this section are included in this proposition in order that the voters and taxpayers of the District may be assured that their money will be spent to address specific facilities needs of the District, all in compliance with the requirements of Article XIII A, section 1(b)(3) of the State Constitution, and the Strict Accountability in Local School Construction Bonds Act of 2000 (codified at section 15264 *et seq.* of the California Education Code).

Evaluation of Needs. The Board of Education has evaluated the facilities needs of the District, and determined which projects to finance from a local bond at this time. The Board of Education hereby certifies that it has evaluated safety, class size reduction and information technology needs in developing the Bond Project List.

Independent Citizens' Oversight Committee. The Board of Education shall establish an independent Citizens' Oversight Committee to ensure bond proceeds are expended only for the school facilities projects listed in the Bond Project List. The Committee shall be established within 60 days of the date when the Board of Education enters the results of the election in its minutes.

Annual Performance Audit. The Board of Education shall conduct or cause to be conducted an annual, independent performance audit to ensure that the bond proceeds have been expended only on the school facilities projects listed in the Bond Project List.

Annual Financial Audit. The Board of Education shall conduct or cause to be conducted an annual, independent financial audit of the bond proceeds until all of those proceeds have been spent for the school facilities projects listed in the Bond Project List.

Annual Report to Board. Upon approval of this proposition and the sale of any bonds approved, the Board of Education shall take actions necessary to establish an account in which proceeds of the sale of bonds will be deposited. As long as any proceeds of the bonds remain unexpended, the Superintendent shall cause a report to be filed with the Board of Education no later than January 1 of each year, commencing January 1, 2013, stating (1) the amount of bond proceeds received and expended in that year, and (2) the status of any project funded or to be funded from bond proceeds. The report may relate to the calendar year, fiscal year, or other appropriate annual period as the Superintendent shall determine, and may be incorporated into the annual budget, audit, or other appropriate routine report to the Board.

BOND PROJECT LIST

The Bond Project List, which is an integral part of this proposition, lists the specific projects the District proposes to finance with proceeds of the bonds.

The Board of Education of the District evaluated the District's facility needs, including safety issues, enrollment trends, class size reduction, computer and information technology enhancements and facilities renovation and repair, in developing the scope of projects to be funded. The Board of Education believes that a bond measure will help ensure that all schools in the District—Farallone View Elementary, Alvin S. Hatch Elementary, Kings Mountain Elementary, El Granada Elementary, Cunha Intermediate, Half Moon Bay High School— have up-to-date science labs, computers and learning technology so that District students are prepared to excel in the twenty-first century economy and high quality teachers and staff are attracted and retained. The Board of Education concluded that, since these needs are vitally important, the District should:

- (i) Keep schools clean, well maintained and in good condition;
- (ii) Replace leaky roofs;
- (iii) Perform essential safety repairs and upgrades to classrooms and facilities;
- (iv) Equip classrooms with 21st Century technology;
- (v) Update or perform major repairs to classrooms and science labs;
- (vi) Upgrade earthquake and fire safety;
- (vii) Maximize energy efficiency and water conservation to save money;
- (viii) Improve disabled access;
- (ix) Renovate, construct, and equip classrooms and facilities; and
- (x) Establish programs that maximize the use of bond funds to support regular facility maintenance, repair and technology upgrades

In order to meet these needs, the District intends to complete the following projects at District schools and facilities using a combination of funding sources. It is anticipated that bond proceeds will contribute \$81,000,000 to said total cost. Other anticipated sources include joint-use funds, development impact fees, and other available funds. The District will pursue state matching funds if and when they become available, and if received, they will be used for and applied to projects on the Bond Project List. However, no project is dependent on the receipt of additional funds. Unless otherwise noted, the following projects are authorized to be completed at each or any of the District's school sites. The projects to be funded by the bond include, without limitation, the following:

Category 1: Basic Upgrades to Protect Facility Investments, Keep Schools Clean, Safe, Well Maintained and in Good Condition

Goal and Purpose: To provide clean, safe and well maintained facilities to support educational programs, students will benefit from the repair, upgrade or renovation of aging buildings, labs and classrooms, improved school site safety:

- Replace and repair leaking roofs
- Upgrade and perform essential safety repairs and improvements on classrooms, science laboratories, and other school and athletics facilities
- Upgrade earthquake and fire safety, including phone, fire alarm, and communications systems
- Repair, replace, or upgrade inefficient and aging heating, cooling and plumbing systems
- Renovate school restrooms
- Repair or replace worn floor coverings in classrooms
- Upgrade, repair or replace playground equipment, asphalt and turf for student safety and improved access for people with disabilities
- Construct a multi-use educational facility for educational programs, including performing arts, for school and community use
- Repair outdated electrical systems and wiring to improve efficiency and safety
- Make safety improvements on and around school sites, including improved fencing, walkways and overhangs, better access for people with disabilities, and traffic circulation improvements
- Replace drinking fountains, trash receptacles, enclosures and equipment
- Renovate, repair, paint and improve school campuses and grounds
- Establish programs to support regular and long term upgrades and replacement of outdated facilities, equipment, and grounds
- Upgrade vocational education and career training facilities to prepare students for future jobs

Category 2: Preparing Our Students for the 21st Century and Improving Education in the Classroom through Upgraded 21st Century Technology and Classroom Upgrades

Goal and Purpose: To upgrade computer technology and provide our teachers and students with current teaching, learning and research tools:

- Acquire and upgrade technology infrastructure, including, without limitation, computers, LCD projectors, portable interface devices, servers, switches, routers, modules, sound projection systems, phone system integration, local area network upgrades, document archiving, cabling infrastructure, laser printers, digital white boards, document projectors, upgrade voice-over-IP, call manager and network security/firewall, and other equipment, casework and software as needed
- Provide and repair up-to-date technology, data and wireless communications equipment

- Add, update and expand telecommunications, internet and network connections
- Add, upgrade and replace computers, hardware and software systems
- Add, upgrade and replace classroom instructional equipment
- Add, upgrade and replace electrical systems to support improved technology;
- Establish programs to support regular and long term upgrades to technology systems, hardware, software and equipment

Category 3: Improving Energy Efficiency, Conserving Water and Other Capital Improvements to Save Money that Can Be Used to Help Retain Teachers and Protect Academic Programs

Goal and Purpose: To reduce utility and other operating costs by making capital improvements to energy, water and utility systems, and consolidating facilities:

- Acquire and install energy efficiency systems, including solar panels, to reduce energy/utility costs and return savings to educational programs
- Improve water and energy conservation by upgrading plumbing, renovating restrooms and replacing or renovating the old, inefficient and dilapidated swimming pool at Half Moon Bay High School
- Replace outdated and inefficient heating and ventilation systems
- Relocate or consolidate district administrative offices and space to improve efficiency and save money

Listed repairs, improvements, rehabilitation projects and upgrades will be completed as needed. Each project is assumed to include its share of costs of the election and bond issuance, architectural, engineering, and similar planning costs, construction management, staff training expenses and a customary contingency for unforeseen design and construction costs. In addition to the projects listed above, the Bond Project List also includes the acquisition of instructional, maintenance and operational equipment, payment of the costs of preparation of all facilities planning studies, feasibility and assessment reviews, master planning, environmental studies, and temporary housing for dislocated programs or activities caused by construction projects. The final cost of each project will be determined as plans are finalized, construction bids are awarded, and projects are completed. Based on the final costs of each project, certain of the projects described above may be delayed or may not be completed. Necessary site preparation/grading/restoration may occur in connection with new construction, modernization, renovation or remodeling, including ingress and egress, removing, replacing or installing irrigation, utility lines, trees and landscaping, relocating fire access roads, and acquiring any necessary easements, licenses, or rights of way to the property. Proceeds of the bonds may be used to pay or reimburse the District for the cost of staff when

performing work on or made necessary by the implementation of bond projects.

ADDITIONAL SPECIFICATIONS

No Administrator Salaries. Proceeds from the sale of Bonds authorized by this proposition shall be used only for the construction, reconstruction, rehabilitation, or replacement of school facilities on the Bond Project List, including the furnishing and equipping of said school facilities, or the acquisition or lease of real property for said school facilities, and not for any other purpose, including teacher and administrator salaries and other school operating expenses.

Single Purpose. All of the purposes enumerated in this proposition shall be united and voted upon as one single proposition, pursuant to section 15100 of the California Education Code, and all the enumerated purposes shall constitute the specific single purpose of the bonds and proceeds of the bonds shall be spent only for such purpose.

Other Terms of the Bonds. When sold, the bonds shall bear interest at an annual rate not exceeding the statutory maximum, and that interest will be made payable at the time or times permitted by law. The bonds may be issued and sold in several series, and no bond shall be made to mature more than 25 years (if issued pursuant to the provisions of the California Education Code) or 40 years (if issued pursuant to the provisions of the California Government Code) from the date borne by that bond.

TAX RATE STATEMENT

An election will be held in Cabrillo Unified School District ("District") on June 5, 2012, to authorize the sale of **\$81,000,000** in general obligation bonds. The following information is submitted in compliance with Sections 9400-9404 of the California Elections Code.

1. The best estimate of the tax rate that would be required to fund this bond issue during the first fiscal year after the sale of the first series of bonds, based on estimated assessed valuations available at the time of filing of this statement, is **\$0.0450** per \$100 (**\$45.00** per \$100,000) of assessed valuation in fiscal year 2012-2013.
2. The best estimate of the tax rate that would be required to fund this bond issue during the first fiscal year after the sale of the last series of bonds, based on estimated assessed valuations available at the time of filing of this statement, is **\$0.0450** per \$100 (**\$45.00** per \$100,000) of assessed valuation in fiscal year 2022-2023.
3. The best estimate of the highest tax rate that would be required to fund this bond issue, based on estimated assessed valuations available at the time of filing this statement, is \$0.0450 per \$100 (\$45.00 per \$100,000) of assessed valuation.

These estimates are based on projections derived from information obtained from official sources. The actual tax rates and the years in which they will apply may vary depending on the timing of bond sales, the amount of bonds sold at each sale and actual increases in assessed valuations. The timing of the bond sales and the amount of bonds sold at any given time will be determined by the needs of the District. Actual assessed valuations will depend upon the amount and value of taxable property within the District as determined in the assessment and the equalization process.

Dated: March 8, 2012,

Robert Gaskill
Superintendent
Cabrillo Unified School District

CABRILLO UNIFIED SCHOOL DISTRICT
MEASURE S FACILITIES BOND CITIZENS' OVERSIGHT COMMITTEE BYLAWS

1.0 Preamble

For school bonds passed pursuant to Article XIII A, Section 1(b)(3) of the California Constitution, which allows a 55% majority to pass the bond, the Cabrillo Unified School District's ("District") Governing Board ("Board") is required by section 15278 of the California Education Code to appoint an independent Citizens' Oversight Committee ("Committee"). Per section 15282 of the Education Code, the Committee must have at least seven (7) members and represent specific segments of the community.

2.0 Purpose and Duties

2.1 Purpose

The purpose of the Committee is to inform the public concerning the expenditure and uses of the District's bond measure ("Measure") revenues from the Measure passed on June 5, 2012. The Committee's legal charge is to actively review and report on the expenditure of taxpayer money for school construction in accordance with voter approved projects. The Committee shall convene to provide oversight of the following:

- A. Measure revenues are to be expended only for bonded indebtedness incurred by the District for the construction, reconstruction, rehabilitation or replacement of school facilities, or the acquisition or lease of real property for school facilities. All of the following accountability requirements apply:
 - 1. A requirement that the proceeds from the sale of the bonds be used only for the purposes specified in Article XIII A, Section 1(b)(3), and not for any other purpose, including teacher and administrator salaries and other school operating expenses, except as provided for in Section 2.1.B below.
 - 2. A list of the specific school facilities projects to be funded and certification that the Board has evaluated safety, class size reduction, and information technology needs in developing that list.
 - 3. A requirement that the Board conduct an annual independent performance audit to ensure that the funds have been expended only on the specific projects listed.
 - 4. A requirement that the Board conduct an annual independent financial audit of the proceeds from the sale of the bonds until all of those proceeds have been expended for the school facilities projects.

- B. The District may use proceeds from the Measure to pay the salaries of District employees to the extent they perform administrative oversight work on construction projects authorized by the Measure.¹

2.2 Duties

Committee members are expected to attend its regularly scheduled meetings, diligently review all pertinent information provided to the Committee pursuant to state laws, and abide by all rules of conduct established in these Bylaws. In furtherance of its purpose the Committee shall, at its discretion, engage in the following activities:

- A. Receive and review copies of the annual performance audits required by Article XIII A, section I, subdivision (b)(3)(C) of the California Constitution.
- B. Receive and review the annual financial audits required by Article XIII A, section I, subdivision (b)(3)(D) of the California Constitution.
- C. Inspect school facilities and grounds to ensure that bond revenues are expended in compliance with the requirements of Article XIII A, section 1, subdivision (b)(3) of the California Constitution.
- D. Review the District's efforts to maximize the use of bond revenues by implementing cost saving measures including, but not limited to the following, and have these efforts reviewed in the annual independent performance audit:
 - a. Mechanisms designed to reduce the costs of professional fees;
 - b. Mechanisms designed to reduce the cost of site preparation;
 - c. Mechanisms designed to reduce costs by incorporating efficiencies in school site design;
 - d. Recommendations regarding the joint use of core facilities;
 - e. Recommendations regarding the use of cost-effective and efficient reusable facility plans.

3.0 Committee Composition

The Board shall have sole discretion to select and appoint Committee members and to determine its final size. The Committee shall consist of at least seven (7) members, including the following community representation:

¹ The California Court of Appeal has concluded that certain kinds of salary expenditures and other bond-related costs could permissibly be paid from bond proceeds.

- A. One member shall, at the time of appointment, be active in a business organization representing the business community of the District;
- B. One member shall, at the time of appointment, be active in a senior citizens organization, which may be a local, regional, statewide, or national organization;
- C. One member shall, at the time of appointment, be active in a bona fide taxpayers organization, which may be a local, regional, statewide, or national organization;
- D. One member shall, at the time of appointment, be the parent or guardian of a child currently enrolled in a school of the District;
- E. One member shall, at the time of appointment, be both a parent or guardian of a child currently enrolled in a school of the District and be an active member in a District parent-teacher organization, such as the PTA or a school site council.

A single individual may be appointed as a representative of more than one of the above categories, if applicable.

3.1 Eligibility

- A. The Committee shall be comprised of individuals who either live or work within the boundaries of the District.
- B. No employee, official, vendor, contractor, or consultant of the District shall be appointed to the Committee.
- C. Committee members shall be subject to prohibitions regarding incompatibility of office pursuant to Government Code sections 1125-1129 and financial interest in contracts pursuant to Government Code sections 1090-1098.

3.2 Term of Service

- A. Committee members serve without compensation for a term of two (2) years, and for no more than three (3) consecutive terms.
- B. Appointed Committee members shall be seated at the first meeting of each odd-numbered year, except those appointed to replace vacancies.
- C. After appointment to a two-year term, Committee members who wish to be appointed for a second or third two-year term shall reapply to the Board for consideration. Members who serve three (3) two-year terms may be reappointed following a two-year absence from the Committee.

3.3 Replacing a Committee Member

- A. If a Committee position becomes vacant, the Committee Chair shall request that the Board appoint a replacement. Unless failure to act results in the inability to meet a Committee quorum, if six months or less remain of the unexpired two-year term, the Board may choose to leave that position vacant for the remainder of the term.
- B. Any Committee member may request that the removal of another Committee member be placed on the agenda for the Committee's next meeting and may, at that meeting, introduce a motion to remove said member from the Committee for excessive absence or for any violation of the Committee's Bylaws or Ethics Policy. Specific cause must be cited in the meeting agenda and motion for removal.
- C. A replacement Committee member may be appointed by the Board if one or more of the following events occurs:
 - 1. The Committee member submits a written resignation to the Board, with a copy to the Committee Chair;
 - 2. The Committee approves a motion to remove a member for cause, including non-attendance at meetings (ref: Section 5.9 below), violating these Bylaws, and/or violating the Committee's Ethics Policy. A motion to remove a member shall be approved by an affirmative vote of not less than two-thirds of the members present at a Committee meeting, a quorum being present. The motion and its result shall be communicated in writing to the member under consideration and to the Board President within one week after the meeting that the motion was approved. Removal shall be effective immediately upon passing the motion.
- D. Within sixty (60) days of being notified of a Committee vacancy, the Board shall appoint a new member to complete the term of the vacancy, following the process used to select the original Committee members.
- E. Committee members appointed to fill vacant, unexpired terms may apply and shall be eligible for reappointment for up to two (2) succeeding full two-year terms.
- F. A Committee member who no longer serves the group s/he was appointed to represent (e.g., ceases to be active within a taxpayers organization, or ceases to have a child enrolled in the District, etc.) shall be allowed to complete her/his current term. However, that Committee member shall not be entitled to serve a subsequent term as a representative of that group.

4.0 Committee Officers

Officers of the Committee shall be a Chair, a Vice-Chair, and a Secretary. The Committee may choose to establish other elected positions by amending these Bylaws.

4.1 Elections

At its first meeting in odd-numbered years, the Committee shall place into nomination and elect a Chair, a Vice-Chair, and a Secretary. If the Committee amends these Bylaws to establish other elected positions, their election shall take place at the same meeting as the elections of the Chair, Vice-Chair and Secretary.

4.2 Term of Office

Officers shall be elected for a two-year term and shall not be term-limited except for the limit on the terms of Committee members set forth in Section 3.2 above.

4.3 Duties of the Chair

- A. The Chair shall call Committee meetings (ref: Sections 5.0 and 5.1 below).
- B. The Chair shall establish the agenda for each Committee meeting.
- C. The Chair shall preside over each Committee meeting, following the adopted Rules of Procedure (ref: Section 5.5 below).
- D. The Chair shall, upon willing concurrence of candidates, appoint the members of each Subcommittee that the Committee chooses to form (ref: Section 7.0, 7.1, and 7.2 below).
- E. The Chair, or her/his Committee-approved designee, shall serve as spokesperson for the Committee in all presentations of the Committee to the public, the Board and the media (ref: Section 6.0.A and 6.0.B below).
- F. The Chair is an ex-officio member of all Subcommittees.
- G. The Chair may appoint a Parliamentarian to assist in complying with Robert's Rules of Order during Committee meetings (ref: Section 5.5 below).

4.4 Duties of the Vice-Chair

The Vice-Chair shall perform each of the duties of the Chair as necessary in the absence of the Chair.

4.5 Duties of the Secretary

- A. Subject to review by the Chair before publishing, the Secretary shall provide oversight in the preparation, recording, and distribution by District-provided secretarial support of the following documents in accordance with the Brown Act:
1. Committee meeting agendas;
 2. All reports, materials, and meeting packets as required by or addressed to the Committee;
 3. The minutes of Committee meetings (ref: Section 5.8 below);
 4. All written material submitted by the public during Committee meetings;
 5. All official correspondence addressed to the Committee;
 6. Reports adopted by the Committee;
 7. Committee attendance records (ref: Section 5.9.B, below).
- B. The Secretary shall take and record roll at the beginning of each Committee meeting to determine the existence of a quorum. If a quorum ceases to exist during a meeting, the Secretary shall immediately inform the Chair.

4.6 Succession

The Vice-Chair shall accede to Chair when a vacancy occurs in that office. In the event of a vacancy in the office of Vice-Chair or Secretary, the position shall be filled by election, placed on the agenda at the next regular Committee meeting.

5.0 Meetings

All Committee meetings subject to the Brown Act shall be held in a handicapped-accessible facility at a District facility. The Committee shall meet at least four times each year.

5.1 Calling Meetings

Committee meetings may be scheduled on a regular basis by majority vote of the Committee. In addition, special meetings may be called by the Chair or Vice Chair, or by any group of Committee members whose number represents a quorum. All Committee meetings shall be arranged through the District-appointed Secretary and be noticed in accordance with the Brown Act.

5.2 Agendas

- A. Agendas for regular Committee meetings shall be prepared by its Chair (ref: Section 4.3.B above).
- B. Any member of the Committee may submit a request for placing an item on a future agenda.

5.3 Quorum

Actions may be undertaken at a meeting only if a quorum of seated members is present. A quorum is established when greater than half of the seated members are present. "Seated members" means the number of members set by the Board, less any who have resigned or been removed.

5.4 Committee Voting

Unless otherwise specified in these Bylaws (ref: 3.3.C.2 and 6.0.B), an action item on the agenda may be approved by a simple majority of Committee members in attendance, a quorum being present (ref: 5.3).

5.5 Rules of Procedure

Meetings shall be conducted with courtesy and decorum and in accordance with Robert's Rules of Order.

5.6 California's Open Meeting Law

All meetings of the Committee shall be open to the public and shall be noticed and conducted in strict compliance with the Ralph M. Brown Act.

5.7 Public Participation

Members of the audience will be given an opportunity to address the Committee. The Chair will recognize those members of the audience who wish to address the Committee. The Committee reserves the right to limit the time of presentations by individuals (three minutes) and to limit cumulative time (twenty minutes) when there are multiple speakers addressing the same issue. No action may be taken on matters not on the agenda.

5.8 Minutes

Minutes of Committee proceedings and reports issued shall be a matter of public record and, upon Committee approval, the District shall make them available on the Committee's page of the District's internet website. Minutes of Committee meetings and annual reports shall be kept for seven years from the conclusion of the work authorized by the Measure, and once they have been removed from the website shall

be available for inspection at the District office upon the request of a member of the public.

The District shall provide secretarial services to assist the Committee Secretary in preparation, distribution, and posting of minutes for all Committee meetings (ref: Section 4.5 above). Minutes distributed before adoption by the Committee shall always be labeled “Unadopted Minutes.”

5.9 Attendance

Regular attendance at Committee and applicable Subcommittee meetings is a fundamental obligation of every member of the Committee. Absences are disruptive to Committee activity and representation. Failure to attend two consecutive meetings without acceptable reason announced in advance shall constitute due cause for member removal (ref: Section 3.3.C).

- A. Members anticipating an absence must call or email the Committee Chair or Secretary no later than 24 hours before the scheduled meeting.
- B. Committee attendance reports shall be distributed upon request by the Chair.

6.0 Committee Reports

- A. The Committee shall prepare regular reports on its activities. A report shall be issued at least once each year. Upon completion of all projects authorized by the Measure, the Committee Chair shall prepare or cause to be prepared a final written report summarizing its activities and conclusions.
- B. The Committee’s legal charge is to actively review and report on the expenditure of taxpayer money for school construction (Section 1.1, above). All such reports, written and/or oral, that represent the Committee’s position must proceed from Committee review, be duly approved as to substance by an affirmative roll call vote of not less than two-thirds of the members present at a Committee meeting, a quorum being present, and be faithfully articulated to the public only by the Committee Chair or an approved designee (ref: Section 4.3.E, above).
- C. Reports of minority viewpoints shall be allowed. All such reports, written and/or oral, that represent the minority position must be reviewed, be duly approved as to substance without prejudice by a vote of the Committee, and be faithfully articulated to the public only by a designated minority spokesperson. To avoid the need for minority reports, and to maximize the working relationships on and public confidence in the Committee, all due diligence should be pursued to resolve divisive issues during the review process, thereby attaining fullest possible Committee support for the content of public reports.

- D. Any member of the Committee may speak as an individual on Measure issues, but must clearly state for the record that such statements are their own personal views which do not necessarily represent those of the Committee or the District.

7.0 Subcommittees

The Committee may, on majority vote, form or disband Subcommittees (standing or ad hoc) to perform specific parts of its purpose and duties, such as performing audits and issuing reports. The Chair shall appoint all Subcommittee members. Subcommittees shall elect their own chairs. Subcommittee meetings may proceed only when a quorum is present, a quorum being defined as a simple majority of the seated Subcommittee members. Subcommittee chairs shall be responsible for calling its meetings, preparing its agendas, noticing its members, and delivering timely reports of Subcommittee actions to the Committee. Subcommittee meetings shall be conducted in accordance with the adopted Rules of Procedure (ref: Section 5.5 above).

7.1 Standing Subcommittees

A standing Subcommittee undertakes ongoing duties in preparation for deliberation by the Committee. All standing Subcommittees must fully comply with the Brown Act, irrespective of their number of members. Membership can include any number up to the full membership of the Committee.

7.2 Ad Hoc Subcommittees

Ad hoc Subcommittees are temporary in nature. They may be formed to undertake specific, one-time duties in preparation for deliberation by the Committee. An ad hoc Subcommittee shall be automatically disbanded upon acceptance of its final report to the Committee. Membership on an ad hoc Subcommittee shall normally be limited to less than a quorum of the Committee. If thus limited, an ad hoc Subcommittee meeting need not comply with Brown Act noticing.

8.0 Amendment

These Bylaws may be amended by majority vote of the Committee at any regular meeting at which said amendment is placed on the agenda and a quorum is present.

9.0 Liability Insurance

In acting within its official capacity as defined in these Bylaws, Committee members shall be covered by the District's liability insurance. In no event shall anything herein contained be construed as authorizing the District to insure any such officers or Committee members against any liability or expense by reason of willful malfeasance, bad faith, gross negligence or reckless disregard of the duties involved in the conduct of their office.

ATTACHMENT A

MEASURE S FACILITIES BOND CITIZENS' OVERSIGHT COMMITTEE ETHICS POLICY STATEMENT

This Ethics Policy Statement provides general guidelines for Committee members to follow while carrying out their roles. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

CONFLICT OF INTEREST. A Committee member shall not make or influence a District decision related to expending any bond monies in a manner which will benefit the Committee member's outside employment, business, or personal finance, or benefit an immediate family member, such as a spouse, child or parent.

COMMITMENT TO UPHOLD LAW. A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States, the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the Cabrillo Unified School District.

COMMITMENT TO DISTRICT. A Committee member shall place the interests of the District above any personal or business interest of the member.

I have read the above Ethics Policy Statement and agree to abide by all of the conditions contained therein.

(Signature of Committee Member)

(Date)

Printed Name of Committee Member: _____

COMMITTEE ROSTER

The Committee shall consist of at least seven (7) members appointed by the Board of Trustees based on the following criteria: (a) one member active in a business organization representing the local business community; (b) one member active in a senior citizens' organization; (c) one member active in a bona fide taxpayers organization; (d) one member shall be a parent or guardian of a student enrolled in the District; (e) one member shall be both a parent or guardian of a student enrolled in the District and active in a District parent-teacher organization; (f) two at-large members. [*From Education Code Section 15282(a) and Citizens' Oversight Committee Bylaws*]

Member Active in Local Business Community Organization: Charmion Donegan

Member Active in Bona Fide Taxpayers' Organization: Naomi Patridge

Parent of an Enrolled Student:

Parent of an Enrolled Student and Active in a Parent Group: Mike Alifano

At-Large Members (2): Diane Brosin

INDEPENDENT AUDITOR'S REPORT, 2017-18

CABRILLO UNIFIED SCHOOL DISTRICT
MEASURE S BOND BUILDING FUND
AUDIT REPORT

For the Year Ended June 30, 2018

* * *



CHAVAN & ASSOCIATES, LLP
CERTIFIED PUBLIC ACCOUNTANTS
1475 SARATOGA AVE., SUITE 180
SAN JOSE, CA 95129

CABRILLO UNIFIED SCHOOL DISTRICT
Measure S Bond Building Fund
For the Fiscal Year Ended June 30, 2018

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FINANCIAL SECTION



INDEPENDENT AUDITOR'S REPORT

Measure S Facilities Bond Citizens' Oversight Committee and
Governing Board Members
Cabrillo Unified School District

Report on the Financial Statements

We have audited the accompanying financial statements of the Measure S Bond Building Fund of the Cabrillo Unified School District, as of and for the year ended June 30, 2018, and the related notes to the financial statements, as listed in the table of contents.

Management's Responsibility for the Financial Statements

The Cabrillo Unified School District's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Measure S Bond Building Fund of the Cabrillo Unified School District, as of June 30, 2018, and the changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.



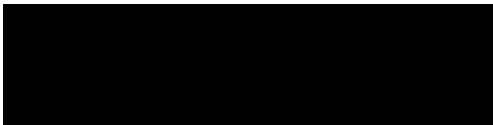
Other Matters

As discussed in Note 1, the financial statements present only the Measure S Bond Building Fund and do not purport to, and do not, present fairly the financial position of the Cabrillo Unified School District, as of June 30, 2018, and the changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Measure S Bond Building Fund of Cabrillo Unified School District's basic financial statements. The Measure S Bond Building Fund Statement of Cumulative Expenditures is presented for purposes of additional analysis and is not a required part of the basic financial statements. The Measure S Bond Building Fund Statement of Cumulative Expenditures is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Measure S Bond Building Fund Statement of Cumulative Expenditures is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have issued our report dated September 12, 2018 on our consideration of the Cabrillo Unified School District's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Cabrillo Unified School District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Cabrillo Unified School District's internal control over financial reporting and compliance.



September 12, 2018
San Jose, California

CABRILLO UNIFIED SCHOOL DISTRICT
Measure S Bond Building Fund
Balance Sheet
June 30, 2018

Assets

Cash and investments	\$ 9,916,831
Interest receivable	47,658
Due from other funds	<u>80,965</u>

Total Assets	<u><u>\$ 10,045,454</u></u>
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Liabilities and Fund Balance

Liabilities:

Accounts payable	<u>\$ 763,167</u>
------------------	-------------------

Total Liabilities	<u>763,167</u>
-------------------	----------------

Fund balance:

Restricted for capital projects	<u>9,282,287</u>
---------------------------------	------------------

Total Fund Balance	<u>9,282,287</u>
--------------------	------------------

Total Liabilities and Fund Balance	<u><u>\$ 10,045,454</u></u>
------------------------------------	-----------------------------

The notes to the financial statements are an integral part of this statement.

CABRILLO UNIFIED SCHOOL DISTRICT
Measure S Bond Building Fund
Statement of Revenue, Expenditures and Changes in Fund Balance
For the Fiscal Year Ended June 30, 2018

Other Local Revenues:	
Interest earnings	\$ 206,023
Total Other Local Revenue	206,023
Expenditures:	
Classified salaries	127,371
Classified benefits	54,826
Supplies and materials	808,242
Contract services	964,009
Capital outlay	12,170,683
Refunding bond issuance costs	194,010
Total Expenditures	14,319,141
Excess (deficiency) of revenues over (under) expenditures	(14,113,118)
Other financing sources (uses):	
Proceeds from refunding of bonds	5,613,093
Payment to bond escrow agent	(5,419,083)
Total other financing sources (uses)	194,010
Net Changes in Fund Balance	(13,919,108)
Fund Balance Beginning	21,833,860
Prior Period Adjustment	1,367,535
Fund Balance Beginning - adjusted	23,201,395
Fund Balance Ending	\$ 9,282,287

The notes to the financial statements are an integral part of this statement.

CABRILLO UNIFIED SCHOOL DISTRICT
Measure S Bond Building Fund
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2018

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES

A. Accounting Principles

Cabrillo Unified School District (the "District") accounts for its financial transactions in accordance with the policies and procedures of the Department of Education's *California School Accounting Manual*. The accounting policies of the District conform to accounting principles generally accepted in the United States of America as prescribed by the U. S. Governmental Accounting Standards Board ("GASB") and the American Institute of Certified Public Accountants ("AICPA").

B. Reporting Entity

The District is the level of government primarily accountable for activities related to public education. The governing authority consists of five elected officials who, together, constitute the Board of Trustees.

In 2012-13, a committee to the District's Governing Board and Superintendent, called the Measure S Facilities Bond Citizens' Oversight Committee was established. The purpose of the committee is to inform the public concerning the expenditure and uses of the District's bond measure revenues. The committee's legal charge is to actively review and report on the expenditure of taxpayer money for school construction in accordance with voter approved projects.

The financial statements presented are for the Measure S Bond Building Fund and are not intended to be a complete presentation of the District's financial position on operations.

C. Basis of Presentation

Fund Financial Statements:

Fund financial statements report detailed information about the District. The Building Fund is a governmental fund and is presented as a major fund in the District's combined financial statements. The Building Fund is used to account for proceeds from the sale of real property and account for the acquisition of major governmental capital facilities and buildings from the sale of bond proceeds such as Measure S general obligation bonds.

The accounting and financial treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a flow of current financial resources measurement focus. With this measurement focus, only current assets, deferred outflows of resources, current liabilities, and deferred inflows of resources, are generally included on the balance sheet. The Statement of Revenues, Expenditures and Changes in Fund Balance for the Measure S Bond Building Fund presents increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

CABRILLO UNIFIED SCHOOL DISTRICT
Measure S Bond Building Fund
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2018

D. Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Governmental funds use the modified accrual basis of accounting.

Revenues - Exchange and Non-exchange Transactions :

On a modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and become available. "Available" means the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. For the District, "available" means collectible within the current period or within 60 days after year-end.

Non-exchange transactions, in which the District receives value *without* directly giving equal value in return, include property taxes, grants, and entitlements. Under the modified accrual basis, revenue from non-exchange transactions must also be available before it can be recognized.

Unearned Revenue:

Unearned revenue arises when assets are received before revenue recognition criteria have been satisfied. Grants and entitlements received before eligibility requirements are met are recorded as deferred revenue. On governmental fund financial statements, receivables associated with non-exchange transactions that will not be collected within the availability period have also been recorded as deferred revenue.

Expenditures:

On the modified accrual basis of accounting, expenditures are generally recognized in the accounting period in which the related fund liability is incurred. However, under the modified accrual basis of accounting, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due. Allocations of cost, such as depreciation and amortization, are not recognized in the governmental funds. When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

E. Budgets and Budgetary Accounting

Annual budgets are adopted on a basis consistent with generally accepted accounting principles for all governmental funds. By state law, the District's governing board must adopt a final budget no later than July 1. A public hearing must be conducted to receive comments prior to adoption. The District's governing board satisfied these requirements. These budgets are revised by the District's governing board and District superintendent during the year to give consideration to unanticipated income and expenditures. Formal budgetary integration was employed as a

CABRILLO UNIFIED SCHOOL DISTRICT
Measure S Bond Building Fund
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2018

management control device during the year for all budgeted funds. The District employs budget control by minor object and by individual appropriation accounts. Expenditures cannot legally exceed appropriations by major object.

F. Encumbrances

Encumbrance accounting is used in all budgeted funds to reserve portions of applicable appropriations for which commitments have been made. Encumbrances are recorded for purchase orders, contracts, and other commitments when they are written. Encumbrances are liquidated when the commitments are paid. All encumbrances are liquidated on June 30.

G. Assets, Liabilities, and Equity

1. Cash and Investments

Cash balances held in banks and in revolving funds are insured to \$250,000 by the Federal Deposit Insurance Corporation.

In accordance with *Education Code* Section 41001, the District maintains substantially all of its cash in the County Treasury. The county pools these funds with those of other Districts in the county and invests the cash. These pooled funds are carried at cost, which approximates market value. Interest earned is deposited quarterly into participating funds. Any investment losses are proportionately shared by all funds in the pool.

All District-directed investments are governed by Government Code Section 53601 and Treasury investment guidelines. The guidelines limit specific investments to government securities, domestic chartered financial securities, domestic corporate issues, and California municipal securities. The District's securities portfolio is held by the County Treasurer. Interest earned on investments is recorded as revenue of the fund from which the investment was made.

2. Cash & Cash Equivalents

The District's cash deposits are considered to be cash on hand and cash in banks. Cash and Cash Equivalents are generally considered short-term, highly liquid investments with a maturity of three months or less from the purchase date.

3. Investments

Investments are recorded at fair value in accordance with GASB Statement No. 72, Fair Value Measurement and Application. Accordingly, the change in fair value of investments is recognized as an increase or decrease to investment assets and investment income. This statement changed the definition of fair value and is effective for periods beginning after June 15, 2015.

CABRILLO UNIFIED SCHOOL DISTRICT
Measure S Bond Building Fund
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2018

The following is a summary of the definition of fair value:

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction. In determining this amount, three valuation techniques are available:

- Market approach - This approach uses prices generated for identical or similar assets or liabilities. The most common example is an investment in a public security traded in an active exchange such as the NYSE.
- Cost approach - This technique determines the amount required to replace the current asset. This approach may be ideal for valuing donations of capital assets or historical treasures.
- Income approach - This approach converts future amounts (such as cash flows) into a current discounted amount.

Each of these valuation techniques requires inputs to calculate a fair value. Observable inputs have been maximized in fair value measures, and unobservable inputs have been minimized.

4. Long-Term Obligations

In the Measure S Bond Building Fund financial statements, bond premiums, discounts and bond issuance costs are recognized during the current period. The face amount of the debt issued, premiums, or discounts are reported as other financing sources/uses.

5. Fund Balance Classifications

In accordance with Government Accounting Standards Board 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, the District classifies governmental fund balances as follows:

- Non-spendable includes fund balance amounts that cannot be spent either because it is not in spendable form or because of legal or contractual constraints.
- Restricted includes fund balance amounts that are constrained for specific purposes which are externally imposed by providers, such as creditors, or amounts constrained due to constitutional provisions or enabling legislation.
- Committed includes fund balance amounts that are constrained for specific purposes that are internally imposed by the government through formal action of the highest level of decision making authority and does not lapse at year-end. Committed fund balances are imposed by the District's board of education.

CABRILLO UNIFIED SCHOOL DISTRICT
Measure S Bond Building Fund
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2018

- Assigned includes fund balance amounts that are intended to be used for specific purposes that are neither considered restricted or committed. Fund balance may be assigned by the Superintendent.
- Unassigned includes positive fund balance that has not been classified within the above-mentioned categories and negative fund balances in other governmental funds.

The District uses restricted/committed amounts to be spent first when both restricted and unrestricted fund balance is available unless there are legal documents/contracts that prohibit doing this, such as a grant agreement requiring dollar for dollar spending. Additionally, the District would first use committed, then assigned, and lastly unassigned amounts of unrestricted fund balance when expenditures are made.

6. Risk Management

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District has joined together with other school districts in the County to form the San Mateo County Schools Insurance Group (“SMCSIG”) public entity risk pool. The District pays an annual premium for its property and casualty, workers’ compensation, unemployment and liability insurance coverage. The Joint Powers Agreements provide that SMCSIG will be self-sustaining through member premiums and will reinsure through commercial companies for claims in excess of self-insured levels.

7. Accounting Estimates

The presentation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

NOTE 2 – CASH AND INVESTMENTS

Summary of Deposits

A summary of deposits as of June 30, 2018, is as follows:

Deposit or Investment	Carrying Amount	Fair Value	Investment Rating
Cash in county treasury investment pool	\$ 9,912,453	\$ 9,867,649	AA
Cash with fiscal agent	4,378	4,378	n/a
Total cash and investments	<u>\$ 9,916,831</u>	<u>\$ 9,872,027</u>	

CABRILLO UNIFIED SCHOOL DISTRICT
Measure S Bond Building Fund
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2018

Fair Value Measurements

GASB 72 established a hierarchy of inputs to the valuation techniques above. This hierarchy has three levels:

- Level 1 inputs are quoted prices in active markets for identical assets or liabilities.
- Level 2 inputs are quoted market prices for similar assets or liabilities, quoted prices for identical or similar assets or liabilities in markets that are not active, or other than quoted prices that are not observable.
- Level 3 inputs are unobservable inputs, such as a property valuation or an appraisal.

The District has the following recurring fair value measurements as of June 30, 2018:

- Cash in county of \$9,867,649 are valued using Level 1 and 2 inputs.

Cash in County Treasury

The District is an involuntary participant in an external investment pool as the District is required to deposit all receipts and collections of monies with their County Treasurer (Education Code Section 41001). The fair value of the District's investment in the pool is reported in the accounting financial statements at amounts based upon the District's pro rata share of the fair value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by the County Treasurer, which is recorded on the amortized cost basis.

Policies and Practices

The District is authorized under California Government Code to make direct investments in local agency bonds, notes, or warrants within the State; U.S. Treasury instruments; registered State warrants or treasury notes; securities of the U.S. Government, or its agencies; bankers acceptances; commercial paper; certificates of deposit placed with commercial banks and/or savings and loan companies; repurchase or reverse repurchase agreements; medium term corporate notes; shares of beneficial interest issued by diversified management companies, certificates of participation, obligations with first priority security; and collateralized mortgage obligations.

Risk Disclosures

Limitations as they relate to interest rate risk, credit risk, and concentration of credit risk are described below:

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to the changes in market interest rates. The District manages its exposure to interest

CABRILLO UNIFIED SCHOOL DISTRICT
Measure S Bond Building Fund
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2018

rate risk by investing in the County Treasury. The District maintains cash with the San Mateo County Investment Pool. The pool has a fair value of approximately \$1.47 billion and an amortized book value of \$1.48 billion.

Credit Risk

Credit risk is the risk of loss due to the failure of the security issuer. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The investment with the San Mateo County Investment Pool is governed by the County's general investment policy. The investment with the San Mateo County Investment Pool is rated at least Aa1 by Moody's Investor Service.

Custodial Credit Risk – Deposits

Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District does not have a policy for custodial credit risk for deposits. However, the California Government code requires that a financial institution secure deposits made by State or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under State law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110 percent of the total amount deposited by the public agencies. California law also allows financial institutions to secure public deposits by pledging first trust deed mortgage notes having a value of 150 percent of the secured public deposits and letters of credit issued by the Federal Home Loan Bank of San Francisco having a value of 105 percent of the secured deposits.

Concentration of Credit Risk

The investment policy of the District contains no limitations on the amount that can be invested in any one issuer beyond the amount stipulated by the California Government code. District investments that are greater than 5 percent of total investments are in either an external investment pool or mutual funds and are therefore exempt.

NOTE 3 – INTERFUND TRANSACTIONS

Interfund transactions are reported as loans, services provided, reimbursements, or transfers. Loans are reported as interfund receivables and payables (Due From/To), as appropriate, and are subject to elimination upon consolidation. Services provided, deemed to be at market or near market rates, are treated as revenues and expenditures/expenses. Reimbursements occur when one fund incurs a cost, charges the appropriate benefiting fund, and reduces its related cost as a reimbursement. All other interfund transactions are treated as transfers. Transfers among governmental funds are netted as part of the reconciliation to the government-wide financial statements. As a June 30, 2018 the Measure S bond Building Fund is owed \$80,965 by the General Fund.

CABRILLO UNIFIED SCHOOL DISTRICT
Measure S Bond Building Fund
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2018

Interfund Transfers

Interfund transfers consist of operating transfers from funds receiving revenues to funds through which the resources are to be expended. The District did not have any interfund transfers in the Measure S Bond Building Fund during the year.

NOTE 4 – MEASURE S GENERAL OBLIGATION BOND

In October of 2012, the District issued \$18,000,000 in General Obligation Bonds, Series A, to finance constructions projects for facilities improvements. From the gross proceeds of \$19,715,860, which included a premium of \$1,715,860 and was netted by an underwriting discount of \$121,500 and issuance costs of \$176,250, net proceeds of \$19,418,110 was deposited with the County in the District's name. The balance of \$1,418,110 reported in the Bond Interest Redemption Fund is reserved to meet the debt reserve requirements of the bond, and consists of the bond premium net of discounts and costs. The interest rates are fixed per maturity date for both serial and term bonds, resulting in a range of interest rates (from 2 to 5%) based on the maturity schedule.

The following schedule summarizes net proceeds from the bond issuance in October of 2012:

Par Value	\$	18,000,000
Premium (Discount)		1,715,860
Underwriter's Discount		(121,500)
Cost of Issuance Expense		(176,250)
Transfer to BIRF		(1,418,110)
Net Proceeds to Building Fund	\$	18,000,000

In January of 2015, the District issued \$20,000,000 in General Obligation Bonds, Series B, to finance constructions projects for facilities improvements. From the gross proceeds of \$21,067,416, which included a premium of \$1,067,416 and was netted by an underwriting discount of \$120,000 and issuance costs of \$160,000, net proceeds of \$20,787,416 was deposited with the County in the District's name. The balance of \$947,416 reported in the Bond Interest Redemption Fund is reserved to meet the debt reserve requirements of the bond, and consists of the bond premium net of discounts. The interest rates are fixed per maturity date for both serial and term bonds, resulting in a range of interest rates (from 2 to 5%) based on the maturity schedule.

The following schedule summarizes net proceeds from the bond issuance in January of 2015:

Par Value	\$	20,000,000
Premium		1,067,416
Underwriter's Discount		(120,000)
Cost of Issuance Expense		(160,000)
Transfer to BIRF		(947,416)
Net Proceeds to Building Fund	\$	19,840,000

CABRILLO UNIFIED SCHOOL DISTRICT
Measure S Bond Building Fund
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2018

In February of 2017, the District issued \$20,000,000 in General Obligation Bonds, Series C, to finance constructions projects for facilities improvements. From the gross proceeds of \$20,571,771, which included a premium of \$571,771 and was netted by issuance costs of \$336,771, net proceeds of \$20,235,000 was deposited with the County in the District's name. The balance of \$400,000 reported in the Bond Interest Redemption Fund is reserved to meet the debt reserve requirements of the bond, and consists of the bond premium net of discounts. The interest rates are fixed per maturity date for both serial and term bonds, resulting in a range of interest rates (from 3 to 5%) based on the maturity schedule.

The following schedule summarizes net proceeds from the bond issuance in February of 2017:

Par Value	\$ 20,000,000
Premium	571,771
Cost of Issuance Expense	(336,771)
Transfer to BIRF	(400,000)
Net Proceeds to Building Fund	\$ 19,835,000

In August of 2017, the District issued General Obligation Refunding Bonds in the amount of \$4,610,000. The Bonds were sold for the purpose of advance refunding the District's General Obligation Bond, Election of 2012, Series A and to pay costs of issuance of the Bonds. The Bonds represent a general obligation of the District. From the gross proceeds of \$5,419,083, which included a premium of \$1,003,093 and was netted by issuance costs of \$336,771, net proceeds of \$5,419,083 was deposited in an Escrow Fund. The interest rates are fixed per maturity date for both serial and term bonds, resulting in a range of interest rates (from 2 to 5%) based on the maturity schedule.

Par Value	\$ 4,610,000
Premium	1,003,093
Cost of Issuance Expense	(194,010)
Net Proceeds to Escrow Fund	\$ 5,419,083

The following schedule summarizes the District's Measure S general obligation bonds as of June 30, 2018:

Bond	Original Issue	Outstanding June 30, 2017	Issued	Redeemed	Outstanding June 30, 2018	Current Portion
2012 GOB-A, Meas. S	\$ 18,000,000	\$ 15,145,000	\$ -	\$ 5,140,000	\$ 10,005,000	\$ 465,000
2012 GOB-B, Meas. S	20,000,000	18,785,000	-	750,000	18,035,000	25,000
2017 GOB-C, Meas. S	20,000,000	20,000,000	-	-	20,000,000	20,000
2017 GORB	4,610,000	-	4,610,000	-	4,610,000	45,000
Total	\$ 62,610,000	\$ 53,930,000	\$ 4,610,000	\$ 5,890,000	\$ 52,650,000	\$ 555,000

CABRILLO UNIFIED SCHOOL DISTRICT
Measure S Bond Building Fund
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2018

The following is a summary of the annual debt service requirements as of June 30, 2018:

Fiscal Year	Principal	Interest to Maturity	Total
2019	\$ 555,000	\$ 2,242,487	\$ 2,797,487
2020	590,000	2,234,600	2,824,600
2021	635,000	2,211,175	2,846,175
2022	700,000	2,188,450	2,888,450
2023	770,000	2,162,850	2,932,850
2024-2028	4,900,000	7,761,175	12,661,175
2029-2033	7,245,000	7,674,300	14,919,300
2034-2038	11,005,000	6,203,132	17,208,132
2039-2043	12,915,000	3,366,578	16,281,578
2044-2048	13,335,000	1,653,816	14,988,816
Total	\$ 52,650,000	\$ 37,698,563	\$ 90,348,563

NOTE 5 – COMMITMENTS

Through September 12, 2018, the date on which the financial statements were available to be issued, the District had encumbered \$3,618,235 of the Measure S Bond Building Fund proceeds to be spent on capital projects in the fiscal year ended June 30, 2019.

NOTE 6 – SUBSEQUENT EVENTS

Management has reviewed subsequent events and transactions that occurred after the date of the financial statements through the date the financial statements were issued. The financial statements include all events or transactions, including estimates, required to be recognized in accordance with generally accepted accounting principles. Management has determined that there are no non-recognized subsequent events that require additional disclosure.

NOTE 7 – PRIOR PERIOD ADJUSTMENT

Subsequent to the issuance of the June 30, 2017 Measure S Bond Building Fund audit report, the District reclassified \$1,300,026 in expenditures incurred through June 30, 2017 from the Measure S Bond Building Fund to the Capital Facilities Fund. The purpose of the reclassification was to utilize developer fees collected in the Capital Facilities Fund to pay certain capital expenditures that developer fees were allowed to pay. The capital expenditures were allowable within the Measure S bond measure, however, the District decided it was a more prudent use of public funds to utilize the available developer fees, when allowed, before exhausting bond proceeds.

In addition, the District decreased the Measure S Bond Building Fund beginning fund balance by \$28,450 to account for amounts owed to the General Fund by Measure S from prior periods, and increased beginning fund balance by \$95,959, to account for receivables owed to the Measure S Bond Building Fund from prior periods.

SUPPLEMENTARY INFORMATION

CABRILLO UNIFIED SCHOOL DISTRICT
Measure S Bond Building Fund
Statement of Cumulative Expenditures (Budgetary Basis)
For the Fiscal Year Ended June 30, 2018

	Fiscal Year Ended June 30, 2017	Fiscal Year Ended June 30, 2018	From Inception Through June 30, 2018
Program Budget:			
Program Proceeds and Interest Earnings	\$ -	\$ 194,010	\$ 60,324,020
Annual Program Budget	297,438	1,021,321	-
Annual Budget Increases	32,683,462	10,455,158	-
Total Program Budget	32,980,900	11,670,489	60,324,020
Site/Project Description:			
Facility Master Plan	-	138,366	296,276
Energy Program	-	-	263,940
General Support Expenses	83,162	37,466	607,461
High School Aquatic Center	-	40,280	47,730
Roofing	-	-	16,970
High School Multi-use Theatrical Project	-	5,782	314,008
High School Cafeteria	-	-	58,248
High School Modernization	163,057	69,303	263,634
Parking Lots	-	-	464,396
Waste Management Equipment	-	-	80,370
Playground Improvements	8,948	32,418	114,261
Gymnasiums	-	-	9,648
High School Track Project	550,726	2,545,603	3,585,456
Hatch Modernization	12,943,885	8,188,158	26,674,854
Cunha Gymnasium Complex	92,877	220,700	3,176,980
Cunha Water Infiltration	448,344	2,078,538	2,526,882
Farallone View Modernization	10,700	-	10,700
Security, Safety Upgrades	9,580	3,785	49,430
Pilarcitos Modernization	2,138,894	391,738	6,941,478
Los Listos Portable Building	-	-	169,224
District Site Improvements	-	-	23,392
Door Lock and Hardware	-	4,528	546,382
Technology Infrastructure	86,828	61,860	693,684
Technology Classroom Based	25,237	22,780	2,383,136
Purchases from Bond Interest (Furniture and Equipment)	89,069	33,577	236,201
El Granada Repairs	-	1,255	1,255
Heating Upgrades	-	68,224	68,224
Unallocated ⁽¹⁾	248,627	374,780	1,417,512
Total Expenditures	16,899,934	14,319,141	51,041,733
(Over) Under Budget/Remaining Budget	\$ 16,080,966	\$ (2,648,652)	\$ 9,282,287

⁽¹⁾Unallocated expenditures include allowable bond program costs that have not yet been assigned to a specific project as of the date of this report.

The notes to the supplementary information are an integral part of this statement.

CABRILLO UNIFIED SCHOOL DISTRICT
Measure S Bond Building Fund
Notes to the Program Statement
For the Fiscal Year Ended June 30, 2018

NOTE 1 - THE PROGRAM

Proposition 39 was enacted by the voters on November 7, 2000, and changed the required majority for local voter approval of public school and community college general obligation bonds from two-thirds to fifty-five percent of votes. It also required school districts to provide facilities to charter schools operating within their jurisdictions.

On June 5, 2012, local voters passed Measure S, which generates funding to provide safe, efficient, and modern facilities for Cabrillo Unified School District students and staff. Measure S will generate up to \$81 million to repair, upgrade and expand our local schools. Funds will be generated through the sale of general obligation bonds, which will be repaid through assessments on residential and commercial property located within the Cabrillo Unified School District.

All projects funded by the issuance of Measure S general obligation bonds will be subject to review both by the District's Board of Trustees and by an independent citizens' oversight committee. The District will also provide many public forums to present progress and seek input from community members, parents, and staff.

NOTE 2 - CITIZENS' OVERSIGHT COMMITTEE

Duties of the committee include verifying that bond revenues were expended only for the construction, reconstruction, rehabilitation or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities. The committee must also verify that no funds were used for any teacher or administrative salaries or other school operation expenses.

Furthermore, the committee is authorized to receive, and review copies of the annual independent performance audit and the annual independent financial audit required by Article XIII A, Section 1(b)(3)(C) and Article XIII A, Section 1(b)(3)(D), respectively, of the California Constitution.

The committee was formed by the Board trustees as required by state law. The Citizens' Oversight Committee was comprised of the following members during the fiscal year ended June 30, 2018:

Mike Alifano (Parent of Student Enrolled)	Charmion Donegan (Active Senior Citizens)
Naomi Patridge (Taxpayer Organization)	Diane Brosin (At-Large Member)
Vacancy (Parent of Student Enrolled)	Vacancy (At-Large Member)
Vacancy (Business Organization)	

**SCHEDULE OF FINDINGS
AND
RECOMMENDATIONS**

CABRILLO UNIFIED SCHOOL DISTRICT
Measure S Bond Building Fund
Schedule of Findings and Recommendations
For the Fiscal Year Ended June 30, 2018

**** No findings or exceptions noted ****

**OTHER INDEPENDENT AUDITOR'S
REPORTS**



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER
MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Measure S Facilities Bond Citizens' Oversight Committee and
Governing Board Members
Cabrillo Unified School District

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Measure S Bond Building Fund of the Cabrillo Unified School District as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise Cabrillo Unified School District's Measure S Bond Building Fund financial statements, and have issued our report thereon dated September 12, 2018.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Cabrillo Unified School District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Cabrillo Unified School District's internal control. Accordingly, we do not express an opinion on the effectiveness of the Cabrillo Unified School District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Cabrillo Unified School District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our



audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



September 12, 2018
San Jose, California



INDEPENDENT AUDITOR'S REPORT ON PERFORMANCE AND COMPLIANCE
WITH REQUIREMENTS THAT COULD HAVE A DIRECT AND MATERIAL
EFFECT ON THE MEASURE S BOND PROGRAM

Measure S Facilities Bond Citizens' Oversight Committee and
Governing Board Members
Cabrillo Unified School District

Compliance

We have audited the Cabrillo Unified School District's (the District) compliance with Measure S Bond of the June 2012 election, as approved under Proposition 39, and with the performance requirements referred to in Proposition 39 and outlined in Article XIII A, Section 1(b)(3)(C) of the California Constitution.

Management's Responsibility

Compliance with the requirements referred to above is the responsibility of the District's management.

Auditor's Responsibility

Our responsibility is to express an opinion on the District's compliance with the laws and regulations identified above based on our audit. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the compliance requirements referred to above that could have a material effect on compliance with the laws and regulations have occurred. An audit includes examining, on a test basis, evidence supporting the District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

Our audit included the following objectives:

1. To obtain reasonable assurance that the proceeds of the sale of the Measure S Bonds were only used for the purposes set forth in the ballot measure and not for any other purpose, such as teacher and administrative salaries.
2. To obtain reasonable assurance that the Governing Board of the District, in establishing the approved projects set forth in the ballot measure, evaluated the remodeling, new construction and renovations of items which will relieve overcrowding, repair local schools and improve student safety conditions of the District.
3. To obtain reasonable assurance that the District complied with the performance requirements as referred to in Proposition 39 and outlined in Article XIII A, Section 1(b)(3)(C) of the California Constitution. Management is responsible for the District's compliance with these requirements.



To meet the objectives of our performance audit, procedures we performed included, but were not limited to, the following:

1. When applicable, we verified that bond proceeds were deposited in the District's name and invested in accordance with applicable legal requirements.
2. We tested payments made to the architectural service companies and reviewed the terms of the contract.
3. We tested approximately 84% of the 2017-18 expenditures to ensure they were valid, allowable and accurate.

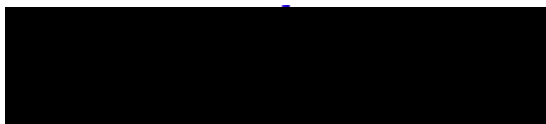
We believe our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the District's compliance with those requirements.

Opinion

In our opinion, the District complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on the Measure S Bond program for the fiscal year ended June 30, 2018.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing over compliance and the results of that testing based on the standards referred to above. Accordingly, this report is not suitable for any other purpose.



September 12, 2018
San Jose, California

CABRILLO UNIFIED SCHOOL DISTRICT

BOARD AGENDA ITEM

BOARD MEETING DATE: November 8, 2018

- ☐ ACTION
- ☐ CONSENT
- ☒ DISCUSSION
- ☐ INFORMATION

BOARD AGENDA NUMBER: 12.a

BOARD AGENDA ITEM: Discuss Construction/Facilities Master Plan and Schedule

DEPARTMENT: Superintendent/Business

CONTACT PERSON: Jane Yuster, Superintendent
Crystal Leach, Chief Business Official

BACKGROUND INFORMATION:

In August of 2013 the District completed a Facilities Master Plan through the joint effort of staff, teachers, and parents to identify the facility needs of our sites. This was the first step of many to plan the order and design components for the \$81 million Measure S bond construction projects. As of June 30, 2018 the District has completed several early start projects and some major projects referenced in the Facilities Master Plan. In June 2018 the community supported the passage of Measure M and authorized the District to issue up to \$99 million in facility bond funds. These funds will be used to complete the remaining projects detailed in the Facility Master Plan.

REPORT/PROPOSAL:

Presented to you for discussion is the process of a construction project. A recap of a few completed projects, timelines of bond sales, and future projects. A “What Happens Now” for Measure M.

FINANCIAL IMPACT:

There is no financial impact to the General Fund.

RECOMMENDATION:

Discuss construction/Facilities Master Plan and schedule.

Measure M Passed! Now What

Crystal Leach
Chief Business Official
November 8, 2018



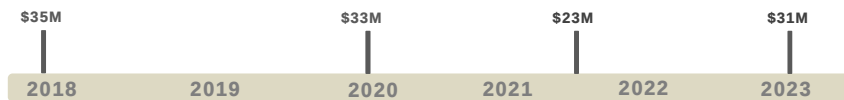
Picking The Team

Architect
Project Inspector
CEQA Consultant
Environmental Assessor
Surveyor
Civil & Structural Engineer

Construction Project Delivery Methods for School Districts

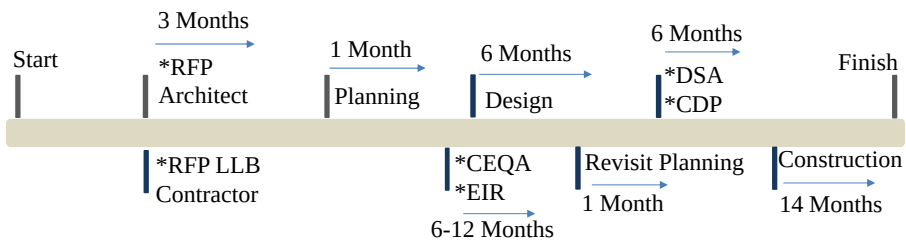
- **Design-Bid-Build** (Competitive bidding for projects over \$15k)
- **Multiprime** (Variation of design-bid-build, award to multiple contractors)
- **Lease-Leaseback** (Prequalification of contractors based on Board adopted Best Value Criteria)
- **Design-Build** (Competitive bidding for projects over \$2.5M)

Bond Sale Schedule



2018 Series A (M) \$35
2020 Series B (M) \$33
2021 or 2022 Series D (S) \$23
2023 Series C (M) \$31

Project Timeline



*RFP (Request for Proposal)
*DSA (Division of State Architect)
*LLB (Lease Leaseback)
*CDP (Costal Development Permit)
*CEQA (California Environmental Quality Act)
*EIR (Environmental Impact Report)

A Look Back



Pilarcitos



Hatch



HMBHS Track/Field Project



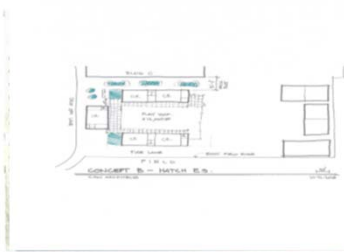
Cunha Water Infiltration





Current Look

Hatch Kinder Complex



FOLIA HIGH PERFORMANCE LOW MAINTENANCE

- Allows for CUSD to have greater design input and flexibility
- High quality learning environment to support student achievement and health
- Light gauge alternative offers virtually no mold, rot, or bug issues
- Prefabrication enables schedule savings over traditional construction
- Minimal disruption to campus
- 50+ year building lifespan



Future Large Projects (Subject To Change)

- HMB Field Lights (Currently in Planning Phase)
- Farallone View (Planning to begin Spring, 2019)
- EL Granada (Planning to begin Winter, 2021)
- HMB High School (Planning to begin Winter, 2021)
- Kings Mountain (Planning to begin Winter, 2021)



Thank You

Community & Partners

CABRILLO UNIFIED SCHOOL DISTRICT

BOARD AGENDA ITEM

BOARD MEETING DATE: November 8, 2018

- ☐ ACTION
☒ CONSENT
☐ DISCUSSION
☐ INFORMATION

BOARD AGENDA NUMBER: 14.a

BOARD AGENDA ITEM: Approve for Distribution/Disposal of Obsolete Textbooks for World Language-Spanish

DEPARTMENT: Curriculum and Instruction

CONTACT PERSON: Joy Dardenelle, Assistant Superintendent,
Curriculum and Instruction

BACKGROUND INFORMATION:

Board policy 3270 recognizes that the district may own personal property which is unusable, obsolete or no longer needed by the district. This policy allows for the sale or disposal of district property in accordance with the Board Policy and the requirements of state law.

REPORT/PROPOSAL:

The following 9 – 11 grade Spanish textbooks are obsolete:

GRADE	SUBJECT	BOOK TITLE	ISBN#	QUANTITY
9	Spanish	¡Ya Verás! Gold 1	0-8384-8554-5	150
10	Spanish	¡Ya Verás! Gold 2	0-8384-0881-8	150
11	Spanish	¡Ya Verás! Gold 3	0-8384-0899-0	150
9-11	Spanish	Album	0-618-50718-3	50
10	Spanish	¡Ya verás! Testing CD	0-8384-0504-5	3
11	Spanish	¡Ya verás! Testing CD	0-8384-0423-5	1
10	Spanish	¡Ya verás! Testing CD Nivel 2	0-8384-0486-3	3

FINANCIAL IMPACT:

There is no financial impact to the General Fund.

RECOMMENDATION:

Approve for distribution/disposal of obsolete textbooks for World Language-Spanish.

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CABRILLO UNIFIED SCHOOL DISTRICT

BOARD AGENDA ITEM

BOARD MEETING DATE: November 8, 2018

- ☐ ACTION
- ☒ CONSENT
- ☐ DISCUSSION
- ☐ INFORMATION

BOARD AGENDA NUMBER: 14.b

BOARD AGENDA ITEM: Approve Field Trip for Half Moon Bay High School Girls Basketball to Orangevale, California, December 27 - 29, 2018

DEPARTMENT: Pupil Services

CONTACT PERSON: Dr. Holly Wade, Assistant Superintendent of Educational Support Services
Jason Owens, Director of Personnel and Pupil Services

BACKGROUND INFORMATION:

Board Policy 6153 allows the Governing Board to permit students to participate in field trips.

REPORT/PROPOSAL:

Brendan Roth, Half Moon Bay High School Athletic Director, is requesting that the Governing Board approve a field trip to Orangevale, California, December 27 - 29, 2018 to participate in the Ram Challenge 2018 Varsity and Junior Varsity Girls Basketball Tournament. There will be approximately 22 students, 2-4 certificated staff members and 8 additional adults. The students, teachers/coach and chaperones will travel from Half Moon Bay to Placerville by private transportation. The travel party will be staying at the Hilton Garden Inn 221 Iron Point Road, Folsom, California 95630, (916) 353-1717.

FINANCIAL IMPACT:

There is no financial impact on the district for this trip. Funding for this trip will come from the Cougar Boosters account.

RECOMMENDATION:

Approve Field Trip for Half Moon Bay High School Girls Basketball to Orangevale, California, December 27 - 29, 2018.

CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

BOARD MEETING DATE: November 8, 2018

- ☐ ACTION
☒ CONSENT
☐ DISCUSSION
☐ INFORMATION

BOARD AGENDA NUMBER: 14.c

BOARD AGENDA ITEM: Approve Certificated Personnel Report

DEPARTMENT: Personnel

CONTACT PERSON: Dr. Holly Wade, Assistant Superintendent of Educational Support Services
Jason Owens, Director of Personnel and Pupil Services

BACKGROUND INFORMATION:

The following personnel items are submitted for your ratification/approval.

1. OFFERS OF EMPLOYMENT OF SUBSTITUTE TEACHERS

<i>Employee</i>
Burgio, Maria
Grey, Colm
Jordan, Kristy
Payne, Sarah

FINANCIAL IMPACT:

Financial impact is included in the budget.

RECOMMENDATION:

Approve the Certificated Personnel report.

CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

BOARD MEETING DATE: November 8, 2018

☐ ACTION
☒ CONSENT
☐ DISCUSSION
☐ INFORMATION

BOARD AGENDA NUMBER: 14.d

BOARD AGENDA ITEM: Approve Classified Personnel Report

DEPARTMENT: Personnel

CONTACT PERSON: Dr. Holly Wade, Assistant Superintendent of
Educational Support Services
Jason Owens, Director of Personnel and Pupil
Services

BACKGROUND INFORMATION:

The following personnel items are submitted for your ratification/approval.

1. RETIREMENT

Jeannette Bass, Health Aide, Farallone View Elementary School, effective November 23, 2018. Ms. Bass was hired by the District on November 2, 1992.

Patricia Serrano, Administrative Assistant to the Superintendent, District Office, effective December 28, 2018. Ms. Serrano was hired by the District on November 17, 1989.

2. OFFER OF EMPLOYMENT FOR 2018-2019

Brendan Cary, Campus Security Assistant, Cunha Intermediate School, effective October 29, 2018.

FINANCIAL IMPACT:

Financial impact is included in the budget.

RECOMMENDATION:

Approve the Classified Personnel report.

CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

BOARD MEETING DATE: November 8, 2018

☐ ACTION
☒ CONSENT
☐ DISCUSSION
☐ INFORMATION

BOARD AGENDA NUMBER: 14.e

BOARD AGENDA ITEM: Approve Travel for Behavior Services Manager, to Attend the Association for Behavior Analysis International Convention in Chicago, Illinois

DEPARTMENT: Special Education Department

CONTACT PERSON: Dr. Holly Wade, Assistant Superintendent of Educational Support Services
Jason Owens, Director of Personnel and Pupil Services

BACKGROUND INFORMATION:

The Association for Behavior Analysis International (ABAI) will be hosting their 45th Annual Convention on May 25 – 27, 2019 in Chicago, Illinois. The convention will offer up to date research for behavior analysis and autism intervention. Our District Behavior Service Manager will learn about advancements in the field of behavior development. She will bring back new resources, materials and information.

Ms. Jessica Reed, is the District Behavior Services Manager. Currently she serves 35 students Districtwide. The convention will provide important information as well as skills that Jessica could use to improve the services she currently offers to students.

REPORT/PROPOSAL:

The Governing Board is asked to approve travel for Jessica Reed, Behavior Services Manager, to attend the ABAI Convention, which will take place May 25 – 27, 2019 in Chicago, Illinois. She will be staying at the Hyatt Regency Chicago, where the Convention will take place.

FINANCIAL IMPACT:

The Special Education Department has approved the cost of the convention, air fare and hotel stay, total cost \$1,715.00.

RECOMMENDATION:

Approve travel for Behavior Services Manager, to attend the Association for Behavior Analysis International Convention, in Chicago, Illinois.

CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

BOARD MEETING DATE: November 8, 2018

☐ ACTION
☒ CONSENT
☐ DISCUSSION
☐ INFORMATION

BOARD AGENDA NUMBER: 14.f

BOARD AGENDA ITEM: Approve Donations to Cabrillo Unified School District

DEPARTMENT: Business Department

CONTACT PERSON: Crystal Leach, Chief Business Official

BACKGROUND INFORMATION:

The Governing Board routinely reviews the monthly donation reports.

REPORT/PROPOSAL:

Pursuant to the Governing Board Policy 3290, the Governing Board is to accept donations on behalf of the district or any school in the district.

HALF MOON BAY HIGH SCHOOL **\$600**

Sports

Thomas Feix, Jenny Feix	\$150
Timothy Dubois, Valerie Dubois	\$150

Fall Play

Gary Jaeger, Katy Jaeger	\$100
Albin L. Jones, Monique E. Jones	\$50
Bryan Bodas, Patricia Bodas	\$50
Lawrence P. Carter, Beth Carter Easter	\$50
Gina A. Beyries, Patrick M. Beyries	\$50

FINANCIAL IMPACT:

There is no financial impact to the General Fund.

RECOMMENDATION:

Approve donations to Cabrillo Unified School District.

CABRILLO UNIFIED SCHOOL DISTRICT

BOARD AGENDA ITEM

BOARD MEETING DATE: November 8, 2018

☐ ACTION
☒ CONSENT
☐ DISCUSSION
☐ INFORMATION

BOARD AGENDA NUMBER: 14.g

BOARD AGENDA ITEM: Accept Enrollment Report for the Second Month of the 2018-2019 School Year

DEPARTMENT: Business Department

CONTACT PERSON: Crystal Leach, Chief Business Official

BACKGROUND INFORMATION:

The Governing Board routinely reviews the monthly enrollment reports.

REPORT/PROPOSAL:

The enrollment report for the second month of the 2018-2019 school year is being presented to the Governing Board for information.

FINANCIAL IMPACT:

There is no financial impact to the General Fund.

RECOMMENDATION:

Accept enrollment report for the second month of the 2018-2019 school year.

**CABRILLO UNIFIED SCHOOL DISTRICT
2018-2019 SCHOOL YEAR
ENROLLMENT REPORT**

School Month No.	2								Date:	10/12/2018
Grade	El Granada	Farallone View	Hatch	Kings Mountain	Cunha	Half Moon Bay High	Pilarcitos	Home & Independent Study	TOTALS	
TK	11	9	11	0	-	-	-	0	31	
K	63	54	80	4	-	-	-	0	201	
1	72	54	74	13	-	-	-	0	213	
2	52	49	93	8	-	-	-	0	202	
3	51	48	100	12	-	-	-	0	211	
4	65	44	96	11	-	-	-	0	216	
5	79	48	109	9	-	-	-	0	245	
6	-	-	-	-	225	-	-	0	225	
7	-	-	-	-	258	-	-	0	258	
8	-	-	-	-	262	-	-	0	262	
9	-	-	-	-	-	271	0	1	272	
10	-	-	-	-	-	247	2	1	250	
11	-	-	-	-	-	247	11	3	261	
12	-	-	-	-	-	207	29	7	243	
Total Regular Enrollment	393	306	563	57	745	972	42	12	3090	
SDC Student Enrollment	16	0	0	0	21	16	0	0	53	
TOTAL ENROLLMENT	409	306	563	57	766	988	42	12	3143	
Total Enrollment as of 10/13/17	400	317	584	71	792	981	30	16	3191	
Difference between 10/13/17 Total Enrollment and 10/12/18 Total Enrollment	9	-11	-21	-14	-26	7	12	-4	-48	
Total Enrollment as of 9/14/18	409	308	563	57	768	990	40	13	3148	
Difference between 9/14/18 Total Enrollment and 10/12/18 Total Enrollment	0	-2	0	0	-2	-2	2	-1	-5	

CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

BOARD MEETING DATE: October 11, 2018

☐ ACTION
☒ CONSENT
☐ DISCUSSION
☐ INFORMATION

BOARD AGENDA NUMBER: 14.h

BOARD AGENDA ITEM: Approve and Adopt Minutes of October 11, 2018,
Regular Governing Board Meeting

DEPARTMENT: Superintendent/Governing Board

CONTACT PERSON: Jane Yuster, Superintendent

BACKGROUND INFORMATION:

The Governing Board routinely reviews and approves minutes from all regular meetings and special sessions.

REPORT/PROPOSAL:

The unadopted minutes from the October 11, 2018, regular Governing Board meeting are included in this Board packet for consideration.

FINANCIAL IMPACT:

There is no financial impact to the General Fund.

RECOMMENDATION:

Approve and adopt minutes of October 11, 2018, regular Governing Board meeting.



**Governing Board Meeting (Unadopted) Minutes
CABRILLO UNIFIED SCHOOL DISTRICT
District Office Board Room
498 Kelly Avenue, Half Moon Bay, CA 94019
October 11, 2018 7:00 PM
(Closed Session 5:00 PM)**

Board Members Present: Mr. Rob Pappalardo, President
 Ms. Sophia Layne, Vice President
 Ms. Kimberly Hines, Clerk to the Governing Board
 Dr. Kirk Riemer, Ph.D., Member
 Ms. Freya McCamant, Member

Administrators at the Table: Ms. Jane Yuster, Superintendent
 Ms. Joy Dardenelle, Assistant Superintendent
 Dr. Holly Wade, Ph.D., Assistant Superintendent
 Ms. Crystal Leach, Chief Business Official

Student Board Representative: Miss Lauren DuBose

1. CALL TO ORDER - 5:00 P.M.

2. ROLL CALL / QUORUM

___ Mr. Rob Pappalardo, President
___ Ms. Sophia Layne, Vice President
___ Ms. Kimberly Hines, Clerk to the Governing Board
___ Dr. Kirk Riemer, Ph.D., Member
___ Ms. Freya McCamant, Member

3. COMMENTS FROM THE PUBLIC RELATED TO ITEMS ON THE CLOSED SESSION AGENDA

4. RECESS TO CLOSED SESSION - 5:01 P.M.

5. RECONVENE OPEN SESSION – 7:02 P.M.

The Governing Board met in closed session from 5:01 p.m. to 7:00 p.m. and President Pappalardo report no action was taken in closed session.

6. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Board President Rob Pappalardo.

7. ADOPTION OF AGENDA AS PRESENTED / AMENDED

Motion to adopt the agenda as presented was made by Member Kimberly Hines and seconded by Member Kirk Riemer.

(M-21) Passed 5-0 with Student Representative voting aye.

8. STUDENT / STAFF / COMMUNITY RECOGNITION

None

9. COMMENTS FROM THE PUBLIC RELATED TO ITEMS NOT ON THIS AGENDA

Mr. Andrew Berz, 1200 Sunshine Valley Road, Montara, Ca. Mr. Berz, came to address the Governing Board regarding the formation of an advocacy group for special needs children.

10. PRESENTATIVE REPORTS

CUTA President Sean Riordan said he is proud of the numbers that were put on the salary scales two years ago. He said there is a lot of discussion among the members on the upcoming negotiations and the team is ready to get to the hard work of collaboration and compromise when we sign the deal in 2019.

11. REPORTS / INFORMATION / PRESENTATIONS

None

12. DISCUSSION ITEMS

- a. Discuss Action on Resolution Stating Intent of Board of Trustees to Transition from At Large to By Trustee Area Election System

Ms. Claire Cunningham, Lead Counsel, San Mateo County, and Mr. Timothy Fox, Deputy Counsel, San Mateo County, presented information regarding a transition from “at large” to trustee area election system.

13. COMMUNICATIONS

Board Members

Member Kirk Riemer said regarding the comment from the gentleman who spoke earlier under agenda item 9.a, the Board welcomes more inquiry into how schools are funded including Special Education. It is important that more people better understand this process which is severely flawed and massively underfunded, the better for students to get a free and appropriate education.

Member Kimberly Hines said the highlight for her was to see the High School Band play at the pumpkin weigh off. She said it is exciting to see the students out in our community. We

also have a fall musical coming up, which it is very exciting. Ms. Hines said she appreciated the information provided tonight, it was very thoughtful. She said it is her hope that the district can focus on what needs to be sustainable for the students as the process moves forward.

Member Sophia Layne said she is very excited to see a resolution on the agenda that honors and celebrate the differences within our community. She said diversity and inclusion is very important now more than ever.

Member Freya McCamant said she is really enjoying the process of running for the Board again. She said she has enjoyed articulating her educational philosophy and values, and in being able to reflect back on the last eight years of successes and looking forward to the next four years to be accountable for the campaign promises and the commitments made to the community. Ms. McCamant said she is aware that this year has been hard with the emergencies the district has had at Cunha, she said she wants to assure the community that the Board is taking all of it in to consideration and preparing so that there are necessary steps in place to adequately respond to our best ability moving forward.

Member Rob Pappalardo said he also wanted to acknowledge Cunha, that it is a stressful time that we live in. Every threat regardless of who is involve needs to be addressed. This district has the staff on mental health management and providing services to the students, though it is never enough. It is important that we have transparency in communication within the district as well within the community. Mr. Pappalardo said the district did some things really well and he commends staff for them, he also said we also know that there are things that we need to improve on. He wanted to assure everyone the district is working to be better prepared in the future.

Student Board Member

Half Moon Bay High School-

Everyone is enjoying one of our favorite months of the year! If you have been on our campus recently, you have probably seen the bountiful pumpkins that are placed on the roofs of our buildings. Decorating our school with pumpkins is a long standing tradition held by students. Our school participated in a mock voting process on Tuesday. All students became informed voters by submitting a ballot that casted their votes for current candidates and measures that are being discussed. Clubs are continuing to convene, and our One of a Kindness Campaign is resuming their place from last year. Our first annual Cougar Golf Classic fundraiser took place on September 28th. This was a golf tournament set up in efforts to raise money for the Booster's program and provide fun for the community. Make sure to check out the first publication of the year of our school newspaper, the Pawprint, in the Half Moon Bay Review. The Pawprint is a student based organization. We are wrapping up our homecoming week with our assembly and football game tomorrow. And our homecoming dance will be next Saturday in our multipurpose room. Lots happening at Half Moon Bay High School!

El Granada Elementary-

El Granada celebrated International Walk to School Day on Wednesday. Two of our students, Ella and Preston were recognized in the Walk to School Day Poster Contest. Goal Setting Conferences were just completed. It was a great week of meeting families and setting goals for our students for the coming school year. Our classes go on many terrific field trips, this year our teachers have scheduled excursions to our beautiful Half Moon Bay Library and learn about all the great programs they have for children. Our family engagement team is busy

planning our first literacy event scheduled for Halloween, we look forward to letting you know how it goes.

Cunha Intermediate School-

Things at Cunha have been very exciting! Our eighth graders completed their historical figure project, where they dressed up as iconic and important people that helped shape our country. For community service, there were 2,000 books collected by spirit classes that were given to kids in need. And the warm coat drive will start next week. Our sixth graders had a blast at Outdoor Ed. They learned a lot about the environment, while having a great time! Our “Freaky Friday” dance will take place next Friday. Kickball intramurals are over, and soccer has begun. Super Bowl classes have completed over 20 activities

Superintendent

Superintendent Jane Yuster thanked the Governing Board for their comments regarding Cunha, she said she would like to echo those comments and thanked the Board and the community for their support. The Superintendent reminded everyone that each school will be hosting a Safety Night presentation talking about the anti-bullying programs and activities going on at each site. Ms. Yuster thanked the Half Moon Bay Review for helping to publicize these events so well. She also said these are not one off type meetings, they will be part of a series of meetings, on topics like cyberbullying and other very critical issues that will take place throughout the school year. The district continues to make progress on the issues of communication aspects spoken about in the letter sent out by the Superintendent. There will also be a “Big Five Meeting” this month here in Half Moon Bay. At the Big Five meeting, there will be members from law enforcement and other experts to speak to the community on how it impacts the safety of our students and schools. Ms. Yuster said she will begin to take the State of the District presentation out to the community talking about all of the wonderful things that our students do, as well as, to begin a conversation with our community so that they have a clear picture of the financial condition and challenges the district faces.

14. CONSENT ITEMS

- a. Approve Certificated Personnel Report
- b. Approve William Uniform Complaint Report
- c. Approve Classified Personnel Report
- d. Accept Donations to Cabrillo Unified School District
- e. Accept Enrollment Report for the First Month of the 2018-2019 School Year
- f. Approve and Adopt Minutes of September 13, 2018 Regular Governing Board Meeting
- g. Ratify Field Trip for Half Moon Bay High School Boys Water Polo Team to Coronado, California, September 20 - 23, 2018
- h. Approve Declaration of District Property as Surplus

- i. Approve for Distribution/Disposal of Obsolete Textbooks
- j. Approve Change to Adult Education Child Care Worker Salary

Motion to approve consent items as presented was made by Member Sophia Layne and seconded by Member Freya McCamant.

(M-22) Passed 5-0 with Student Representative voting aye.

15. ACTION ITEMS

- a. Hold Public Hearing and Adopt Resolution No 22-18 Statement of Assurances for Textbooks and Instruction

Public Hearing regarding the Statement of Assurances for Textbooks and Instruction opened at 8:09 p.m. Hearing no comments, the public hearing was closed at 8:10.

Motion to adopt Resolution No. 22-18 Statement of Assurance for Textbooks and Instruction was made by Member Kirk Riemer and seconded by Member Kimberly Hines.

(M-23) Passed 5-0 with Student Representative voting aye.

Roll Call

Mr. Rob Pappalardo-aye
 Ms. Sophia Layne-aye
 Ms. Kimberly Hines-aye
 Dr. Kirk Riemer-aye
 Ms. Freya McCamant-aye

- b. Adopt Resolution No. 23-18 Stating Intent to Transition from At Large to a By Trustee Election System

Motion to adopt Resolution No. 23-18 stating intent to transition from At large to a by Trustee election system was made by Member Kimberly Hines and seconded by Member Sophia Layne.

(M-24) Passed 5-0 with Student Representative voting aye.

Roll Call

Mr. Rob Pappalardo-aye
 Ms. Sophia Layne-aye
 Ms. Kimberly Hines-aye
 Dr. Kirk Riemer-aye
 Ms. Freya McCamant-aye

- c. Approve Proposal for Districting Services with National Demographics Corporation (NDC)

Motion to approve proposal for districting services with National Demographics Corporation (NDC) was made by Member Sophia Layne and seconded by Member Kirk Riemer.

(M-25) Passed 5-0 with Student Representative voting aye.

d. Adopt Resolution No. 24-18 Designating October as LGBTQ+ Month

Motion to adopt Resolution No. 24-18 designating October as LGBTQ+ month was made by Member Kimberly Hines and seconded by Member Sophia Layne.

(M-26) Passed 5-0 with Student Representative voting aye.

Roll Call

Mr. Rob Pappalardo-aye

Ms. Sophia Layne-aye

Ms. Kimberly Hines-aye

Dr. Kirk Riemer-aye

Ms. Freya McCamant-aye

e. Approve Scheduling of a Special Governing Board Working Session on October 23, 2018

Motion to approve scheduling of a special Governing Board working session on October 23, 2018 was made by Member Kirk Riemer and seconded by Member Kimberly Hines.

(M-27) Passed 5-0 with Student Representative voting aye.

President Pappalardo adjourned open session at 8:19 p.m. and announced that the Governing Board will return to closed session.

16. RETURN TO CLOSED SESSION (IF NECESSARY)

The Governing Board met in closed session from 8:23 p.m. to 9:50 p.m. and took no action.

17. ADJOURNMENT OF THE MEETING

Motion to adjourn made by Member Kirk Riemer and seconded by Member Sophia Layne

(M-28) Passed 5-0 with Student Representative voting aye.

Meeting was adjourned at 9:50 p.m.

Minutes prepared by Patricia Serrano, Administrative Assistant to the Superintendent

Minutes presented by Jane Yuster, Secretary to the Governing Board

Certified by:

Kimberly Hines
Clerk to the Governing Board

Date

CABRILLO UNIFIED SCHOOL DISTRICT

BOARD AGENDA ITEM

BOARD MEETING DATE: November 8, 2018

- ☒ ACTION
- ☐ CONSENT
- ☐ DISCUSSION
- ☐ INFORMATION

BOARD AGENDA NUMBER: 15.a

BOARD AGENDA ITEM: Accept the Measure S Facility Bond Citizens' Oversight Committee 2017-2018 Annual Report

DEPARTMENT: Business Department

CONTACT PERSON: Crystal Leach, Chief Business Official

BACKGROUND INFORMATION:

On March 8, 2012, the Governing Board of the Cabrillo Unified School District approved a resolution placing a facility bond measure on the ballot. Included in the resolution was a commitment to establish a citizens' oversight committee to independently verify that the District would use bond proceeds in a manner consistent with the ballot language. On June 5, 2012 the voters within the attendance area of the Cabrillo Unified School District approved Measure S to authorize the sale of \$81 million in facility bonds. The project list was organized around three themes:

1. Basic upgrades to protect facility investments, keep schools clean, safe, well maintained and in good condition
2. Preparing our students for the 21st Century and improving education in the classroom through upgraded 21st Century technology and classroom upgrades
3. Improving energy efficiency, conserving water and other capital improvements to save money that can be used to help retain teachers and protect academic programs

Soon afterwards, the Governing Board appointed members to the District's Measure S Facility Bond Citizens' Oversight Committee (COC). The fiscal year ending June 30, 2018 was the sixth year under the facility bond program. The COC performed a detailed analysis of the District's expenditures that included the review of independent fiscal and performance audits. The COC found the use of the Measure S Bond proceeds were used in a manner that is consistent with the commitment the Governing Board made to the community through the measure's ballot language.

REPORT/PROPOSAL:

The Measure S Facility Bond Citizens' Oversight Committee met on October 22, 2018 and adopted Resolution No. 01-18 stating the District had, during the 2017-2018 school year, expended Measure S Bond proceeds in a manner consistent with the ballot language.

On October 22, 2018, the COC met and approved the Measure S Facility Bond Citizens' Oversight Committee 2017-2018 Annual Report. COC Vice-Chair Mike Alifano will present this report to the Governing Board.

FINANCIAL IMPACT:

There is no financial impact to the General Fund.

RECOMMENDATION:

Accept the Measure S Facility Bond Citizens' Oversight Committee 2017-2018 Annual Report.

Measure S Facilities Bond Citizens' Oversight Committee



Annual Report 2017–2018

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I. EXECUTIVE SUMMARY

On March 8, 2012, the Governing Board of the Cabrillo Unified School District formally approved placing on the June ballot a bond measure to raise \$81 million to improve the District's facilities and to support technology infrastructure and acquisition. In approving the formal resolution and related exhibits, the Board also stipulated that a Citizens' Oversight Committee would be established as a public accountability measure. This provision was stipulated in both the Abbreviated Text and Full Ballot Text of a bond measure that would later be named Measure S by the County of San Mateo.

Soon after Measure S was approved by a majority of over fifty-five percent on June 5, 2012, a seven-member Committee was appointed by the Board to serve in this important oversight capacity. This Committee meets on a regular basis in sessions open to the general public to verify that Measure S dollars are expended only for the school facilities projects listed in the Bond Project List.

The report that follows – and the annual resolution adopted by the Committee in a formal roll call vote – is the Committee's method for annually communicating the results of this comprehensive oversight process to Coastsides constituents.

II. FORMATION OF THE MEASURE S CITIZENS' OVERSIGHT COMMITTEE

On August 21, 2012, The Governing Board announced its process for recruiting and selecting members to fill the various slots on the Committee. A total of thirteen individuals applied to serve.

On September 27, 2012 Board President Kirk Reimer, Assistant Superintendent Elizabeth Schuck and Superintendent Tony Roehrick met to review applications from members of the Coastsides community who expressed interest in serving on the Committee. The three determined to submit seven names to the Board as a recommended slate for approval. The Governing Board met on October 11, 2012 and approved the recommended slate of candidates. The following individuals were formally appointed to the District's Measure S Facilities Bond Citizens' Oversight Committee:

- 1) Mike Alifano (Local Business Community Organization)
- 2) Steve Johnson (Senior Citizens' Organization)
- 3) Susie Tempesta (Bona Fide Taxpayers' Association)
- 4) Patric Jonsson (Parent of an Enrolled Student)
- 5) Veronica Torres (Parent of an Enrolled Student/Active in Parent Group)
- 6) Chris Johnson (At-Large)
- 7) Naomi Patridge (At-Large)

III. SUMMARY OF 2012-13 COMMITTEE PROCEEDINGS AND ACTIVITIES

The first meeting of the newly-formed Measure S Facilities Bond Citizens' Oversight Committee was held at 4:00 p.m. on November 19, 2012 in the District Office Board Room, 498 Kelly Avenue, in Half Moon Bay. Committee members addressed several organizational matters during the course of this session.

Committee members unanimously elected Steve Johnson to serve as Chair and Susie Tempesta to serve as Vice-Chair.

To complete its work regarding the 2012-13 fiscal year, the Committee met on four additional occasions:

- 1) June 10, 2013
- 2) September 23, 2013
- 3) November 4, 2013
- 4) November 18, 2013

The Committee received training on its role as a Citizens' Oversight Committee on two separate occasions. Marilyn Cleveland, an attorney with Dannis Woliver Kelley, visited the Committee at its initial meeting. Mrs. Cleveland's presentation focused on the legal responsibilities of Citizens' Oversight Committees. Eugene Whitlock, a San Mateo County Deputy County Counsel, attended the September 23, 2013 meeting to help the Committee focus on best practices for Citizens' Oversight Committees.

At the June meeting, the Committee reviewed the San Mateo Civil Grand Jury 2009-2010 Report on School Bond Citizens' Oversight Committees, Prop 39, and reviewed the 2013 District-Wide Technology Implementation Plan, Energy Management Plan, and District Facilities Master Plan (unadopted).

At the September meeting, the Committee received a detailed presentation on the Board-adopted Facilities Master Plan.

At the November 4th meeting, the Committee met to receive and review the Independent Auditor's Annual Performance and Financial Reports for 2012-13, to adopt Resolution 01-13, and to review the draft Annual Report.

At the November 18th meeting, the Committee received and reviewed the revised Independent Auditor's Annual Performance and Financial Reports for 2012-13, adopted Resolution 01-13, and approved this Report.

IV. SUMMARY OF 2013-14 COMMITTEE PROCEEDINGS AND ACTIVITIES

Meetings of the Measure S Facilities Bond Citizens' Oversight Committee were held in the District Office Board Room, 498 Kelly Avenue, in Half Moon Bay.

All meetings were duly posted and conducted in open session. Approved agendas and adopted minutes from all of the Committee meetings held to date are available for public review at the Cabrillo Unified School District Office, 498 Kelly Avenue, Half Moon Bay, CA 94019.

To complete its work for the 2013-14 fiscal year, the Committee met on the following dates:

- 1) March 31, 2014
- 2) June 16, 2014
- 3) September 29, 2014
- 4) October 20, 2014

At the March meeting, the Committee welcomed new member Phil Hophan representing parents of enrolled students. The Committee also reviewed the Bylaws, discussed several proposed amendments, and finalized the meeting schedule for the 2013-14 year.

At the June meeting, the Committee adopted the revised Bylaws and formally revised the policy for members to state their intent to serve a second term. The date for notification to the Committee was established as October 27, 2014.

At the September meeting, the Committee reviewed the Independent Auditor's Annual Performance and Financial Reports for 2013-14, reviewed Resolution 01-14, and reviewed the draft Annual Report for 2013-14.

At the October 20th meeting, the Committee accepted the Independent Auditor's Annual Performance and Financial Reports for 2013-14, adopted Resolution 01-14, and approved this Report.

V. SUMMARY OF 2014-15 COMMITTEE PROCEEDINGS AND ACTIVITIES

Meetings of the Measure S Facilities Bond Citizens' Oversight Committee were held in the District Office Board Room, 498 Kelly Avenue, in Half Moon Bay.

All meetings were duly posted and conducted in open session. Approved agendas and adopted minutes from all of the Committee meetings held to date are available for public review at the Cabrillo Unified School District Office, 498 Kelly Avenue, Half Moon Bay, CA 94019.

To complete its work for the 2014-15 fiscal year, the Committee met on the following dates:

- 1) June 1, 2015
- 2) September 28, 2015
- 3) October 26, 2015
- 4) November 2, 2015

At the June meeting, the Committee re-elected Steve Johnson as Chair. Phil Hophan was elected as Vice Chair, replacing Susie Tempesta who had resigned from the Committee after serving as its Vice Chair for the first two years. The District Superintendent was elected to serve as Secretary. The Committee agreed on the work plan and meeting schedule for the remainder of the year.

At the September meeting, the audit firm, Chavan & Associates, presented to the Committee the Annual Performance and Financial Reports. After making suggestions to enhance clarity and readability, the Committee voted to accept the independent audits. It then reviewed a draft of the annual resolution.

At the October meeting, the Committee welcomed new members Diane Brosin and Charmion Donegan. CBO Crystal Leach reviewed with the Committee the changes made to the Independent Auditor's Annual Performance and Financial Reports for 2014-15. Resolution 01-15 was adopted by roll call vote.

At the November meeting, the Committee reviewed and approved this Annual Report. Chair Steve Johnson, who has led the Committee from its inception, announced that this is his last meeting as he will be moving from the District.

VI. SUMMARY OF 2015-16 COMMITTEE PROCEEDINGS AND ACTIVITIES

Meetings of the Measure S Facilities Bond Citizens' Oversight Committee were held in the District Office Board Room, 498 Kelly Avenue, in Half Moon Bay.

All meetings were duly posted and conducted in open session. Approved agendas and adopted minutes from all of the Committee meetings held to date are available for public review at the Cabrillo Unified School District Office, 498 Kelly Avenue, Half Moon Bay, CA 94019.

To complete its work for the 2015-16 fiscal year, the Committee met on the following dates:

- 1) June 6, 2016
- 2) September 26, 2016
- 3) October 24, 2016

At the June meeting, the Committee elected Member Mike Alifano as Vice-Chair, replacing Phil Hophan who was elected Chair at the November 2015 meeting of the COC. Member Diane Brosin was elected Secretary, replacing the District Superintendent who had previously served that roll. The Committee agreed on the work plan and meeting schedule for the remainder of the year.

At the September meeting, the audit firm, Chavan & Associates, presented to the Committee the Annual Performance and Financial Reports. After asking clarifying questions and receiving acceptable responses from staff and the auditor, the Committee voted to accept the independent audits and approved a draft of the annual resolution. Prior to the start of the September meeting, Members were granted a tour of facilities under the auspices of the committee, and were able to ask questions of the Superintendent, District Staff, and a site construction lead, who were able to answer those questions and provide insights into the progress of these projects.

At the October meeting, the Committee reviewed and approved this Annual Report. Chair Phil Hophan acknowledged that he would present the Annual Report to the Board of Trustees in November of 2016.

VII. SUMMARY OF 2016-17 COMMITTEE PROCEEDINGS AND ACTIVITIES

Meetings of the Measure S Facilities Bond Citizens' Oversight Committee were held in the District Office Board Room, 498 Kelly Avenue, in Half Moon Bay.

All meetings were duly posted and conducted in open session. Approved agendas and adopted minutes from all of the Committee meetings held to date are available for public review at the Cabrillo Unified School District Office, 498 Kelly Avenue, Half Moon Bay, CA 94019.

To complete its work for the 2016-17 fiscal year, the Committee met on the following dates:

- 1) June 5, 2017
- 2) September 25, 2017
- 3) November 6, 2017

At the June meeting, the Committee agreed on the work plan and meeting schedule for the remainder of the year, and restated its commitment to the work of the committee as a means to keep and maintain the public trust in the expenditure of these Measure dollars.

At the September meeting, the audit firm, Chavan & Associates, presented to the Committee the Annual Performance and Financial Reports. After asking clarifying questions and receiving acceptable responses from staff and the auditor, the Committee voted to accept the independent audits and approved a draft of the annual resolution.

At the October meeting, the Committee reviewed and approved this Annual Report. Chair Phil Hophan acknowledged that he would present the Annual Report to the Board of Trustees in December of 2017.

VIII. SUMMARY OF 2017-18 COMMITTEE PROCEEDINGS AND ACTIVITIES

Meetings of the Measure S Facilities Bond Citizens' Oversight Committee were held in the District Office Board Room, 498 Kelly Avenue, in Half Moon Bay.

All meetings were duly posted and conducted in open session. Approved agendas and adopted minutes from all of the Committee meetings held to date are available for public review at the Cabrillo Unified School District Office, 498 Kelly Avenue, Half Moon Bay, CA 94019.

To complete its work for the 2017-18 fiscal year, the Committee met on the following dates:

- 1) June 4, 2018
- 2) October 1, 2018
- 3) October 22, 2018

At the June meeting, the Committee agreed on the work plan and meeting schedule for the remainder of the year, and restated its commitment to the work of the committee as a means to keep and maintain the public trust in the expenditure of these Measure dollars.

At the September meeting, the audit firm, Chavan & Associates, presented to the Committee the Annual Performance and Financial Reports. After asking clarifying questions and receiving acceptable responses from staff and the auditor, the Committee voted to accept the independent audits and approved a draft of the annual resolution.

At the October meeting, the Committee reviewed and approved this Annual Report. Vice Chair, Mike Alifano, acknowledged that he would present the Annual Report to the Board of Trustees in November 2018.

IX. OVERSIGHT COMMITTEE RESOLUTION NO. 01-18

Finding that 2017-18 Measure S Revenues Were Expended Only for the School Facilities Projects Listed in the Bond Project List

WHEREAS, on June 5, 2012 the Cabrillo Unified School District received approval from voters to implement a \$81 million bond program; and

WHEREAS, the stated intent of the revenues generated by the sale of these bonds is to improve the quality of education in local schools by replacing leaky roofs; performing essential safety repairs on classrooms and facilities; updating science labs; equipping classrooms with 21st Century technology; maximizing energy efficiency and water conservation to save money; and renovating, constructing, and equipping classrooms and facilities; and

WHEREAS, pursuant to its desire to assure the greater school community that these facilities bond dollars will be expended only for the school facilities projects listed in the Bond Project List, the Governing Board established a Measure S Facilities Bond Citizens' Oversight Committee; and

WHEREAS, the Citizens' Oversight Committee reviewed detailed independent performance and financial audit reports of 2017-18 bond expenditures during the course of its regularly scheduled meeting held on October 1, 2018; and

WHEREAS, the central purpose of the Citizens' Oversight Committee is to inform the public at least annually in a written report whether in its opinion bond proceeds are expended only for the school facilities projects listed in the Bond Project List;

NOW, THEREFORE, BE IT RESOLVED that the Measure S Citizens' Oversight Committee has met and reviewed detailed, independent performance and financial audits of 2017-2018 bond expenditures and does find that these proceeds were expended only for the school facilities projects listed in the Bond Project List.

ADOPTED this twenty second day of October, 2018.

Mike Alifano, Vice-Chair
Measure S Facilities Bond Citizens' Oversight Committee

Date

Diane Brosin, Secretary
Measure S Facilities Bond Citizens' Oversight Committee

Date

X. APPENDICES

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FULL BALLOT TEXT

CABRILLO UNIFIED SCHOOL DISTRICT BOND PROPOSITION

The Board of Education (the “Board”) of the Cabrillo Unified School District (the “District”), believes that a bond measure will help ensure that all schools in the District have up-to-date science labs, computers and learning technology so that District students are prepared to excel in the twenty-first century economy and high quality teachers and staff are attracted and retained.

In order to continue improving education in all of the District’s schools, it is the Board’s priority to complete repairs and upgrades that will benefit all of the District’s schools—Farallone View Elementary, Alvin S. Hatch Elementary, Kings Mountain Elementary, El Granada Elementary, Cunha Intermediate, Pilarcitos High School, Half Moon Bay High School--including:

- (i) complete basic and necessary repairs and upgrades to District schools to provide a safe, healthful learning environment for students by means of a general obligation bond;
- (ii) equip all schools in the district with up-to-date computers, learning technology and science labs so that students are prepared to excel in the 21st century economy;
- (iii) provide a source of local revenue—that cannot be taken by the state—to make repairs so that all schools are safe and up to date;
- (iv) upgrade classrooms and make repairs now to save money that can be used to maintain quality academic programs and retain teachers;
- (v) ensure that facilities are up to date and safe so that qualified teachers continue to want to teach in our schools;
- (vi) reduce operating costs by improving and installing more cost efficient energy systems and making other improvements to reduce operating costs.

By approval of the proposition set forth below as the Summary of Ballot Measure, by at least 55% of the registered voters voting thereon, the Cabrillo Unified School District shall be authorized to issue and sell bonds of up to \$81,000,000 in aggregate principal amount to provide financing for the specific school facilities projects listed below in the Bond Project List, subject to all of the accountability safeguards specified herein.

“To improve the quality of education in local schools by replacing leaky roofs; performing essential safety repairs on classrooms and facilities; updating science labs; equipping classrooms with 21st Century technology; maximizing energy efficiency and water conservation to save money; and renovating, constructing, and equipping classrooms and facilities; shall Cabrillo Unified School District issue \$81 million in bonds

at legal rates, with citizen oversight, annual audits, no funds for administrators' salaries and all funds staying in local schools?"

ACCOUNTABILITY MEASURES

The provisions in this section are included in this proposition in order that the voters and taxpayers of the District may be assured that their money will be spent to address specific facilities needs of the District, all in compliance with the requirements of Article XIII A, section 1(b)(3) of the State Constitution, and the Strict Accountability in Local School Construction Bonds Act of 2000 (codified at section 15264 *et seq.* of the California Education Code).

Evaluation of Needs. The Board of Education has evaluated the facilities needs of the District, and determined which projects to finance from a local bond at this time. The Board of Education hereby certifies that it has evaluated safety, class size reduction and information technology needs in developing the Bond Project List.

Independent Citizens' Oversight Committee. The Board of Education shall establish an independent Citizens' Oversight Committee to ensure bond proceeds are expended only for the school facilities projects listed in the Bond Project List. The Committee shall be established within 60 days of the date when the Board of Education enters the results of the election in its minutes.

Annual Performance Audit. The Board of Education shall conduct or cause to be conducted an annual, independent performance audit to ensure that the bond proceeds have been expended only on the school facilities projects listed in the Bond Project List.

Annual Financial Audit. The Board of Education shall conduct or cause to be conducted an annual, independent financial audit of the bond proceeds until all of those proceeds have been spent for the school facilities projects listed in the Bond Project List.

Annual Report to Board. Upon approval of this proposition and the sale of any bonds approved, the Board of Education shall take actions necessary to establish an account in which proceeds of the sale of bonds will be deposited. As long as any proceeds of the bonds remain unexpended, the Superintendent shall cause a report to be filed with the Board of Education no later than January 1 of each year, commencing January 1, 2013, stating (1) the amount of bond proceeds received and expended in that year, and (2) the status of any project funded or to be funded from bond proceeds. The report may relate to the calendar year, fiscal year, or other appropriate annual period as the Superintendent shall determine, and may be incorporated into the annual budget, audit, or other appropriate routine report to the Board.

BOND PROJECT LIST

The Bond Project List, which is an integral part of this proposition, lists the specific projects the District proposes to finance with proceeds of the bonds.

The Board of Education of the District evaluated the District's facility needs, including safety issues, enrollment trends, class size reduction, computer and information technology enhancements and facilities renovation and repair, in developing the scope of projects to be funded. The Board of Education believes that a bond measure will help ensure that all schools in the District—Farallone View Elementary, Alvin S. Hatch Elementary, Kings Mountain Elementary, El Granada Elementary, Cunha Intermediate, Half Moon Bay High School— have up-to-date science labs, computers and learning technology so that District students are prepared to excel in the twenty-first century economy and high quality teachers and staff are attracted and retained. The Board of Education concluded that, since these needs are vitally important, the District should:

- (i) Keep schools clean, well maintained and in good condition;
- (ii) Replace leaky roofs;
- (iii) Perform essential safety repairs and upgrades to classrooms and facilities;
- (iv) Equip classrooms with 21st Century technology;
- (v) Update or perform major repairs to classrooms and science labs;
- (vi) Upgrade earthquake and fire safety;
- (vii) Maximize energy efficiency and water conservation to save money;
- (viii) Improve disabled access;
- (ix) Renovate, construct, and equip classrooms and facilities; and
- (x) Establish programs that maximize the use of bond funds to support regular facility maintenance, repair and technology upgrades

In order to meet these needs, the District intends to complete the following projects at District schools and facilities using a combination of funding sources. It is anticipated that bond proceeds will contribute \$81,000,000 to said total cost. Other anticipated sources include joint-use funds, development impact fees, and other available funds. The District will pursue state matching funds if and when they become available, and if received, they will be used for and applied to projects on the Bond Project List. However, no project is dependent on the receipt of additional funds. Unless otherwise noted, the following projects are authorized to be completed at each or any of the District's school sites. The projects to be funded by the bond include, without limitation, the following:

Category 1: Basic Upgrades to Protect Facility Investments, Keep Schools Clean, Safe, Well Maintained and in Good Condition

Goal and Purpose: To provide clean, safe and well maintained facilities to support educational programs, students will benefit from the repair, upgrade or renovation of aging buildings, labs and classrooms, improved school site safety:

- Replace and repair leaking roofs
- Upgrade and perform essential safety repairs and improvements on classrooms, science laboratories, and other school and athletics facilities
- Upgrade earthquake and fire safety, including phone, fire alarm, and communications systems
- Repair, replace, or upgrade inefficient and aging heating, cooling and plumbing systems
- Renovate school restrooms
- Repair or replace worn floor coverings in classrooms
- Upgrade, repair or replace playground equipment, asphalt and turf for student safety and improved access for people with disabilities
- Construct a multi-use educational facility for educational programs, including performing arts, for school and community use
- Repair outdated electrical systems and wiring to improve efficiency and safety
- Make safety improvements on and around school sites, including improved fencing, walkways and overhangs, better access for people with disabilities, and traffic circulation improvements
- Replace drinking fountains, trash receptacles, enclosures and equipment
- Renovate, repair, paint and improve school campuses and grounds
- Establish programs to support regular and long term upgrades and replacement of outdated facilities, equipment, and grounds
- Upgrade vocational education and career training facilities to prepare students for future jobs

Category 2: Preparing Our Students for the 21st Century and Improving Education in the Classroom through Upgraded 21st Century Technology and Classroom Upgrades

Goal and Purpose: To upgrade computer technology and provide our teachers and students with current teaching, learning and research tools:

- Acquire and upgrade technology infrastructure, including, without limitation, computers, LCD projectors, portable interface devices, servers, switches, routers, modules, sound projection systems, phone system integration, local area network upgrades, document archiving, cabling infrastructure, laser printers, digital white boards, document projectors, upgrade voice-over-IP, call manager and network security/firewall, and other equipment, casework and software as needed
- Provide and repair up-to-date technology, data and wireless communications equipment

- Add, update and expand telecommunications, internet and network connections
- Add, upgrade and replace computers, hardware and software systems
- Add, upgrade and replace classroom instructional equipment
- Add, upgrade and replace electrical systems to support improved technology;
- Establish programs to support regular and long term upgrades to technology systems, hardware, software and equipment

Category 3: Improving Energy Efficiency, Conserving Water and Other Capital Improvements to Save Money that Can Be Used to Help Retain Teachers and Protect Academic Programs

Goal and Purpose: To reduce utility and other operating costs by making capital improvements to energy, water and utility systems, and consolidating facilities:

- Acquire and install energy efficiency systems, including solar panels, to reduce energy/utility costs and return savings to educational programs
- Improve water and energy conservation by upgrading plumbing, renovating restrooms and replacing or renovating the old, inefficient and dilapidated swimming pool at Half Moon Bay High School
- Replace outdated and inefficient heating and ventilation systems
- Relocate or consolidate district administrative offices and space to improve efficiency and save money

Listed repairs, improvements, rehabilitation projects and upgrades will be completed as needed. Each project is assumed to include its share of costs of the election and bond issuance, architectural, engineering, and similar planning costs, construction management, staff training expenses and a customary contingency for unforeseen design and construction costs. In addition to the projects listed above, the Bond Project List also includes the acquisition of instructional, maintenance and operational equipment, payment of the costs of preparation of all facilities planning studies, feasibility and assessment reviews, master planning, environmental studies, and temporary housing for dislocated programs or activities caused by construction projects. The final cost of each project will be determined as plans are finalized, construction bids are awarded, and projects are completed. Based on the final costs of each project, certain of the projects described above may be delayed or may not be completed. Necessary site preparation/grading/restoration may occur in connection with new construction, modernization, renovation or remodeling, including ingress and egress, removing, replacing or installing irrigation, utility lines, trees and landscaping, relocating fire access roads, and acquiring any necessary easements, licenses, or rights of way to the property. Proceeds of the bonds may be used to pay or reimburse the District for the cost of staff when

performing work on or made necessary by the implementation of bond projects.

ADDITIONAL SPECIFICATIONS

No Administrator Salaries. Proceeds from the sale of Bonds authorized by this proposition shall be used only for the construction, reconstruction, rehabilitation, or replacement of school facilities on the Bond Project List, including the furnishing and equipping of said school facilities, or the acquisition or lease of real property for said school facilities, and not for any other purpose, including teacher and administrator salaries and other school operating expenses.

Single Purpose. All of the purposes enumerated in this proposition shall be united and voted upon as one single proposition, pursuant to section 15100 of the California Education Code, and all the enumerated purposes shall constitute the specific single purpose of the bonds and proceeds of the bonds shall be spent only for such purpose.

Other Terms of the Bonds. When sold, the bonds shall bear interest at an annual rate not exceeding the statutory maximum, and that interest will be made payable at the time or times permitted by law. The bonds may be issued and sold in several series, and no bond shall be made to mature more than 25 years (if issued pursuant to the provisions of the California Education Code) or 40 years (if issued pursuant to the provisions of the California Government Code) from the date borne by that bond.

TAX RATE STATEMENT

An election will be held in Cabrillo Unified School District ("District") on June 5, 2012, to authorize the sale of **\$81,000,000** in general obligation bonds. The following information is submitted in compliance with Sections 9400-9404 of the California Elections Code.

1. The best estimate of the tax rate that would be required to fund this bond issue during the first fiscal year after the sale of the first series of bonds, based on estimated assessed valuations available at the time of filing of this statement, is **\$0.0450** per \$100 (**\$45.00** per \$100,000) of assessed valuation in fiscal year 2012-2013.

2. The best estimate of the tax rate that would be required to fund this bond issue during the first fiscal year after the sale of the last series of bonds, based on estimated assessed valuations available at the time of filing of this statement, is **\$0.0450** per \$100 (**\$45.00** per \$100,000) of assessed valuation in fiscal year 2022-2023.

3. The best estimate of the highest tax rate that would be required to fund this bond issue, based on estimated assessed valuations available at the time of filing this statement, is \$0.0450 per \$100 (\$45.00 per \$100,000) of assessed valuation.

These estimates are based on projections derived from information obtained from official sources. The actual tax rates and the years in which they will apply may vary depending on the timing of bond sales, the amount of bonds sold at each sale and actual increases in assessed valuations. The timing of the bond sales and the amount of bonds sold at any given time will be determined by the needs of the District. Actual assessed valuations will depend upon the amount and value of taxable property within the District as determined in the assessment and the equalization process.

Dated: March 8, 2012,

Robert Gaskill
Superintendent
Cabrillo Unified School District

CABRILLO UNIFIED SCHOOL DISTRICT
MEASURE S FACILITIES BOND CITIZENS' OVERSIGHT COMMITTEE BYLAWS

1.0 Preamble

For school bonds passed pursuant to Article XIII A, Section 1(b)(3) of the California Constitution, which allows a 55% majority to pass the bond, the Cabrillo Unified School District's ("District") Governing Board ("Board") is required by section 15278 of the California Education Code to appoint an independent Citizens' Oversight Committee ("Committee"). Per section 15282 of the Education Code, the Committee must have at least seven (7) members and represent specific segments of the community.

2.0 Purpose and Duties

2.1 Purpose

The purpose of the Committee is to inform the public concerning the expenditure and uses of the District's bond measure ("Measure") revenues from the Measure passed on June 5, 2012. The Committee's legal charge is to actively review and report on the expenditure of taxpayer money for school construction in accordance with voter approved projects. The Committee shall convene to provide oversight of the following:

- A. Measure revenues are to be expended only for bonded indebtedness incurred by the District for the construction, reconstruction, rehabilitation or replacement of school facilities, or the acquisition or lease of real property for school facilities. All of the following accountability requirements apply:
 - 1. A requirement that the proceeds from the sale of the bonds be used only for the purposes specified in Article XIII A, Section 1(b)(3), and not for any other purpose, including teacher and administrator salaries and other school operating expenses, except as provided for in Section 2.1.B below.
 - 2. A list of the specific school facilities projects to be funded and certification that the Board has evaluated safety, class size reduction, and information technology needs in developing that list.
 - 3. A requirement that the Board conduct an annual independent performance audit to ensure that the funds have been expended only on the specific projects listed.
 - 4. A requirement that the Board conduct an annual independent financial audit of the proceeds from the sale of the bonds until all of those proceeds have been expended for the school facilities projects.

- B. The District may use proceeds from the Measure to pay the salaries of District employees to the extent they perform administrative oversight work on construction projects authorized by the Measure.¹

2.2 Duties

Committee members are expected to attend its regularly scheduled meetings, diligently review all pertinent information provided to the Committee pursuant to state laws, and abide by all rules of conduct established in these Bylaws. In furtherance of its purpose the Committee shall, at its discretion, engage in the following activities:

- A. Receive and review copies of the annual performance audits required by Article XIII A, section I, subdivision (b)(3)(C) of the California Constitution.
- B. Receive and review the annual financial audits required by Article XIII A, section I, subdivision (b)(3)(D) of the California Constitution.
- C. Inspect school facilities and grounds to ensure that bond revenues are expended in compliance with the requirements of Article XIII A, section 1, subdivision (b)(3) of the California Constitution.
- D. Review the District's efforts to maximize the use of bond revenues by implementing cost saving measures including, but not limited to the following, and have these efforts reviewed in the annual independent performance audit:
 - a. Mechanisms designed to reduce the costs of professional fees;
 - b. Mechanisms designed to reduce the cost of site preparation;
 - c. Mechanisms designed to reduce costs by incorporating efficiencies in school site design;
 - d. Recommendations regarding the joint use of core facilities;
 - e. Recommendations regarding the use of cost-effective and efficient reusable facility plans.

3.0 Committee Composition

The Board shall have sole discretion to select and appoint Committee members and to determine its final size. The Committee shall consist of at least seven (7) members, including the following community representation:

¹ The California Court of Appeal has concluded that certain kinds of salary expenditures and other bond-related costs could permissibly be paid from bond proceeds.

- A. One member shall, at the time of appointment, be active in a business organization representing the business community of the District;
- B. One member shall, at the time of appointment, be active in a senior citizens organization, which may be a local, regional, statewide, or national organization;
- C. One member shall, at the time of appointment, be active in a bona fide taxpayers organization, which may be a local, regional, statewide, or national organization;
- D. One member shall, at the time of appointment, be the parent or guardian of a child currently enrolled in a school of the District;
- E. One member shall, at the time of appointment, be both a parent or guardian of a child currently enrolled in a school of the District and be an active member in a District parent-teacher organization, such as the PTA or a school site council.

A single individual may be appointed as a representative of more than one of the above categories, if applicable.

3.1 Eligibility

- A. The Committee shall be comprised of individuals who either live or work within the boundaries of the District.
- B. No employee, official, vendor, contractor, or consultant of the District shall be appointed to the Committee.
- C. Committee members shall be subject to prohibitions regarding incompatibility of office pursuant to Government Code sections 1125-1129 and financial interest in contracts pursuant to Government Code sections 1090-1098.

3.2 Term of Service

- A. Committee members serve without compensation for a term of two (2) years, and for no more than three (3) consecutive terms.
- B. Appointed Committee members shall be seated at the first meeting of each odd-numbered year, except those appointed to replace vacancies.
- C. After appointment to a two-year term, Committee members who wish to be appointed for a second or third two-year term shall reapply to the Board for consideration. Members who serve three (3) two-year terms may be reappointed following a two-year absence from the Committee.

3.3 Replacing a Committee Member

- A. If a Committee position becomes vacant, the Committee Chair shall request that the Board appoint a replacement. Unless failure to act results in the inability to meet a Committee quorum, if six months or less remain of the unexpired two-year term, the Board may choose to leave that position vacant for the remainder of the term.
- B. Any Committee member may request that the removal of another Committee member be placed on the agenda for the Committee's next meeting and may, at that meeting, introduce a motion to remove said member from the Committee for excessive absence or for any violation of the Committee's Bylaws or Ethics Policy. Specific cause must be cited in the meeting agenda and motion for removal.
- C. A replacement Committee member may be appointed by the Board if one or more of the following events occurs:
 - 1. The Committee member submits a written resignation to the Board, with a copy to the Committee Chair;
 - 2. The Committee approves a motion to remove a member for cause, including non-attendance at meetings (ref: Section 5.9 below), violating these Bylaws, and/or violating the Committee's Ethics Policy. A motion to remove a member shall be approved by an affirmative vote of not less than two-thirds of the members present at a Committee meeting, a quorum being present. The motion and its result shall be communicated in writing to the member under consideration and to the Board President within one week after the meeting that the motion was approved. Removal shall be effective immediately upon passing the motion.
- D. Within sixty (60) days of being notified of a Committee vacancy, the Board shall appoint a new member to complete the term of the vacancy, following the process used to select the original Committee members.
- E. Committee members appointed to fill vacant, unexpired terms may apply and shall be eligible for reappointment for up to two (2) succeeding full two-year terms.
- F. A Committee member who no longer serves the group s/he was appointed to represent (e.g., ceases to be active within a taxpayers organization, or ceases to have a child enrolled in the District, etc.) shall be allowed to complete her/his current term. However, that Committee member shall not be entitled to serve a subsequent term as a representative of that group.

4.0 Committee Officers

Officers of the Committee shall be a Chair, a Vice-Chair, and a Secretary. The Committee may choose to establish other elected positions by amending these Bylaws.

4.1 Elections

At its first meeting in odd-numbered years, the Committee shall place into nomination and elect a Chair, a Vice-Chair, and a Secretary. If the Committee amends these Bylaws to establish other elected positions, their election shall take place at the same meeting as the elections of the Chair, Vice-Chair and Secretary.

4.2 Term of Office

Officers shall be elected for a two-year term and shall not be term-limited except for the limit on the terms of Committee members set forth in Section 3.2 above.

4.3 Duties of the Chair

- A. The Chair shall call Committee meetings (ref: Sections 5.0 and 5.1 below).
- B. The Chair shall establish the agenda for each Committee meeting.
- C. The Chair shall preside over each Committee meeting, following the adopted Rules of Procedure (ref: Section 5.5 below).
- D. The Chair shall, upon willing concurrence of candidates, appoint the members of each Subcommittee that the Committee chooses to form (ref: Section 7.0, 7.1, and 7.2 below).
- E. The Chair, or her/his Committee-approved designee, shall serve as spokesperson for the Committee in all presentations of the Committee to the public, the Board and the media (ref: Section 6.0.A and 6.0.B below).
- F. The Chair is an ex-officio member of all Subcommittees.
- G. The Chair may appoint a Parliamentarian to assist in complying with Robert's Rules of Order during Committee meetings (ref: Section 5.5 below).

4.4 Duties of the Vice-Chair

The Vice-Chair shall perform each of the duties of the Chair as necessary in the absence of the Chair.

4.5 Duties of the Secretary

- A. Subject to review by the Chair before publishing, the Secretary shall provide oversight in the preparation, recording, and distribution by District-provided secretarial support of the following documents in accordance with the Brown Act:
1. Committee meeting agendas;
 2. All reports, materials, and meeting packets as required by or addressed to the Committee;
 3. The minutes of Committee meetings (ref: Section 5.8 below);
 4. All written material submitted by the public during Committee meetings;
 5. All official correspondence addressed to the Committee;
 6. Reports adopted by the Committee;
 7. Committee attendance records (ref: Section 5.9.B, below).
- B. The Secretary shall take and record roll at the beginning of each Committee meeting to determine the existence of a quorum. If a quorum ceases to exist during a meeting, the Secretary shall immediately inform the Chair.

4.6 Succession

The Vice-Chair shall accede to Chair when a vacancy occurs in that office. In the event of a vacancy in the office of Vice-Chair or Secretary, the position shall be filled by election, placed on the agenda at the next regular Committee meeting.

5.0 Meetings

All Committee meetings subject to the Brown Act shall be held in a handicapped-accessible facility at a District facility. The Committee shall meet at least four times each year.

5.1 Calling Meetings

Committee meetings may be scheduled on a regular basis by majority vote of the Committee. In addition, special meetings may be called by the Chair or Vice Chair, or by any group of Committee members whose number represents a quorum. All Committee meetings shall be arranged through the District-appointed Secretary and be noticed in accordance with the Brown Act.

5.2 Agendas

- A. Agendas for regular Committee meetings shall be prepared by its Chair (ref: Section 4.3.B above).
- B. Any member of the Committee may submit a request for placing an item on a future agenda.

5.3 Quorum

Actions may be undertaken at a meeting only if a quorum of seated members is present. A quorum is established when greater than half of the seated members are present. "Seated members" means the number of members set by the Board, less any who have resigned or been removed.

5.4 Committee Voting

Unless otherwise specified in these Bylaws (ref: 3.3.C.2 and 6.0.B), an action item on the agenda may be approved by a simple majority of Committee members in attendance, a quorum being present (ref: 5.3).

5.5 Rules of Procedure

Meetings shall be conducted with courtesy and decorum and in accordance with Robert's Rules of Order.

5.6 California's Open Meeting Law

All meetings of the Committee shall be open to the public and shall be noticed and conducted in strict compliance with the Ralph M. Brown Act.

5.7 Public Participation

Members of the audience will be given an opportunity to address the Committee. The Chair will recognize those members of the audience who wish to address the Committee. The Committee reserves the right to limit the time of presentations by individuals (three minutes) and to limit cumulative time (twenty minutes) when there are multiple speakers addressing the same issue. No action may be taken on matters not on the agenda.

5.8 Minutes

Minutes of Committee proceedings and reports issued shall be a matter of public record and, upon Committee approval, the District shall make them available on the Committee's page of the District's internet website. Minutes of Committee meetings and annual reports shall be kept for seven years from the conclusion of the work authorized by the Measure, and once they have been removed from the website shall

be available for inspection at the District office upon the request of a member of the public.

The District shall provide secretarial services to assist the Committee Secretary in preparation, distribution, and posting of minutes for all Committee meetings (ref: Section 4.5 above). Minutes distributed before adoption by the Committee shall always be labeled "Unadopted Minutes."

5.9 Attendance

Regular attendance at Committee and applicable Subcommittee meetings is a fundamental obligation of every member of the Committee. Absences are disruptive to Committee activity and representation. Failure to attend two consecutive meetings without acceptable reason announced in advance shall constitute due cause for member removal (ref: Section 3.3.C).

- A. Members anticipating an absence must call or email the Committee Chair or Secretary no later than 24 hours before the scheduled meeting.
- B. Committee attendance reports shall be distributed upon request by the Chair.

6.0 Committee Reports

- A. The Committee shall prepare regular reports on its activities. A report shall be issued at least once each year. Upon completion of all projects authorized by the Measure, the Committee Chair shall prepare or cause to be prepared a final written report summarizing its activities and conclusions.
- B. The Committee's legal charge is to actively review and report on the expenditure of taxpayer money for school construction (Section 1.1, above). All such reports, written and/or oral, that represent the Committee's position must proceed from Committee review, be duly approved as to substance by an affirmative roll call vote of not less than two-thirds of the members present at a Committee meeting, a quorum being present, and be faithfully articulated to the public only by the Committee Chair or an approved designee (ref: Section 4.3.E, above).
- C. Reports of minority viewpoints shall be allowed. All such reports, written and/or oral, that represent the minority position must be reviewed, be duly approved as to substance without prejudice by a vote of the Committee, and be faithfully articulated to the public only by a designated minority spokesperson. To avoid the need for minority reports, and to maximize the working relationships on and public confidence in the Committee, all due diligence should be pursued to resolve divisive issues during the review process, thereby attaining fullest possible Committee support for the content of public reports.

- D. Any member of the Committee may speak as an individual on Measure issues, but must clearly state for the record that such statements are their own personal views which do not necessarily represent those of the Committee or the District.

7.0 Subcommittees

The Committee may, on majority vote, form or disband Subcommittees (standing or ad hoc) to perform specific parts of its purpose and duties, such as performing audits and issuing reports. The Chair shall appoint all Subcommittee members. Subcommittees shall elect their own chairs. Subcommittee meetings may proceed only when a quorum is present, a quorum being defined as a simple majority of the seated Subcommittee members. Subcommittee chairs shall be responsible for calling its meetings, preparing its agendas, noticing its members, and delivering timely reports of Subcommittee actions to the Committee. Subcommittee meetings shall be conducted in accordance with the adopted Rules of Procedure (ref: Section 5.5 above).

7.1 Standing Subcommittees

A standing Subcommittee undertakes ongoing duties in preparation for deliberation by the Committee. All standing Subcommittees must fully comply with the Brown Act, irrespective of their number of members. Membership can include any number up to the full membership of the Committee.

7.2 Ad Hoc Subcommittees

Ad hoc Subcommittees are temporary in nature. They may be formed to undertake specific, one-time duties in preparation for deliberation by the Committee. An ad hoc Subcommittee shall be automatically disbanded upon acceptance of its final report to the Committee. Membership on an ad hoc Subcommittee shall normally be limited to less than a quorum of the Committee. If thus limited, an ad hoc Subcommittee meeting need not comply with Brown Act noticing.

8.0 Amendment

These Bylaws may be amended by majority vote of the Committee at any regular meeting at which said amendment is placed on the agenda and a quorum is present.

9.0 Liability Insurance

In acting within its official capacity as defined in these Bylaws, Committee members shall be covered by the District's liability insurance. In no event shall anything herein contained be construed as authorizing the District to insure any such officers or Committee members against any liability or expense by reason of willful malfeasance, bad faith, gross negligence or reckless disregard of the duties involved in the conduct of their office.

ATTACHMENT A

MEASURE S FACILITIES BOND CITIZENS' OVERSIGHT COMMITTEE ETHICS POLICY STATEMENT

This Ethics Policy Statement provides general guidelines for Committee members to follow while carrying out their roles. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

CONFLICT OF INTEREST. A Committee member shall not make or influence a District decision related to expending any bond monies in a manner which will benefit the Committee member's outside employment, business, or personal finance, or benefit an immediate family member, such as a spouse, child or parent.

COMMITMENT TO UPHOLD LAW. A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States, the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the Cabrillo Unified School District.

COMMITMENT TO DISTRICT. A Committee member shall place the interests of the District above any personal or business interest of the member.

I have read the above Ethics Policy Statement and agree to abide by all of the conditions contained therein.

(Signature of Committee Member)

(Date)

Printed Name of Committee Member: _____

COMMITTEE ROSTER

The Committee shall consist of at least seven (7) members appointed by the Board of Trustees based on the following criteria: (a) one member active in a business organization representing the local business community; (b) one member active in a senior citizens' organization; (c) one member active in a bona fide taxpayers organization; (d) one member shall be a parent or guardian of a student enrolled in the District; (e) one member shall be both a parent or guardian of a student enrolled in the District and active in a District parent-teacher organization; (f) two at-large members. [*From Education Code Section 15282(a) and Citizens' Oversight Committee Bylaws*]

Member Active in Local Business Community Organization: Charmion Donegan

Member Active in Bona Fide Taxpayers' Organization: Naomi Patridge

Parent of an Enrolled Student:

Parent of an Enrolled Student and Active in a Parent Group: Mike Alifano

At-Large Members (2): Diane Brosin

INDEPENDENT AUDITOR'S REPORT, 2017-18

CABRILLO UNIFIED SCHOOL DISTRICT
MEASURE S BOND BUILDING FUND
AUDIT REPORT

For the Year Ended June 30, 2018

* * *



CHAVAN & ASSOCIATES, LLP
CERTIFIED PUBLIC ACCOUNTANTS
1475 SARATOGA AVE., SUITE 180
SAN JOSE, CA 95129

CABRILLO UNIFIED SCHOOL DISTRICT
Measure S Bond Building Fund
For the Fiscal Year Ended June 30, 2018

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FINANCIAL SECTION



INDEPENDENT AUDITOR'S REPORT

Measure S Facilities Bond Citizens' Oversight Committee and
Governing Board Members
Cabrillo Unified School District

Report on the Financial Statements

We have audited the accompanying financial statements of the Measure S Bond Building Fund of the Cabrillo Unified School District, as of and for the year ended June 30, 2018, and the related notes to the financial statements, as listed in the table of contents.

Management's Responsibility for the Financial Statements

The Cabrillo Unified School District's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Measure S Bond Building Fund of the Cabrillo Unified School District, as of June 30, 2018, and the changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.



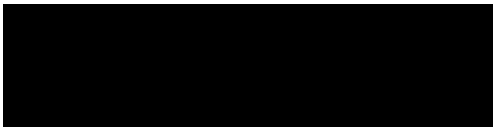
Other Matters

As discussed in Note 1, the financial statements present only the Measure S Bond Building Fund and do not purport to, and do not, present fairly the financial position of the Cabrillo Unified School District, as of June 30, 2018, and the changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Measure S Bond Building Fund of Cabrillo Unified School District's basic financial statements. The Measure S Bond Building Fund Statement of Cumulative Expenditures is presented for purposes of additional analysis and is not a required part of the basic financial statements. The Measure S Bond Building Fund Statement of Cumulative Expenditures is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Measure S Bond Building Fund Statement of Cumulative Expenditures is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have issued our report dated September 12, 2018 on our consideration of the Cabrillo Unified School District's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Cabrillo Unified School District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Cabrillo Unified School District's internal control over financial reporting and compliance.



September 12, 2018
San Jose, California

CABRILLO UNIFIED SCHOOL DISTRICT
Measure S Bond Building Fund
Balance Sheet
June 30, 2018

Assets

Cash and investments	\$ 9,916,831
Interest receivable	47,658
Due from other funds	<u>80,965</u>

Total Assets	<u><u>\$ 10,045,454</u></u>
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Liabilities and Fund Balance

Liabilities:

Accounts payable	<u>\$ 763,167</u>
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Total Liabilities	<u>763,167</u>
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Fund balance:

Restricted for capital projects	<u>9,282,287</u>
---------------------------------	------------------

Total Fund Balance	<u>9,282,287</u>
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Total Liabilities and Fund Balance	<u><u>\$ 10,045,454</u></u>
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The notes to the financial statements are an integral part of this statement.

CABRILLO UNIFIED SCHOOL DISTRICT
Measure S Bond Building Fund
Statement of Revenue, Expenditures and Changes in Fund Balance
For the Fiscal Year Ended June 30, 2018

Other Local Revenues:	
Interest earnings	\$ 206,023
Total Other Local Revenue	206,023
Expenditures:	
Classified salaries	127,371
Classified benefits	54,826
Supplies and materials	808,242
Contract services	964,009
Capital outlay	12,170,683
Refunding bond issuance costs	194,010
Total Expenditures	14,319,141
Excess (deficiency) of revenues over (under) expenditures	(14,113,118)
Other financing sources (uses):	
Proceeds from refunding of bonds	5,613,093
Payment to bond escrow agent	(5,419,083)
Total other financing sources (uses)	194,010
Net Changes in Fund Balance	(13,919,108)
Fund Balance Beginning	21,833,860
Prior Period Adjustment	1,367,535
Fund Balance Beginning - adjusted	23,201,395
Fund Balance Ending	\$ 9,282,287

The notes to the financial statements are an integral part of this statement.

CABRILLO UNIFIED SCHOOL DISTRICT
Measure S Bond Building Fund
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2018

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES

A. Accounting Principles

Cabrillo Unified School District (the "District") accounts for its financial transactions in accordance with the policies and procedures of the Department of Education's *California School Accounting Manual*. The accounting policies of the District conform to accounting principles generally accepted in the United States of America as prescribed by the U. S. Governmental Accounting Standards Board ("GASB") and the American Institute of Certified Public Accountants ("AICPA").

B. Reporting Entity

The District is the level of government primarily accountable for activities related to public education. The governing authority consists of five elected officials who, together, constitute the Board of Trustees.

In 2012-13, a committee to the District's Governing Board and Superintendent, called the Measure S Facilities Bond Citizens' Oversight Committee was established. The purpose of the committee is to inform the public concerning the expenditure and uses of the District's bond measure revenues. The committee's legal charge is to actively review and report on the expenditure of taxpayer money for school construction in accordance with voter approved projects.

The financial statements presented are for the Measure S Bond Building Fund and are not intended to be a complete presentation of the District's financial position on operations.

C. Basis of Presentation

Fund Financial Statements:

Fund financial statements report detailed information about the District. The Building Fund is a governmental fund and is presented as a major fund in the District's combined financial statements. The Building Fund is used to account for proceeds from the sale of real property and account for the acquisition of major governmental capital facilities and buildings from the sale of bond proceeds such as Measure S general obligation bonds.

The accounting and financial treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a flow of current financial resources measurement focus. With this measurement focus, only current assets, deferred outflows of resources, current liabilities, and deferred inflows of resources, are generally included on the balance sheet. The Statement of Revenues, Expenditures and Changes in Fund Balance for the Measure S Bond Building Fund presents increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

CABRILLO UNIFIED SCHOOL DISTRICT
Measure S Bond Building Fund
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2018

D. Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Governmental funds use the modified accrual basis of accounting.

Revenues - Exchange and Non-exchange Transactions :

On a modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and become available. "Available" means the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. For the District, "available" means collectible within the current period or within 60 days after year-end.

Non-exchange transactions, in which the District receives value *without* directly giving equal value in return, include property taxes, grants, and entitlements. Under the modified accrual basis, revenue from non-exchange transactions must also be available before it can be recognized.

Unearned Revenue:

Unearned revenue arises when assets are received before revenue recognition criteria have been satisfied. Grants and entitlements received before eligibility requirements are met are recorded as deferred revenue. On governmental fund financial statements, receivables associated with non-exchange transactions that will not be collected within the availability period have also been recorded as deferred revenue.

Expenditures:

On the modified accrual basis of accounting, expenditures are generally recognized in the accounting period in which the related fund liability is incurred. However, under the modified accrual basis of accounting, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due. Allocations of cost, such as depreciation and amortization, are not recognized in the governmental funds. When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

E. Budgets and Budgetary Accounting

Annual budgets are adopted on a basis consistent with generally accepted accounting principles for all governmental funds. By state law, the District's governing board must adopt a final budget no later than July 1. A public hearing must be conducted to receive comments prior to adoption. The District's governing board satisfied these requirements. These budgets are revised by the District's governing board and District superintendent during the year to give consideration to unanticipated income and expenditures. Formal budgetary integration was employed as a

CABRILLO UNIFIED SCHOOL DISTRICT
Measure S Bond Building Fund
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2018

management control device during the year for all budgeted funds. The District employs budget control by minor object and by individual appropriation accounts. Expenditures cannot legally exceed appropriations by major object.

F. Encumbrances

Encumbrance accounting is used in all budgeted funds to reserve portions of applicable appropriations for which commitments have been made. Encumbrances are recorded for purchase orders, contracts, and other commitments when they are written. Encumbrances are liquidated when the commitments are paid. All encumbrances are liquidated on June 30.

G. Assets, Liabilities, and Equity

1. Cash and Investments

Cash balances held in banks and in revolving funds are insured to \$250,000 by the Federal Deposit Insurance Corporation.

In accordance with *Education Code* Section 41001, the District maintains substantially all of its cash in the County Treasury. The county pools these funds with those of other Districts in the county and invests the cash. These pooled funds are carried at cost, which approximates market value. Interest earned is deposited quarterly into participating funds. Any investment losses are proportionately shared by all funds in the pool.

All District-directed investments are governed by Government Code Section 53601 and Treasury investment guidelines. The guidelines limit specific investments to government securities, domestic chartered financial securities, domestic corporate issues, and California municipal securities. The District's securities portfolio is held by the County Treasurer. Interest earned on investments is recorded as revenue of the fund from which the investment was made.

2. Cash & Cash Equivalents

The District's cash deposits are considered to be cash on hand and cash in banks. Cash and Cash Equivalents are generally considered short-term, highly liquid investments with a maturity of three months or less from the purchase date.

3. Investments

Investments are recorded at fair value in accordance with GASB Statement No. 72, Fair Value Measurement and Application. Accordingly, the change in fair value of investments is recognized as an increase or decrease to investment assets and investment income. This statement changed the definition of fair value and is effective for periods beginning after June 15, 2015.

CABRILLO UNIFIED SCHOOL DISTRICT
Measure S Bond Building Fund
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2018

The following is a summary of the definition of fair value:

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction. In determining this amount, three valuation techniques are available:

- Market approach - This approach uses prices generated for identical or similar assets or liabilities. The most common example is an investment in a public security traded in an active exchange such as the NYSE.
- Cost approach - This technique determines the amount required to replace the current asset. This approach may be ideal for valuing donations of capital assets or historical treasures.
- Income approach - This approach converts future amounts (such as cash flows) into a current discounted amount.

Each of these valuation techniques requires inputs to calculate a fair value. Observable inputs have been maximized in fair value measures, and unobservable inputs have been minimized.

4. Long-Term Obligations

In the Measure S Bond Building Fund financial statements, bond premiums, discounts and bond issuance costs are recognized during the current period. The face amount of the debt issued, premiums, or discounts are reported as other financing sources/uses.

5. Fund Balance Classifications

In accordance with Government Accounting Standards Board 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, the District classifies governmental fund balances as follows:

- Non-spendable includes fund balance amounts that cannot be spent either because it is not in spendable form or because of legal or contractual constraints.
- Restricted includes fund balance amounts that are constrained for specific purposes which are externally imposed by providers, such as creditors, or amounts constrained due to constitutional provisions or enabling legislation.
- Committed includes fund balance amounts that are constrained for specific purposes that are internally imposed by the government through formal action of the highest level of decision making authority and does not lapse at year-end. Committed fund balances are imposed by the District's board of education.

CABRILLO UNIFIED SCHOOL DISTRICT
Measure S Bond Building Fund
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2018

- Assigned includes fund balance amounts that are intended to be used for specific purposes that are neither considered restricted or committed. Fund balance may be assigned by the Superintendent.
- Unassigned includes positive fund balance that has not been classified within the above-mentioned categories and negative fund balances in other governmental funds.

The District uses restricted/committed amounts to be spent first when both restricted and unrestricted fund balance is available unless there are legal documents/contracts that prohibit doing this, such as a grant agreement requiring dollar for dollar spending. Additionally, the District would first use committed, then assigned, and lastly unassigned amounts of unrestricted fund balance when expenditures are made.

6. Risk Management

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District has joined together with other school districts in the County to form the San Mateo County Schools Insurance Group ("SMCSIG") public entity risk pool. The District pays an annual premium for its property and casualty, workers' compensation, unemployment and liability insurance coverage. The Joint Powers Agreements provide that SMCSIG will be self-sustaining through member premiums and will reinsure through commercial companies for claims in excess of self-insured levels.

7. Accounting Estimates

The presentation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

NOTE 2 – CASH AND INVESTMENTS

Summary of Deposits

A summary of deposits as of June 30, 2018, is as follows:

Deposit or Investment	Carrying Amount	Fair Value	Investment Rating
Cash in county treasury investment pool	\$ 9,912,453	\$ 9,867,649	AA
Cash with fiscal agent	4,378	4,378	n/a
Total cash and investments	<u>\$ 9,916,831</u>	<u>\$ 9,872,027</u>	

CABRILLO UNIFIED SCHOOL DISTRICT
Measure S Bond Building Fund
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2018

Fair Value Measurements

GASB 72 established a hierarchy of inputs to the valuation techniques above. This hierarchy has three levels:

- Level 1 inputs are quoted prices in active markets for identical assets or liabilities.
- Level 2 inputs are quoted market prices for similar assets or liabilities, quoted prices for identical or similar assets or liabilities in markets that are not active, or other than quoted prices that are not observable.
- Level 3 inputs are unobservable inputs, such as a property valuation or an appraisal.

The District has the following recurring fair value measurements as of June 30, 2018:

- Cash in county of \$9,867,649 are valued using Level 1 and 2 inputs.

Cash in County Treasury

The District is an involuntary participant in an external investment pool as the District is required to deposit all receipts and collections of monies with their County Treasurer (Education Code Section 41001). The fair value of the District's investment in the pool is reported in the accounting financial statements at amounts based upon the District's pro rata share of the fair value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by the County Treasurer, which is recorded on the amortized cost basis.

Policies and Practices

The District is authorized under California Government Code to make direct investments in local agency bonds, notes, or warrants within the State; U.S. Treasury instruments; registered State warrants or treasury notes; securities of the U.S. Government, or its agencies; bankers acceptances; commercial paper; certificates of deposit placed with commercial banks and/or savings and loan companies; repurchase or reverse repurchase agreements; medium term corporate notes; shares of beneficial interest issued by diversified management companies, certificates of participation, obligations with first priority security; and collateralized mortgage obligations.

Risk Disclosures

Limitations as they relate to interest rate risk, credit risk, and concentration of credit risk are described below:

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to the changes in market interest rates. The District manages its exposure to interest

CABRILLO UNIFIED SCHOOL DISTRICT
Measure S Bond Building Fund
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2018

rate risk by investing in the County Treasury. The District maintains cash with the San Mateo County Investment Pool. The pool has a fair value of approximately \$1.47 billion and an amortized book value of \$1.48 billion.

Credit Risk

Credit risk is the risk of loss due to the failure of the security issuer. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The investment with the San Mateo County Investment Pool is governed by the County's general investment policy. The investment with the San Mateo County Investment Pool is rated at least Aa1 by Moody's Investor Service.

Custodial Credit Risk – Deposits

Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District does not have a policy for custodial credit risk for deposits. However, the California Government code requires that a financial institution secure deposits made by State or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under State law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110 percent of the total amount deposited by the public agencies. California law also allows financial institutions to secure public deposits by pledging first trust deed mortgage notes having a value of 150 percent of the secured public deposits and letters of credit issued by the Federal Home Loan Bank of San Francisco having a value of 105 percent of the secured deposits.

Concentration of Credit Risk

The investment policy of the District contains no limitations on the amount that can be invested in any one issuer beyond the amount stipulated by the California Government code. District investments that are greater than 5 percent of total investments are in either an external investment pool or mutual funds and are therefore exempt.

NOTE 3 – INTERFUND TRANSACTIONS

Interfund transactions are reported as loans, services provided, reimbursements, or transfers. Loans are reported as interfund receivables and payables (Due From/To), as appropriate, and are subject to elimination upon consolidation. Services provided, deemed to be at market or near market rates, are treated as revenues and expenditures/expenses. Reimbursements occur when one fund incurs a cost, charges the appropriate benefiting fund, and reduces its related cost as a reimbursement. All other interfund transactions are treated as transfers. Transfers among governmental funds are netted as part of the reconciliation to the government-wide financial statements. As a June 30, 2018 the Measure S bond Building Fund is owed \$80,965 by the General Fund.

CABRILLO UNIFIED SCHOOL DISTRICT
Measure S Bond Building Fund
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2018

Interfund Transfers

Interfund transfers consist of operating transfers from funds receiving revenues to funds through which the resources are to be expended. The District did not have any interfund transfers in the Measure S Bond Building Fund during the year.

NOTE 4 – MEASURE S GENERAL OBLIGATION BOND

In October of 2012, the District issued \$18,000,000 in General Obligation Bonds, Series A, to finance constructions projects for facilities improvements. From the gross proceeds of \$19,715,860, which included a premium of \$1,715,860 and was netted by an underwriting discount of \$121,500 and issuance costs of \$176,250, net proceeds of \$19,418,110 was deposited with the County in the District's name. The balance of \$1,418,110 reported in the Bond Interest Redemption Fund is reserved to meet the debt reserve requirements of the bond, and consists of the bond premium net of discounts and costs. The interest rates are fixed per maturity date for both serial and term bonds, resulting in a range of interest rates (from 2 to 5%) based on the maturity schedule.

The following schedule summarizes net proceeds from the bond issuance in October of 2012:

Par Value	\$	18,000,000
Premium (Discount)		1,715,860
Underwriter's Discount		(121,500)
Cost of Issuance Expense		(176,250)
Transfer to BIRF		(1,418,110)
Net Proceeds to Building Fund	\$	18,000,000

In January of 2015, the District issued \$20,000,000 in General Obligation Bonds, Series B, to finance constructions projects for facilities improvements. From the gross proceeds of \$21,067,416, which included a premium of \$1,067,416 and was netted by an underwriting discount of \$120,000 and issuance costs of \$160,000, net proceeds of \$20,787,416 was deposited with the County in the District's name. The balance of \$947,416 reported in the Bond Interest Redemption Fund is reserved to meet the debt reserve requirements of the bond, and consists of the bond premium net of discounts. The interest rates are fixed per maturity date for both serial and term bonds, resulting in a range of interest rates (from 2 to 5%) based on the maturity schedule.

The following schedule summarizes net proceeds from the bond issuance in January of 2015:

Par Value	\$	20,000,000
Premium		1,067,416
Underwriter's Discount		(120,000)
Cost of Issuance Expense		(160,000)
Transfer to BIRF		(947,416)
Net Proceeds to Building Fund	\$	19,840,000

CABRILLO UNIFIED SCHOOL DISTRICT
Measure S Bond Building Fund
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2018

In February of 2017, the District issued \$20,000,000 in General Obligation Bonds, Series C, to finance constructions projects for facilities improvements. From the gross proceeds of \$20,571,771, which included a premium of \$571,771 and was netted by issuance costs of \$336,771, net proceeds of \$20,235,000 was deposited with the County in the District's name. The balance of \$400,000 reported in the Bond Interest Redemption Fund is reserved to meet the debt reserve requirements of the bond, and consists of the bond premium net of discounts. The interest rates are fixed per maturity date for both serial and term bonds, resulting in a range of interest rates (from 3 to 5%) based on the maturity schedule.

The following schedule summarizes net proceeds from the bond issuance in February of 2017:

Par Value	\$ 20,000,000
Premium	571,771
Cost of Issuance Expense	(336,771)
Transfer to BIRF	(400,000)
<u>Net Proceeds to Building Fund</u>	<u>\$ 19,835,000</u>

In August of 2017, the District issued General Obligation Refunding Bonds in the amount of \$4,610,000. The Bonds were sold for the purpose of advance refunding the District's General Obligation Bond, Election of 2012, Series A and to pay costs of issuance of the Bonds. The Bonds represent a general obligation of the District. From the gross proceeds of \$5,419,083, which included a premium of \$1,003,093 and was netted by issuance costs of \$336,771, net proceeds of \$5,419,083 was deposited in an Escrow Fund. The interest rates are fixed per maturity date for both serial and term bonds, resulting in a range of interest rates (from 2 to 5%) based on the maturity schedule.

Par Value	\$ 4,610,000
Premium	1,003,093
Cost of Issuance Expense	(194,010)
<u>Net Proceeds to Escrow Fund</u>	<u>\$ 5,419,083</u>

The following schedule summarizes the District's Measure S general obligation bonds as of June 30, 2018:

Bond	Original Issue	Outstanding June 30, 2017	Issued	Redeemed	Outstanding June 30, 2018	Current Portion
2012 GOB-A, Meas. S	\$ 18,000,000	\$ 15,145,000	\$ -	\$ 5,140,000	\$ 10,005,000	\$ 465,000
2012 GOB-B, Meas. S	20,000,000	18,785,000	-	750,000	18,035,000	25,000
2017 GOB-C, Meas. S	20,000,000	20,000,000	-	-	20,000,000	20,000
2017 GORB	4,610,000	-	4,610,000	-	4,610,000	45,000
<u>Total</u>	<u>\$ 62,610,000</u>	<u>\$ 53,930,000</u>	<u>\$ 4,610,000</u>	<u>\$ 5,890,000</u>	<u>\$ 52,650,000</u>	<u>\$ 555,000</u>

CABRILLO UNIFIED SCHOOL DISTRICT
Measure S Bond Building Fund
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2018

The following is a summary of the annual debt service requirements as of June 30, 2018:

Fiscal Year	Principal	Interest to Maturity	Total
2019	\$ 555,000	\$ 2,242,487	\$ 2,797,487
2020	590,000	2,234,600	2,824,600
2021	635,000	2,211,175	2,846,175
2022	700,000	2,188,450	2,888,450
2023	770,000	2,162,850	2,932,850
2024-2028	4,900,000	7,761,175	12,661,175
2029-2033	7,245,000	7,674,300	14,919,300
2034-2038	11,005,000	6,203,132	17,208,132
2039-2043	12,915,000	3,366,578	16,281,578
2044-2048	13,335,000	1,653,816	14,988,816
Total	\$ 52,650,000	\$ 37,698,563	\$ 90,348,563

NOTE 5 – COMMITMENTS

Through September 12, 2018, the date on which the financial statements were available to be issued, the District had encumbered \$3,618,235 of the Measure S Bond Building Fund proceeds to be spent on capital projects in the fiscal year ended June 30, 2019.

NOTE 6 – SUBSEQUENT EVENTS

Management has reviewed subsequent events and transactions that occurred after the date of the financial statements through the date the financial statements were issued. The financial statements include all events or transactions, including estimates, required to be recognized in accordance with generally accepted accounting principles. Management has determined that there are no non-recognized subsequent events that require additional disclosure.

NOTE 7 – PRIOR PERIOD ADJUSTMENT

Subsequent to the issuance of the June 30, 2017 Measure S Bond Building Fund audit report, the District reclassified \$1,300,026 in expenditures incurred through June 30, 2017 from the Measure S Bond Building Fund to the Capital Facilities Fund. The purpose of the reclassification was to utilize developer fees collected in the Capital Facilities Fund to pay certain capital expenditures that developer fees were allowed to pay. The capital expenditures were allowable within the Measure S bond measure, however, the District decided it was a more prudent use of public funds to utilize the available developer fees, when allowed, before exhausting bond proceeds.

In addition, the District decreased the Measure S Bond Building Fund beginning fund balance by \$28,450 to account for amounts owed to the General Fund by Measure S from prior periods, and increased beginning fund balance by \$95,959, to account for receivables owed to the Measure S Bond Building Fund from prior periods.

SUPPLEMENTARY INFORMATION

CABRILLO UNIFIED SCHOOL DISTRICT
Measure S Bond Building Fund
Statement of Cumulative Expenditures (Budgetary Basis)
For the Fiscal Year Ended June 30, 2018

	Fiscal Year Ended June 30, 2017	Fiscal Year Ended June 30, 2018	From Inception Through June 30, 2018
Program Budget:			
Program Proceeds and Interest Earnings	\$ -	\$ 194,010	\$ 60,324,020
Annual Program Budget	297,438	1,021,321	-
Annual Budget Increases	32,683,462	10,455,158	-
Total Program Budget	32,980,900	11,670,489	60,324,020
Site/Project Description:			
Facility Master Plan	-	138,366	296,276
Energy Program	-	-	263,940
General Support Expenses	83,162	37,466	607,461
High School Aquatic Center	-	40,280	47,730
Roofing	-	-	16,970
High School Multi-use Theatrical Project	-	5,782	314,008
High School Cafeteria	-	-	58,248
High School Modernization	163,057	69,303	263,634
Parking Lots	-	-	464,396
Waste Management Equipment	-	-	80,370
Playground Improvements	8,948	32,418	114,261
Gymnasiums	-	-	9,648
High School Track Project	550,726	2,545,603	3,585,456
Hatch Modernization	12,943,885	8,188,158	26,674,854
Cunha Gymnasium Complex	92,877	220,700	3,176,980
Cunha Water Infiltration	448,344	2,078,538	2,526,882
Farallone View Modernization	10,700	-	10,700
Security, Safety Upgrades	9,580	3,785	49,430
Pilarcitos Modernization	2,138,894	391,738	6,941,478
Los Listos Portable Building	-	-	169,224
District Site Improvements	-	-	23,392
Door Lock and Hardware	-	4,528	546,382
Technology Infrastructure	86,828	61,860	693,684
Technology Classroom Based	25,237	22,780	2,383,136
Purchases from Bond Interest (Furniture and Equipment)	89,069	33,577	236,201
El Granada Repairs	-	1,255	1,255
Heating Upgrades	-	68,224	68,224
Unallocated ⁽¹⁾	248,627	374,780	1,417,512
Total Expenditures	16,899,934	14,319,141	51,041,733
(Over) Under Budget/Remaining Budget	\$ 16,080,966	\$ (2,648,652)	\$ 9,282,287

⁽¹⁾ Unallocated expenditures include allowable bond program costs that have not yet been assigned to a specific project as of the date of this report.

The notes to the supplementary information are an integral part of this statement.

CABRILLO UNIFIED SCHOOL DISTRICT
Measure S Bond Building Fund
Notes to the Program Statement
For the Fiscal Year Ended June 30, 2018

NOTE 1 - THE PROGRAM

Proposition 39 was enacted by the voters on November 7, 2000, and changed the required majority for local voter approval of public school and community college general obligation bonds from two-thirds to fifty-five percent of votes. It also required school districts to provide facilities to charter schools operating within their jurisdictions.

On June 5, 2012, local voters passed Measure S, which generates funding to provide safe, efficient, and modern facilities for Cabrillo Unified School District students and staff. Measure S will generate up to \$81 million to repair, upgrade and expand our local schools. Funds will be generated through the sale of general obligation bonds, which will be repaid through assessments on residential and commercial property located within the Cabrillo Unified School District.

All projects funded by the issuance of Measure S general obligation bonds will be subject to review both by the District's Board of Trustees and by an independent citizens' oversight committee. The District will also provide many public forums to present progress and seek input from community members, parents, and staff.

NOTE 2 - CITIZENS' OVERSIGHT COMMITTEE

Duties of the committee include verifying that bond revenues were expended only for the construction, reconstruction, rehabilitation or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities. The committee must also verify that no funds were used for any teacher or administrative salaries or other school operation expenses.

Furthermore, the committee is authorized to receive, and review copies of the annual independent performance audit and the annual independent financial audit required by Article XIII A, Section 1(b)(3)(C) and Article XIII A, Section 1(b)(3)(D), respectively, of the California Constitution.

The committee was formed by the Board trustees as required by state law. The Citizens' Oversight Committee was comprised of the following members during the fiscal year ended June 30, 2018:

Mike Alifano (Parent of Student Enrolled)	Charmion Donegan (Active Senior Citizens)
Naomi Patridge (Taxpayer Organization)	Diane Brosin (At-Large Member)
Vacancy (Parent of Student Enrolled)	Vacancy (At-Large Member)
Vacancy (Business Organization)	

**SCHEDULE OF FINDINGS
AND
RECOMMENDATIONS**

CABRILLO UNIFIED SCHOOL DISTRICT
Measure S Bond Building Fund
Schedule of Findings and Recommendations
For the Fiscal Year Ended June 30, 2018

**** No findings or exceptions noted ****

**OTHER INDEPENDENT AUDITOR'S
REPORTS**



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER
MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Measure S Facilities Bond Citizens' Oversight Committee and
Governing Board Members
Cabrillo Unified School District

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Measure S Bond Building Fund of the Cabrillo Unified School District as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise Cabrillo Unified School District's Measure S Bond Building Fund financial statements, and have issued our report thereon dated September 12, 2018.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Cabrillo Unified School District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Cabrillo Unified School District's internal control. Accordingly, we do not express an opinion on the effectiveness of the Cabrillo Unified School District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Cabrillo Unified School District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our



audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



September 12, 2018
San Jose, California



INDEPENDENT AUDITOR'S REPORT ON PERFORMANCE AND COMPLIANCE
WITH REQUIREMENTS THAT COULD HAVE A DIRECT AND MATERIAL
EFFECT ON THE MEASURE S BOND PROGRAM

Measure S Facilities Bond Citizens' Oversight Committee and
Governing Board Members
Cabrillo Unified School District

Compliance

We have audited the Cabrillo Unified School District's (the District) compliance with Measure S Bond of the June 2012 election, as approved under Proposition 39, and with the performance requirements referred to in Proposition 39 and outlined in Article XIII A, Section 1(b)(3)(C) of the California Constitution.

Management's Responsibility

Compliance with the requirements referred to above is the responsibility of the District's management.

Auditor's Responsibility

Our responsibility is to express an opinion on the District's compliance with the laws and regulations identified above based on our audit. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the compliance requirements referred to above that could have a material effect on compliance with the laws and regulations have occurred. An audit includes examining, on a test basis, evidence supporting the District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

Our audit included the following objectives:

1. To obtain reasonable assurance that the proceeds of the sale of the Measure S Bonds were only used for the purposes set forth in the ballot measure and not for any other purpose, such as teacher and administrative salaries.
2. To obtain reasonable assurance that the Governing Board of the District, in establishing the approved projects set forth in the ballot measure, evaluated the remodeling, new construction and renovations of items which will relieve overcrowding, repair local schools and improve student safety conditions of the District.
3. To obtain reasonable assurance that the District complied with the performance requirements as referred to in Proposition 39 and outlined in Article XIII A, Section 1(b)(3)(C) of the California Constitution. Management is responsible for the District's compliance with these requirements.



To meet the objectives of our performance audit, procedures we performed included, but were not limited to, the following:

1. When applicable, we verified that bond proceeds were deposited in the District's name and invested in accordance with applicable legal requirements.
2. We tested payments made to the architectural service companies and reviewed the terms of the contract.
3. We tested approximately 84% of the 2017-18 expenditures to ensure they were valid, allowable and accurate.

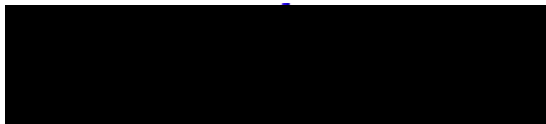
We believe our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the District's compliance with those requirements.

Opinion

In our opinion, the District complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on the Measure S Bond program for the fiscal year ended June 30, 2018.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing over compliance and the results of that testing based on the standards referred to above. Accordingly, this report is not suitable for any other purpose.



September 12, 2018
San Jose, California

CABRILLO UNIFIED SCHOOL DISTRICT

BOARD AGENDA ITEM

BOARD MEETING DATE: November 8, 2018

- ☒ ACTION
- ☐ CONSENT
- ☐ DISCUSSION
- ☐ INFORMATION

BOARD AGENDA NUMBER: 15.b

BOARD AGENDA ITEM: Adopt Resolution No. 25-18 to Approve Developer Fee Report for Fiscal 2017-2018

DEPARTMENT: Business Department

CONTACT PERSON: Crystal Leach, Chief Business Official

BACKGROUND:

Government Code Sections 66001 and 66006 requires the District to provide public information on impact fees received from new residential and commercial/industrial development to mitigate the impact of new development on the school facilities. The School District currently collects statutory school fees pursuant to Education Code 17620.

School districts are authorized to levy fees on new development to fund the construction and reconstruction of school facilities. The District's current developer fees ("fees") are \$2.97 per square foot for new residential construction and \$0.47 per square foot for new commercial and industrial construction. These fees, statutorily set by the State Allocation Board ("SAB"), are subject to a biennial inflationary adjustment in an amount equal to the change in the statewide cost index for Class B construction. On January 25, 2012, the State Allocation Board ("SAB") increased the statutory limit on "Level 1" fees by 7.7% to \$3.20 per square foot for new residential construction and \$0.51 per square foot for commercial and industrial construction.

The District's last Developer Fee Justification Report ("Report") was completed in 2008. In November 2011, a Request for Proposal was distributed to qualified applicants for an updated Report. In January 2012, SCI Consulting Group was selected by the District to prepare an updated Report in order for the District to continue to levy the maximum allowable fees. In March 2012, the Board ratified the agreement between the District and SCI Consulting for the purposes of preparing the Report.

At the May 10, 2012 Board of Trustees meeting the Board authorized charging \$2.97 square foot for residential construction and \$0.47 square foot for commercial construction.

REPORT/PROPOSAL:

In the 2017/2018 school year, the District collected \$ 323,259.57 dollars in developer fees.

Beginning Balance	\$ 717,522.44
Revenue	\$ 323,259.57
Expenditures	\$ 14,286.62
Ending Balance	\$ 1,026,495.39

FINANCIAL IMPACT:

New ending Fund balance \$ 1,026,495.39.

**RECOMMENDATION:**

Adopt Resolution No. 25-18 to approve Developer Fee Report for Fiscal 2017-2018.

RESOLUTION # 25-18

**RESOLUTION OF THE GOVERNING BOARD
OF THE CABRILLO UNIFIED SCHOOL DISTRICT APPROVING AND ADOPTING
THE 2017-2018 ANNUAL DEVELOPER FEE REPORT
AND FIVE-YEAR DEVELOPER FEE FINDINGS
(Government Code §§ 66001 & 66006)**

WHEREAS, Cabrillo Unified School District ("District") has levied statutory and/or other fees imposed on new development ("Developer Fees") pursuant to various resolutions, including Resolution No. 25-18, dated November 8, 2018, which is referred to herein as the "School Facilities Fee Resolution" and incorporated herein by reference. These resolutions were adopted under the authority of Education Code section 17620;

WHEREAS, District has received and expended Developer Fees in fiscal year 2016-2017 in connection with school facilities ("School Facilities") of the District;

WHEREAS, in accordance with California Government Code section 66006(a), District has established a separate capital facilities account or fund, more specifically identified as Fund 25, Capital Facilities Fund ("Account"), deposited these Developer Fees in the Account (including interest income earned thereon), maintained the Account in a manner to avoid any commingling of the Developer Fees with other revenues and funds of District, except for temporary investments, as applicable, and expended the Developer Fees solely for the purposes for which they were collected;

WHEREAS, Government Code section 66006(b)(1) provides that, within one-hundred-eighty (180) days after the last day of each fiscal year, the District shall make available to the public a "Developer Fees Report" containing the following information for the fiscal year:

- (i) A brief description of the type of Developer Fees in the Account;
- (ii) The amount(s) of the Developer Fee(s);
- (iii) The beginning and ending balance of the Account;
- (iv) The amount of the Developer Fees collected and the interest earned;
- (v) An identification of each District public improvement ("Project") that Developer Fees were expended on, and the amount of the expenditures on each Project, including the total percentage of the cost of the Project that was funded with Developer Fees;
- (vi) An identification of an approximate date by which the construction of a Project will commence if the District determines that sufficient funds have been collected to complete financing on an incomplete Project, as identified in Government Code section 66001(a)(2), and the Project remains incomplete;
- (vii) A description of each interfund transfer or loan made from the Account, including the Project on which the transferred or loaned Developer Fees will be expended, and, in the case of an interfund loan, the date on which the loan will be repaid, and the rate of interest that the Account will receive on the loan; and

- (viii) The amount of refunds made pursuant to Government Code section 66001(e) and any allocations made pursuant to Government Code section 66001(f).

WHEREAS, Government Code section 66001(d) provides that for the fifth fiscal year following the first deposit of Developer Fees into the Account, and every five years thereafter, the District shall make all of the following "Findings" with respect to that portion of the Account remaining unexpended, whether committed or uncommitted:

- (i) Identification of the purposes to which the Developer Fees are to be put;
- (ii) Demonstration of a reasonable relationship between the Developer Fees and the purposes for which they are charged;
- (iii) Identification of all sources and amounts of funding anticipated to complete financing of the District's incomplete Projects ("Anticipated Funding"); and
- (iv) Designation of the approximate dates on which the Anticipated Funding is expected to be deposited into the Account.

WHEREAS, when Findings are required by Government Code section 66001(d), they shall be made in connection with the Developer Fees Report required by Government Code section 66006;

WHEREAS, Government Code sections 66001(d) and 66006(b)(2) require the District's Governing Board's ("Board") review of the Developer Fees Report information and proposed Findings at a regularly scheduled public meeting not less than fifteen (15) days after the Developer Fees Report is made available to the public and notice of the time and place of the meeting, including the address where the Developer Fees Report may be reviewed, has been mailed to anyone who has requested it pursuant to 66006(b)(2); and

WHEREAS, the District has substantially complied with all of the foregoing provisions.

NOW, THEREFORE, THE GOVERNING BOARD OF THE CABRILLO UNIFIED SCHOOL DISTRICT HEREBY RESOLVES, DETERMINES, AND ORDERS AS FOLLOWS:

Section 1: That the foregoing recitals are true.

Section 2: That, pursuant to Government Code sections 66001(d) and 66006(b)(1) and (2), the District has made available to the public the requisite information and proposed findings concerning collection and expenditure of Developer Fees related to School Facilities for students resulting from new development within the District.

Section 3: That the District's Developer Fees Report for the 2015/2016 fiscal year contains the requisite information pursuant to Government Code section 66006(b)(1). The Developer Fees Report is attached hereto as Exhibit "A" and incorporated herein by reference.

Section 4: That the District's proposed five-year Findings concerning the Developer Fees contain the requisite findings pursuant to Government Code section 66001(d) and are made in connection with the public information set forth in the Developer Fees Report. The Findings are attached hereto as Exhibit "B" and incorporated herein by reference.

Section 5: That, pursuant to Government Code sections 66001(d)(2) and 66006(b)(2), the Board has reviewed the Developer Fees Report and proposed Findings at a public meeting not less than 15 days after the Developer Fees Report and proposed Findings were made available to the public and notice was mailed as required.

Section 6: That the Board hereby determines that all Developer Fees, collections, and expenditures have been received, deposited, invested, expended, and reported in compliance with the relevant sections of the Government Code and all other applicable laws.

Section 7: That the Board hereby determines that all refunds and allocations of Developer Fees have been paid and no refunds and allocations, as required by Government Code section 66001, are deemed payable at this time.

Section 8: That the Board hereby determines that the District is in compliance with Government Code section 66000, *et seq.*, relative to receipt, deposit, investment, expenditure, reporting, or refund of Developer Fees received and expended relative to School Facilities for students generated from new development.

Section 9: That the Board hereby approves and adopts the attached Developer Fees Report and Findings.

PASSED, ADOPTED, AND APPROVED by the Governing Board of the Cabrillo Unified School District this 8th day of November, 2018.

AYES: _____

NOES: _____

ABSTENTIONS: _____

ABSENCE: _____

By: _____
Rob Pappalardo, President of the Governing Board

By: _____
Kimberly Hines, Clerk of the Governing Board

EXHIBIT "A"

2016-2017 DEVELOPER FEE REPORT

Beginning Balance	\$ 717,522.44
Revenue	\$ 323,259.57
Expenditures	\$ 14,286.62
Ending Balance	\$ 1,026,495.39

CABRILLO UNIFIED SCHOOL DISTRICT

BOARD AGENDA ITEM

BOARD MEETING DATE: November 8, 2018

☒ **ACTION**
☐ **CONSENT**
☐ **DISCUSSION**
☐ **INFORMATION**

BOARD AGENDA NUMBER: 15.c

BOARD AGENDA ITEM: Approve Cabrillo Unified School District Governing Board Policy Updates and Adopt the Proposed Revisions as Recommended by the California School Boards Association

DEPARTMENT: Governing Board

CONTACT PERSON: Jane Yuster, Superintendent
Joy Dardenelle, Assistant Superintendent, Curriculum and Instruction
Dr. Holly Wade, Assistant Superintendent of Educational Support Services
Crystal Leach, Chief Business Official

BACKGROUND INFORMATION:

The Cabrillo Unified School District (CUSD) participates in the California School Boards Association's (CSBA) *Policy Online and Manual Maintenance Service*. One important component of this optional service is that participating districts receive a quarterly "*Policy Maintenance Report*" to help keep Board policies up to date and fully compliant. Most often, the proposed changes are mandate-driven. In such instances, staff will suggest that the Board waive additional readings and adopt the suggested revisions en masse and via action. In those instances, when a quarterly maintenance review indicates: 1) a need for a change in a policy that provides optional courses of action or 2) the need for a new policy to address a particular issue, staff will suggest that the Board engage in a first and second reading of the document prior to considering policy adoption.

REPORT/PROPOSAL:

This month, BP 0420.42, BP 1330, BP 1400, BP 2200, BP 3312.2, BP 3320, BP 3514, AR 3514, BP 3515.21, BP 4140, BP 5112.5, BB 9110, BB 9310, are provided for adoption. These Board policies bylaws, and one regulation have been reviewed by appropriate staff and are submitted for your consideration. Staff has further concluded that the proposed revisions reflect new laws and/or additional CSBA suggested wordsmithing that could be considered for adoption under action items. These policies are included in the Board packet for review and consideration of action.

FINANCIAL IMPACT:

There is no financial impact to the General Fund.

RECOMMENDATION:

Approve Cabrillo Unified School District Governing Board policy updates and adopt the proposed revisions as recommended by the California School Boards Association.

POLICY GUIDE SHEET

November 8, 2018

Page 1 of 3

Note: Descriptions below identify revisions made to CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes have also been made.

BP 0420.42 - Charter School Renewal

(BP revised)

Policy updated to reflect **NEW LAW (AB 1808)** which requires alternative measures for meeting the student achievement criteria for charter renewal in lieu of the Academic Performance Index (API) and **NEW LAW (AB 406)** which prohibits a charter school that is renewed on or after July 1, 2019 from being operated as a for-profit corporation or organization. Policy also clarifies that district boards do not review renewal petitions for charter schools that were authorized by county boards on appeal, and addresses the definition of "receipt" of the petition for purposes of determining the timeline for granting or denying the petition.

BP/AR 1330 - Use of School Facilities

(BP/AR revised)

Policy updated to reflect the board's authority to provide the use of school facilities free of charge to recreational youth sports leagues that charge participants no more than an average of \$60 per month. Policy also adds new section on the use of school facilities as a polling place, formerly in BP 1400 - Relations Between Other Governmental Agencies and the Schools. Regulation updated to more directly reflect law addressing the board's authority to approve serving alcohol during a special event at district-owned facilities at a time when students are not present.

BP 1400 - Relations Between Other Governmental Agencies and the Schools

(BP revised)

Policy revised to delete material regarding the use of school facilities as a polling place, now addressed in BP 1330 - Use of School Facilities. Policy adds material on collaboration with local government agencies, formerly in BP 1020 - Youth Services.

BP 2210 - Administrative Discretion Regarding Board Policy

(BP revised)

Policy updated to add the board's expectation that the superintendent or designee will be nondiscriminatory and demonstrate a commitment to equity whenever he/she is exercising administrative authority to address a situation that is either not covered in written policies or that requires immediate action to avoid risk to student and staff safety, protect district property, or prevent disruption of school operations. Policy clarifies the superintendent's accountability for all areas of operation under his/her authority and provides that the superintendent or designee will notify the board, as appropriate, of his/her actions exercised pursuant to this policy.

POLICY GUIDE SHEET

November 2018

Page 2 of 3

BP/AR 3312.2 - Educational Travel Program Contracts

(BP revised; AR deleted)

Updated policy clarifies the board's responsibility to approve contracts for educational travel programs and adds contract components, formerly in AR. Regulation deleted and key concepts moved to BP.

BP 3320 - Claims and Actions Against the District

(BP revised)

Policy updated to reflect **NEW LAW (SB 1053)** which clarifies that districts do not have the authority to use district-established claims procedures for claims of childhood sexual abuse and that such claims are governed by the timelines and procedures of Code of Civil Procedure 340.1.

BP/AR 3514 - Environmental Safety

(BP/AR revised)

Policy and regulation updated to reflect **NEW LAW (AB 746)** which provides that, if a community water system finds lead above specified levels in a school's potable water system, the district must notify parents/guardians, shut down fountains and faucets, and provide a source of drinking water to students. Policy also deletes details regarding district strategies that are duplicated in the AR. Regulation also updates material related to particulate filters in school buses and carbon monoxide detectors to reflect current law.

BP 3515.21 - Unmanned Aircraft Systems (Drones)

(BP added)

New optional policy addresses strategies for avoiding disruption and maintaining the safety, security, and privacy of individuals when the district grants permission for a person or entity to operate an unmanned aircraft system (drone) on or over district property. Policy reflects federal regulations and Federal Aviation Administration guidance, and provides that the district shall only grant permission if the planned activity supports the district's own instructional, co-curricular, extracurricular, or operational purposes.

BP 4140/4240/4340 - Bargaining Units

(BP revised)

Policy updated to reflect **NEW COURT DECISION** (Janus v. AFSCME) which held that public employees cannot be compelled to pay mandatory "fair share service fees" to an employee organization. Policy also reflects **NEW LAW** (SB 866, 2018) which prohibits districts from deterring or discouraging employees or job applicants from becoming or remaining members of an employee organization and prohibits sharing the date, time, and place of new employee orientations with anyone other than employees, the exclusive representative, or a vendor contracted to provide a service for the orientation. Policy deletes material regarding the employee organization's provision of a financial report, which is required by law to be submitted to the Public Employment Relations Board rather than the district board.

POLICY GUIDE SHEET

November 2018

Page 3 of 3

BP/AR 5112.5 - Open/Closed Campus

(BP revised; AR deleted)

Policy revised to clarify options for open campus and add optional language regarding district criteria for student eligibility for open campus privileges. Policy also includes the requirement for written parental notification of the open campus policy, formerly in AR, and clarifies that a student's unauthorized absence from school constitutes an unexcused absence but is not classified as truancy unless it meets the legal definition of truancy based on the number of absences during the school year. Regulation deleted and key concepts moved to BP.

BB 9110 - Terms of Office

(BB revised)

Bylaw updated to reflect **NEW LAW (AB 2449)** which changes the commencement of the term of office of board members from the first Friday in December following their election to the second Friday in December. Bylaw also provides that, if the district chooses or is required to consolidate its board elections with the local municipal or state primary or general elections, elections could occur in even-numbered years and the term of incumbent board members would be extended to align with the next election.

BB 9310 - Board Policies

(BB revised)

Bylaw updated to address alignment of board policies with the district's vision, goals, and local control and accountability plan and add the concept of proactively addressing equity and equal access in board policies. Material rearranged to emphasize that policies are not operative if in conflict with applicable federal or state law or regulations or court decisions.

Cabrillo USD

Board Policy

Charter School Renewal

BP 0420.42

Philosophy, Goals, Objectives and Comprehensive Plans

The Governing Board believes that the ongoing operation of a charter school ~~established within the district~~ should be dependent on the school's effectiveness in achieving its mission and goals for student learning and other student outcomes. Whenever a charter school submits a petition for renewal of its charter, the Board shall review the petition in a thorough and timely manner. ***The Board shall consider renewal petitions only of charters originally authorized by the Board itself or by the State Board of Education on appeal after initial denial by the Board.***

(cf. 0420.4 - Charter School Authorization)

(cf. 0420.41 - Charter School Oversight)

(cf. 0420.43 - Charter School Revocation)

(cf. 0500 - Accountability)

No charter school that submits a renewal petition on or after July 1, 2019 shall be operated as, or be operated by, a for-profit corporation, a for-profit educational management organization, or a for-profit charter management organization. (Education Code 47604)

The Board recommends that a charter school submit its petition for renewal to the Board sufficiently early before the expiration of the term of the charter to allow the Board's deliberations and decision on the renewal petition to be completed with minimal disruption to the charter school's educational program in the renewal year.

Each renewal granted by the Board shall be for a period of five years. (Education Code 47607)

~~A charter school seeking renewal of its charter is encouraged to submit a petition for renewal to the Board sufficiently early before the term of the charter is due to expire.~~

~~The signature requirement applicable to new charter petitions shall not be applicable to petitions for renewal. (5 CCR 11966.4)~~

~~The petition for renewal shall include a reasonably comprehensive description of how the charter school has met all new charter school requirements enacted into law after the charter was originally granted or last renewed. The petition also shall include documentation that the charter school meets at least one of the criteria for academic performance specified in Education Code 47607(b). (Education Code 47607; 5 CCR 11966.4)~~

~~The Board shall not grant a renewal until at least 30 days after the charter school submits such documentation of its academic performance. (Education Code 47607)~~

~~Within 30 days of receiving the renewal petition, the Board shall hold a public hearing to review documentation submitted by the charter school and obtain public input.~~

~~Within 60 days of receiving the renewal petition, or within 90 days if extended by mutual written agreement of the Board and the charter school, the Board shall either grant or deny the request to renew the charter. (Education Code 47607; 5 CCR 11966.4)~~

Criteria for Granting or Denying Renewal

Renewals shall be governed by the same standards and criteria that apply to new charter petitions as set forth in Education Code 47605, ***except that the signature requirement for new petitions is not applicable to petitions for renewal.*** (Education Code 47607; 5 CCR 11966.4)

The petition for renewal shall include a reasonably comprehensive description of how the charter school has met all new charter school requirements enacted into law after the charter was originally granted or last renewed. (Education Code 47607; 5 CCR 11966.4)

In determining whether to grant a charter renewal, the Board shall consider the past academic, financial, and operational performance of the charter school in evaluating the likelihood of future success, along with any plans for improvement. Increases in academic achievement for all numerically significant groups of students served by the charter school, as defined in Education Code 52052, shall be the most important factor. (Education Code 47607; 5 CCR 11966.4)

~~When considering a petition for renewal, the Board shall consider the past performance of the charter school's academics, finances, and operations in evaluating the likelihood of future success, along with plans for improvement, if any. (Education Code 47607; 5 CCR 11966.4)~~

~~Each renewal shall be for a period of five years. (Education Code 47607)~~

The Board shall ***not*** deny a renewal petition ***unless only*** if it makes a written factual finding, ***specific to the particular petition***, setting forth specific facts to support one or more of the following grounds: (Education Code 47605, 47607; 5 CCR 11966.4)

1. The charter school presents an unsound educational program for the students to be enrolled in the charter school.
2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.
3. The petition does not contain an affirmation of each of the conditions described in Education Code 47605(d).
4. The petition does not contain reasonably comprehensive descriptions of the charter provisions in Education Code 47605(b).
5. The charter school has failed to meet at least one of the following criteria of academic performance:
 - a. ***Increases in academic achievement for all groups of students schoolwide and among numerically significant student subgroups, as determined using measures identified pursuant to Education Code 52052***

- b. *Academic performance at least equal to the academic performance of the public schools that the charter school students would otherwise have been required to attend as well as the academic performance of district schools, taking into account the composition of the student population that is served at the charter school*

Such performance shall be determined based on a review of documented clear and convincing data; student achievement data from assessments, including, but not limited to, state academic achievement tests, for demographically similar student populations in comparison schools; and information submitted by the charter school. The Board shall not grant a renewal until at least 30 days after the submission of any such documentation by the charter school. The Superintendent or designee shall submit to the Superintendent of Public Instruction copies of supporting documentation and a written summary of the basis for the Board's determination.

(cf. 6162.51 - State Academic Achievement Tests)

- c. *Qualification for the state's alternative accountability system for schools that serve high-risk students*

Timelines for Board Action

Within 30 days of receiving the renewal petition, the Board shall hold a public hearing to review documentation submitted by the charter school and obtain public input.

Within 60 days of receiving the renewal petition, or within 90 days if extended by mutual written agreement of the Board and the charter school, the Board shall either grant or deny the request to renew the charter. (Education Code 47607; 5 CCR 11966.4)

If the Board fails to make a written factual finding pursuant to items #1-5 in the section "Criteria for Granting or Denying Renewal" above within the required time period, the absence of a written factual finding shall be deemed an approval of the renewal petition. (5 CCR 11966.4)

The Superintendent or designee shall provide notification to the California Department of Education, within 10 calendar days of the Board's action, whenever a renewal of the charter is granted or denied. (Education Code 47604.32; 5 CCR 11962.1)

If the Board denies a renewal petition, the charter school may submit its application for renewal to the County Board of Education within 30 days of the Board's written factual findings supporting the denial. (Education Code 47605, 47607.5)

Legal Reference: (see next page)

Legal Reference:

EDUCATION CODE

47600-47616.7 Charter Schools Act of 1992

52052 Definition of numerically significant student subgroup

56145-56146 *Special education services in charter schools*

60600-60649 *Assessment of academic achievement*

CODE OF REGULATIONS, TITLE 5

11960-11969 *Charter schools*

UNITED STATES CODE, TITLE 20

7223-7225 *Charter schools*

Management Resources:

CSBA PUBLICATIONS

The Role of the Charter School Authorizer, Online Course

Charter Schools: A Guide for Governance Teams, rev. 2016

WEB SITES

CSBA: <http://www.csba.org>

California Charter Schools Association: <http://www.calcharters.org>

California Department of Education, Charter Schools: <http://www.cde.ca.gov/sp/cs>

National Association of Charter School Authorizers: <http://www.charterauthorizers.org>

U.S. Department of Education: <http://www.ed.gov>

~~Attainment of its Academic Performance Index (API) growth target in the prior year or in two of the last three years, or in the aggregate for the prior three years~~

b. ~~— An API ranking in deciles 4-10 in the prior year or in two of the last three years~~

c. ~~— An API ranking in deciles 4-10 for a demographically comparable school in the prior year or in two of the last three years~~

d. ~~Academic performance at least equal to the academic performance of the public schools that the charter school students would otherwise have been required to attend, as well as the academic performance of district schools, taking into account the composition of the student population that is served at the charter school~~

~~In determining whether the charter school satisfies this criterion, the Board shall base its decision on documented, clear, and convincing data; student achievement data including, but not limited to, results from the Standardized Testing and Reporting Program for demographically similar student populations in comparison schools; and information submitted by the charter school at least 30 days prior to the Board's decision.~~

~~The district shall submit copies of supporting documentation and a written summary of the basis for its determination to the Superintendent of Public Instruction.~~

~~(cf. 6162.51—Standardized Testing and Reporting Program)~~

e. ~~— Qualification for an alternative accountability system pursuant to Education Code 52052(h)~~

~~If the Board fails to make a written factual finding pursuant to items #1-5 above within the required time period, the absence of a written factual finding shall be deemed an approval of the renewal petition. (5 CCR 11966.4)~~

~~The Superintendent or designee shall provide notification to the California Department of~~

~~Education, within 10 calendar days of the Board's action, whenever a renewal of the charter is granted or denied. (Education Code 47604.32; 5 CCR 11962.1)~~

~~If the Board denies a renewal petition, the charter school may submit its application for renewal to the County Board of Education within 30 days of the Board's written factual findings supporting the denial. If the County Board then fails to deny or grant the petition within 60 days of receiving the petition, or within 90 days if extended by written mutual agreement of the charter school and the County Board, the charter school may submit the petition to the State Board of Education.~~

Legal Reference:

EDUCATION CODE

47600-47616.7 Charter Schools Act of 1992

52052 Alternative accountability system

56145-56146 Special education services in charter schools

60600-60649 Assessment of academic achievement

CODE OF REGULATIONS, TITLE 5

11960-11969 Charter schools

UNITED STATES CODE, TITLE 20

7223-7225 Charter schools

Management Resources:

CSBA PUBLICATIONS

The Role of the Charter School Authorizer, Online Course

Charter Schools: A Manual for Governance Teams, rev. 2009

WEB SITES

CSBA: <http://www.csba.org>

California Charter Schools Association: <http://www.calcharters.org>

California Department of Education, Charter Schools: <http://www.cde.ca.gov/sp/cs>

National Association of Charter School Authorizers: <http://www.charterauthorizers.org>

U.S. Department of Education: <http://www.ed.gov>

Policy: 0420.42

Adopted: June 28, 2012

Revised: November 8, 2018

CABRILLO UNIFIED SCHOOL DISTRICT

Half Moon Bay, California

Cabrillo USD

Board Policy

Use Of School Facilities

BP 1330

Community Relations

The Governing Board believes that school facilities and grounds are a vital community resource which should be used to foster community involvement and development. Therefore, the Board authorizes the use of school facilities by district residents and community groups for purposes specified in the Civic Center Act, to the extent that such use does not interfere with school activities or other school-related uses.

(cf. 6145.5 - Student Organizations and Equal Access)

The Superintendent or designee shall give priority to school-related activities in the use of school facilities and grounds. Other uses authorized under the Civic Center Act shall be on a first-come, first-served basis.

For the effective management and control of school facilities and grounds, the Superintendent or designee shall maintain procedures and regulations that: (Education Code 38133)

1. Aid, encourage, and assist groups desiring to use school facilities for approved activities
2. Preserve order in school buildings and on school grounds and protect school facilities, designating a person to supervise this task, if necessary

(cf. 0450 - Comprehensive School Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

3. Ensure that the use of school facilities or grounds is not inconsistent with their use for school purposes and does not interfere with the regular conduct of school work

Subject to prior approval by the Board, the Superintendent or designee may grant the use of school facilities or grounds on those days on which district schools are closed. (Education Code 37220)

(cf. 6115 - Ceremonies and Observances)

There shall be no advertising on school facilities and grounds except as allowed by district policy specified in BP 1325 - Advertising and Promotion.

(cf. 1325 - Advertising and Promotion)

As necessary to ensure efficient use of school facilities, the Superintendent or designee may, with the Board's approval, enter into an agreement for the joint use of any school facilities or grounds. The Board shall approve any such agreement only if it determines that it is in the best interest of the district and the community.

(cf. 1330.1 - Joint Use Agreements)

Fees

The Board shall adopt a comprehensive schedule of fees to be charged for community use of school facilities and grounds, including, but not limited to, the multipurpose room(s), playing or athletic field(s), track and field venue(s), tennis court(s), and outdoor basketball court(s). The schedule of fees shall be prepared in accordance with 5 CCR 14037-14041. (5 CCR 14041)

(cf. 9320 - Meetings and Notices)

The Board **authorizes** ~~shall grant~~ the use of school facilities or grounds without charge to school-related organizations whose activities are directly related to or for the benefit of district schools. All other groups requesting the use of school facilities under the Civic Center Act shall be charged an amount not exceeding direct costs determined in accordance with 5 CCR 14037-14041.

Additionally, when any use of school facilities or grounds is for religious services, the district shall charge an amount at least equal to the district's direct costs. (Education Code 38134)

Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meeting where admission is charge or contributions solicited and net receipts are not to be expended for charitable purpose or for the welfare of the district's students. (Education Code 38134

Calculating Direct Costs

Direct costs to be charged for community use of each, or each type of, school facility or grounds shall be calculated in accordance with 5 CCR 14038 and may reflect the community's proportionate share of the following costs: (Education Code 38134; 5 CCR 14038-14041

~~In determining direct costs to be charged for community use of each, or each type of, school facility or grounds, the Superintendent or designee shall calculate, in accordance with 5 CCR 14038, the community's proportionate share of the following costs: (Education Code 38134; 5 CCR 14038-14041)~~

1. Capital direct costs calculated in accordance with 5 CCR 14039, including the estimated costs of maintenance, repair, restoration, and refurbishment of non-classroom space school facilities or grounds

~~However, capital direct costs shall not be charged to organizations retained by the district or school to provide instruction or instructional activities to students during school hours or for classroom-based programs that operate after school hours, including, but not limited to, after school, tutoring, and child care programs. (5 CCR 14037)~~

~~(cf. 5148 - Child Care and Development)~~

~~(cf. 5148.2 - Before/After School Programs)~~

2. Operational direct costs calculated in accordance with 5 CCR 14040, including estimated costs of supplies, utilities, janitorial services, other services of district employees and/or contracted workers, and salaries and benefits paid to district employees directly associated with the administration of the Civic Center Act to operate and maintain school facilities and grounds

Direct cost fees shall not be discounted to any group or organization except when the discount is specifically authorized in the adopted fee schedule. (5 CCR 14041)

~~Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the district's students. (Education Code 38134)~~

Expending Funds Collected as Capital Direct Costs

Any funds collected as capital direct costs shall be deposited into a special fund to be used only for capital maintenance, repair, restoration, and refurbishment of school facilities and grounds. (5 CCR 14042)

Use of School Facility as Polling Place

The Board may authorize the use of school buildings as polling places on any election day, and may also authorize the use of school buildings, without cost, for the storage of voting machines and other vote-tabulating devices. However, if a city or county elections official specifically requests the use of a school building as a polling place, the Board shall allow its use for such purpose. If school will be in session, the Superintendent or designee shall identify to elections officials the specific areas of the school buildings not occupied by school activities that will be allowed for use as polling places. (Elections Code 12283)

(cf. 6111 - School Calendar) 1330(d)

When a school is used as a polling place, the Superintendent or designee shall provide the elections official a site with an adequate amount of space that will allow the precinct board to perform its duties in a manner that will not impede, interfere, or interrupt the normal process of voting and shall make a telephone line for Internet access available for use by local elections officials if so requested. He/she shall make a reasonable effort to ensure that the site is accessible to persons with disabilities. (Elections Code 12283)

The Superintendent or designee shall establish procedures to ensure student safety and minimize disruptions whenever school is in session while the facilities are being used as a polling place.

(cf. 3515.2 - Disruptions)

Legal Reference:

EDUCATION CODE

10900-10914.5 Community recreation programs

32282 *School safety plan*
 37220 *School holidays*
 38130-38138 *Civic Center Act, use of school property for public purposes*
BUSINESS AND PROFESSIONS CODE
 25608 *Alcoholic beverage on school premises*
ELECTIONS CODE
 12283 *Polling places: schools*
GOVERNMENT CODE
 54950-54963 *The Ralph M. Brown Act*
MILITARY AND VETERANS CODE
 1800 *Definitions*
CODE OF REGULATIONS, TITLE 5
 14037-14042 *Proportionate direct costs for use of school facilities and grounds*
UNITED STATES CODE, TITLE 20
 7905 *Equal access to public school facilities*
COURT DECISIONS
Good News Club v. Milford Central School, (2001) 533 U.S. 98
Lamb's Chapel v. Center Moriches Union Free School District, (1993) 508 U.S. 384
Cole v. Richardson, (1972) 405 U.S. 676
Connell v. Higgenbotham, (1971) 403 U.S. 207
ACLU v. Board of Education of Los Angeles, (1961) 55 Cal.2d 167
Ellis v. Board of Education, (1945) 27 Cal.2d 322
ATTORNEY GENERAL OPINIONS
 82 *Ops.Cal.Atty.Gen.* 90 (1999)
 79 *Ops.Cal.Atty.Gen.* 248 (1996)

Management Resources:

CSBA PUBLICATIONS
Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief, February 2010
Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009
WEB SITES
 CSBA: <http://www.csba.org>
 California Department of Education: <http://www.cde.ca.gov>

Legal Reference:

EDUCATION CODE
 10900-10914.5 *Community recreation programs*
 32282 *School safety plan*
 37220 *School holidays*
 38130-38138 *Civic Center Act, use of school property for public purposes*
BUSINESS AND PROFESSIONS CODE
 25608 *Alcoholic beverage on school premises*
GOVERNMENT CODE
 54950-54963 *The Ralph M. Brown Act*
MILITARY AND VETERANS CODE
 1800 *Definitions*
CODE OF REGULATIONS, TITLE 5
 14037-14042 *Proportionate direct costs for use of school facilities and grounds*
UNITED STATES CODE, TITLE 20
 7905 *Equal access to public school facilities*
COURT DECISIONS
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Lamb's Chapel v. Center Moriches Union Free School District, (1993) 508 U.S. 384
Cole v. Richardson, (1972) 405 U.S. 676
Connell v. Higgenbotham, (1971) 403 U.S. 207
ACLU v. Board of Education of Los Angeles, (1961) 55 Cal.2d 167
Ellis v. Board of Education, (1945) 27 Cal.2d 322
ATTORNEY GENERAL OPINIONS

~~82 Ops. Cal. Atty. Gen. 90 (1999)~~
~~79 Ops. Cal. Atty. Gen. 248 (1996)~~

Management Resources:

CSBA PUBLICATIONS

~~Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief, February 2010~~

~~Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009~~

WEB SITES

~~CSBA: <http://www.csba.org>~~

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

Policy: 1330

Adopted: December 11, 2008

Revised: June 20, 2013

Revised: October 9, 2014

Revised: November 8, 2018

CABRILLO UNIFIED SCHOOL DISTRICT

Half Moon Bay, California

Cabrillo USD

Board Policy

Relations Between Other Governmental Agencies And The Schools

BP 1400

Community Relations

The Governing Board believes that district efforts to provide a high-quality education for students in the community can be enhanced by collaboration with other government and public agencies that are responsible for the health, safety, and well-being of children and youth. The district shall initiate and maintain good working relationships with representatives of local agencies to maximize student and family access to support services that will help students achieve to their highest potential.

(cf. 0450 - Comprehensive Safety Plan)
 (cf. 5030 - Student Wellness)
 (cf. 5131.6 - Alcohol and Other Drugs)
 (cf. 5141.32 - Health Screening for School Entry)
 (cf. 5141.4 - Child Abuse Prevention and Reporting)
 (cf. 5141.52 - Suicide Prevention)
 (cf. 5141.6 - School Health Services)
 (cf. 5146 - Married/Pregnant/Parenting Students)
 (cf. 5148 - Child Care and Development)
 (cf. 5148.2 - Before/After School Programs)
 (cf. 5148.3 - Preschool/Early Childhood Education)
 (cf. 6164.2 - Guidance/Counseling Services)
 (cf. 6173 - Education for Homeless Children)
 (cf. 6173.1 - Education for Foster Youth)

The Board shall initiate or participate in collaborative relationships with city and county elected officials to design and coordinate multi-agency programs that respond to the needs of children and families and provide more efficient use of district and community resources. To further such collaborations, the Board may establish or participate in formal structures for governance teams to regularly meet and discuss issues of mutual concern.

(cf. 0200 - Goals for the School District)
 (cf. 9140 - Board Representatives)

The Superintendent and appropriate staff shall cooperate with government and public agencies in the planning and implementation of joint projects or activities within the community. The Superintendent or designee may designate a coordinator to ensure effective implementation of the district's responsibilities in any such collaborative project.

In order to identify priorities for services, the Board shall encourage a periodic assessment of children's needs within the community, which may include, but not be limited to, needs based on poverty, child abuse and neglect, poor physical or mental health, substance abuse, violence, homelessness, placement in foster care, or lack of access to child care. The needs assessment should also examine the extent to which those needs are being met through existing services in the district and in the community, the costs of providing those services, and any gaps, delay, or duplication of services.

The Board shall approve the services to be offered by the district, the resources that will be allocated to support collaboration, any use of school facilities for services, and any development or joint use of facilities with other jurisdictions. All agreements with other agencies to coordinate services or share resources shall be in writing. The Board may establish joint powers agreements or memorandums of understanding, when feasible, to formalize the responsibilities and liabilities of all parties in a collaborative activity.

(cf. 1330 - Use of School Facilities)

(cf. 1330.1 - Joint Use Agreements)

(cf. 3100 - Budget)

The Superintendent or designee shall work with interagency partners to explore funding opportunities available through each agency, state and national grant programs, and/or private foundations for youth service coordination and delivery.

In order to facilitate service delivery or determination of eligibility for services, the district may share information with other appropriate agencies as long as the parent/guardian consents and the information is shared in accordance with laws pertaining to confidentiality and privacy.

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5125 - Student Records)

The Board shall receive regular reports of progress toward the identified goals of the collaborative effort. The reports may include, but not be limited to, feedback from staff and families regarding service delivery, numbers of children and families served, specific indicators of conditions of children, and indicators of system efficiency and cost effectiveness.

(cf. 0500 - Accountability)

The Board shall communicate with the community about the district's collaborative efforts and the conditions of children within the schools. The Board may advocate for local, state, and national policies, programs, and initiatives designed to improve the conditions of children and youth.

(cf. 1100 - Communication with the Public)

(cf. 1160 - Political Processes)

(cf. 9000 - Role of the Board)

(cf. 9322 - Agenda/Meeting Materials)

Legal Reference:

EDUCATION CODE

8800-8807 Healthy Start support services for children

10900-10914.5 Cooperative community recreation programs

49073 Privacy of student records

49075 Parent/guardian permission for release of student records

49557.2 Sharing of information for MediCal eligibility

HEALTH AND SAFETY CODE

120440 Immunization records; release to local health departments

130100-130155 Early childhood development; First 5 Commission

WELFARE AND INSTITUTIONS CODE

5850-5883 *Mental Health Services Act*
 18961.5 *Computerized database; families at risk for child abuse; sharing of information*
 18980-18983.8 *Child Abuse Prevention Coordinating Council*
 18986-18986.30 *Interagency Children's Services Act*
 18986.40-18986.46 *Multidisciplinary services teams*
 18986.50-18986.53 *Integrated day care program*
 18987.6-18987.62 *Family-based services*

Management Resources:

CITIES, COUNTIES AND SCHOOLS PARTNERSHIP PUBLICATIONS

Healthy Children, Healthy Communities: An Action Guide for California Communities, 2006

Stretching Community Dollars: Cities, Counties and School Districts Building for the Future, 2006

YOUTH LAW CENTER PUBLICATIONS

Model Form for Consent to Exchange Confidential Information among the Members of an Interagency Collaborative, 1995

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Learning Support: <http://www.cde.ca.gov/ls>

California Department of Public Health: <http://www.cdph.ca.gov>

California Department of Social Services: <http://www.dss.cahwnet.gov>

California State Association of Counties: <http://www.csac.counties.org>

Children Now: <http://www.childrennow.org>

Cities, Counties and Schools Partnership: <http://www.ccspartnership.org>

First 5 California: <http://www.ccfc.ca.gov>

League of California Cities: <http://www.cacities.org>

Youth Law Center: <http://www.ylc.org>

~~The Governing Board recognizes that agencies at all levels of government share its concern and responsibility for the health, safety, and welfare of youth. The Board and Superintendent or designee shall initiate and maintain good working relationships with representatives of these agencies in order to help district schools and students make use of the resources which governmental agencies can provide.~~

~~(cf. 0450—Comprehensive Safety Plan)~~

~~(cf. 1020—Youth Services)~~

~~(cf. 1330—Use of School Facilities)~~

~~(cf. 3515.2—Disruptions)~~

~~(cf. 3515.3—District Police/Security Department)~~

~~(cf. 3515.5—Sex Offender Notification)~~

~~(cf. 3516—Emergencies and Disaster Preparedness Plan)~~

~~(cf. 5030—Student Wellness)~~

~~(cf. 5131.7—Weapons and Dangerous Instruments)~~

~~(cf. 5141.22—Infectious Diseases)~~

~~(cf. 5141.4—Child Abuse Prevention and Reporting)~~

~~(cf. 5145.11—Questioning and Apprehension)~~

~~(cf. 5145.12—Search and Seizure)~~

~~(cf. 7131—Relations with Local Agencies)~~

~~The district may enter into agreements with other agencies which involve the exchange of funds or reciprocal services. Such agreements shall be approved by the Board and executed in~~

~~writing.~~

~~Elections/Voter Registration~~

~~If a city or county elections official specifically requests the use of a school building as a polling place, the Board shall allow its use for such purpose. The Board may authorize the use of school buildings as polling places on any election day, and may also authorize the use of school buildings, without cost, for the storage of voting machines and other vote tabulating devices. If school will be in session, the Superintendent or designee shall identify to elections officials the specific areas of the school buildings not occupied by school activities that will be allowed for use as polling places. (Elections Code 12283)~~

~~(cf. 6111—School Calendar)~~

~~When a school is used as a polling place, the Superintendent or designee shall provide the elections official a site with an adequate amount of space that will allow the precinct board to perform its duties in a manner that will not impede, interfere, or interrupt the normal process of voting and shall make a telephone line for Internet access available for use by local elections officials if so requested. He/she shall make a reasonable effort to ensure that the site is accessible to disabled persons. (Elections Code 12283)~~

~~(cf. 0410—Nondiscrimination in District Programs and Activities)~~

~~The Superintendent or designee shall designate a contact person at each high school for the Secretary of State to contact in order to facilitate the distribution of voter registration forms to eligible students. The Superintendent or designee shall provide the address, phone number, and email address of each contact person to the Secretary of State. (Elections Code 2148)~~

~~To encourage students to participate in the elections process when they are eligible, the Superintendent or designee shall determine the most effective means of distributing the voter registration forms provided by the Secretary of State including, but not limited to, distributing the forms at the start of the school year, with orientation materials, at central locations, and/or with graduation materials.~~

~~(cf. 6142.3—Civic Education)~~

~~Legal Reference:~~

~~EDUCATION CODE~~

~~10900-10914.5—Cooperative community recreation programs~~

~~12400—Authority to receive and expend federal funds~~

~~12405—Authority to participate in federal programs~~

~~17050—Joint use of library facilities~~

~~17051—Joint use of park and recreational facilities~~

~~32001—Fire alarms and drills~~

~~32288—Notice of safety plan~~

~~35160—Authority of governing boards~~

~~35160.1—Broad authority of school districts~~

~~48902—Notification of law enforcement agencies~~

~~48909—District attorney may give notice student drug use, sale or possession~~

~~49305—Cooperation of police and California Highway Patrol~~
~~49402—Contracts with city, county or local health departments~~
~~49403—Cooperation in control of communicable disease and immunization~~
~~51202—Instruction in personal and public health and safety~~

~~ELECTIONS CODE~~

~~2145-2148—Distribution of voter registration forms~~

~~12283—Polling places: schools~~

~~WELFARE AND INSTITUTIONS CODE~~

~~828—Disclosure of information minors by law enforcement agency~~

~~828.1—School district police department; disclosure of juvenile criminal records~~

Management Resources:

WEB SITES

CSBA: ~~http://www.csba.org~~

California Secretary of State: ~~http://www.ss.ca.gov~~

California Voter Foundation: ~~http://www.calvoter.org~~

Cities, Counties, and Schools Partnership: ~~http://www.ccspartnership.org~~

Policy: 1400

Adopted: December 11, 2008

Revised: November 8, 2018

CABRILLO UNIFIED SCHOOL DISTRICT

Half Moon Bay, California

Cabrillo USD

Board Policy

Administrative Discretion Regarding Board Policy

BP 2210

Administration

The Governing Board desires to be proactive in communicating its philosophy, priorities, and expectations for the district; clarifying the roles and responsibilities of the Board, Superintendent, and other senior administrators; and setting direction for the district through written policies. However, the Board recognizes that, in the course of operating district schools or implementing district programs, situations may arise which may not be addressed in written policies. In any situation in which immediate action is needed to avoid any risk to the safety or security of district students, staff, or property or disruption to student learning, the Superintendent or designee shall have the authority to act on behalf of the district.

(cf. 0000 - Vision)

(cf. 0100 - Philosophy)

(cf. 0200 - Goals for the School District)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 2110 - Superintendent Responsibilities and Duties)

(cf. 9000 - Role of the Board)

(cf. 9310 - Board Policies)

As necessary, the Superintendent or designee shall consult with other district staff, including the legal counsel and/or the chief business official, regarding the exercise of this authority.

Any exercise of administrative authority shall be nondiscriminatory and demonstrate the district's commitment to equity in district programs and activities.

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

(cf. 0415 - Equity)

~~(cf. 0450 - Comprehensive Safety Plan)~~

~~(cf. 3516.5 - Emergency Schedules)~~

The Superintendent ***shall be held accountable to the Board for all areas of operation under his/her authority. As appropriate, the Superintendent or designee*** shall notify the Board as soon as practicable after he/she exercises ***the authority granted under this policy.*** ~~this authority.~~ The Board president and the Superintendent shall schedule a review of the action at the next regular Board meeting. If the action indicates the need for additions or revisions to Board policies, the Superintendent or designee shall make the necessary recommendations to the Board.

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

Legal Reference:

EDUCATION CODE

35010 Control of district, prescription and enforcement of rules

35035 Powers and duties of superintendent

35160 Authority of governing boards

35161 Powers and duties; authority to delegate

35163 Official actions, minutes and journal

Management Resources:

CSBA PUBLICATIONS

Impact of Local Control Funding Formula on Board Policies, Policy Brief, November 2013

WEB SITES

CSBA: <http://www.csba.org>

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

Policy: 2210

Adopted: December 11, 2008

Revised: August 12, 2010

Revised: February 11, 2014

Revised: November 8, 2018

CABRILLO UNIFIED SCHOOL DISTRICT

Half Moon Bay, California

Cabrillo USD

Board Policy

Educational Travel Program Contracts

BP 3312.2

Business and Noninstructional Operations

The Governing Board believes that field trips and other travel opportunities are a valuable tool in supporting classroom instruction and enrich students' learning about places, cultures, and events. The district may contract with a qualified person, partnership, corporation, or other entity for educational travel services. Any such contract shall be submitted to the Board for approval and/or ratification.

(cf. 3312 - Contracts)

(cf. 3541.1 - Transportation for School-Related Trips)

(cf. 6153 - School-Sponsored Trips)

The Superintendent or designee shall establish procedures for selecting the highest quality vendor, taking into account safeguards for student safety, quality of the educational program, and fiscal integrity.

The Superintendent or designee shall ensure that each contract is in writing and includes all of the following: (Business and Professions Code 17554)

1. *The travel organization's name, trade or business name, business address, business telephone number, and a 24-hour emergency contact telephone number, pager, voice mail, or other method of 24-hour communication*
2. *A detailed description of:*
 - a. *Services to be provided as part of the program*
 - b. *Agreed cost for the services*
 - c. *Whether or not the educational travel organization maintains insurance that supplies coverage in the event of injury to any student traveler, including the type and amount of coverage, the policy number and issuer, and the name, address, and telephone number of the person or organization able to verify coverage*
 - d. *Any additional costs to students*
 - e. *Any experience and/or training requirements to be met by the educational travel organization's staff who will accompany students on the educational travel program*
3. *The educational program being contracted for, including a copy of all materials to be provided to students*

4. *The number of times the educational travel program or a substantially similar educational travel program has been conducted by the organization and the number of students who completed the program*
BP 3312.2(b)
5. *The length of time the organization has either been arranging or conducting educational travel programs, and, at the option of the organization, other travel services with substantially similar components*
6. *The name of each owner, officer, general partner, or sole proprietor of the organization*
7. *Whether any owner or principal of the organization has had any judgment entered against him/her, made a plea of nolo contendere, or been convicted of any criminal violation in connection with the sale of any travel services for a period of 10 years predating the contract*

Legal Reference:**EDUCATION CODE**

35160 Authority of boards

35160.1 Broad authority of school districts

BUSINESS AND PROFESSIONS CODE

17540 Travel promoters

17550.9 Definition of travel services

17552-17556.5 Educational travel organizations

~~The Governing Board believes that field trips and other travel opportunities for students are a valuable tool in supporting classroom instruction and promoting students' awareness of places and events. In contracting with organizations to provide educational travel services, the Board desires to ensure a quality educational experience and the health, safety and welfare of each student traveler.~~

~~The Superintendent or designee shall contract only with educational travel organizations which adhere to state law and exhibit safe and reputable business practices.~~

~~(cf. 3312—Contracts)~~

~~(cf. 3541.1—Transportation for School-Related Trips)~~

~~(cf. 6153—School-Sponsored Trips)~~

~~(cf. 6153.1—Nonschool-sponsored Trips)~~

~~The Superintendent or designee shall establish procedures for selecting the highest quality vendor, taking into account student safety, quality of the program and fiscal integrity.~~

Legal Reference:**EDUCATION CODE**

35160 Authority of boards

35160.1 Broad authority of school districts

BUSINESS AND PROFESSIONS CODE

~~17540 Travel promoters~~

~~17550-17550.9 Sellers of travel~~

~~17552-17556.5 Educational travel organizations~~

Policy: 3312.2

Adopted: December 11, 2008

Revised: November 8, 2018

CABRILLO UNIFIED SCHOOL DISTRICT

Half Moon Bay, California

Cabrillo USD

Board Policy

Claims And Actions Against The District

BP 3320

Business and Noninstructional Operations

The Governing Board ***desires to conduct*** ~~intends that the~~ district's operations ***in a manner that*** minimize risk, protect district resources, and promote the safety of students, staff, and the public. Any and all claims for money or damages against the district shall be presented to and acted upon in accordance with ***the Government Claims Act or other applicable state or district procedures, as well as the district's joint powers authority (JPA) agreement or other insurance coverage.*** ~~Board policy and administrative regulation.~~

(cf. 3530 - Risk Management/Insurance)

(cf. 5143 - Insurance)

Any claims for money or damages not governed by the Government Claims Act (Government Code 810-996.6) or ***specifically*** excepted by Government Code 905 shall be presented ***and acted upon in accordance with district-established procedures consistent with the manner and time limitations specified in the accompanying administrative regulation, unless a procedure for processing such claims is otherwise provided by state or federal law or regulation.*** ~~(Government Code 935) consistent with the manner and time limitations in the Government Claims Act, unless a procedure for processing such claims is otherwise provided by state or federal law. Such compliance is a prerequisite to any court action consistent with the provisions of Government Code 945.4.~~

Upon notice to the district of a claim, the Superintendent or designee shall take all necessary steps to protect the district's rights under any applicable contractual agreements, including the right to indemnification from its insurance or other coverage provider.

In accordance with Government Code 935.4, the Board delegates to the Superintendent the authority to allow, compromise, or settle claims of \$50,000 or less pursuant to any conditions of coverage in the district's JPA agreement or insurance coverage.

~~The Board delegates to the Superintendent the authority to allow, compromise, or settle claims of \$50,000 or less. (Government Code 935.4)~~

~~This policy is intended to apply retroactively to any existing causes of action and/or claims for money and/or damages.~~

Roster of Public Agencies

Within 10 days of any change in the name of the district, the mailing address of the Board, or the names and addresses of the Board president, the Board clerk or secretary, or other Board members, the Superintendent or designee shall file the updated information with the Secretary of State and the County Clerk. (Government Code 53051)

~~The Superintendent or designee shall file the information required for the Roster of Public Agencies with the Secretary of State and the County Clerk. Any changes to such information shall be filed within 10 days after the change has occurred. (Government Code 53051)~~

~~This information shall include the name of the school district, the mailing address of the Board, and the names and addresses of the Board presiding officer, the Board clerk or secretary, and other members of the Board. (Government Code 53051)~~

Legal Reference:

EDUCATION CODE

35200 Liability for debts and contracts

35202 Claims against districts; applicability of Government Code

CODE OF CIVIL PROCEDURE

340.1 Damages suffered as result of childhood sexual abuse

GOVERNMENT CODE

800 Cost in civil actions

810-996.6 Claims and actions against public entities

53051 Information filed with secretary of state and county clerk

PENAL CODE

72 Fraudulent claims

COURT DECISIONS

City of Stockton v. Superior Court, (2007) 42 Cal. 4th 730

Connelly v. County of Fresno, (2006) 146 Cal.App. 4th 29

CSEA v. South Orange Community College District, (2004) 123 Cal.App.4th 574

CSEA v. Azusa Unified School District, (1984) 152 Cal.App.3d 580

Management Resources:

WEB SITES

California Secretary of State's Office: <http://www.sos.ca.gov>

Policy: 3320

Adopted: June 25, 2009

Revised: November 8, 2018

CABRILLO UNIFIED SCHOOL DISTRICT

Half Moon Bay, California

Cabrillo USD

Board Policy

Environmental Safety

BP 3514

Business and Noninstructional Operations

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

(cf. 0200 - Goals for the School District)
 (cf. 1312.4 - Williams Uniform Complaint Procedures)
 (cf. 3516 - Emergencies and Disaster Preparedness Plan)
 (cf. 3516.3 - Earthquake Emergency Procedure System)
 (cf. 3517 - Facilities Inspection)
 (cf. 4157/4257/4357 - Employee Safety)
 (cf. 5030 - Student Wellness)
 (cf. 5142 - Safety)
 (cf. 7111 - Evaluating Existing Buildings)

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

(cf. 3510 - Green School Operations)
 (cf. 3513.3 - Tobacco-Free Schools)
 (cf. 3514.1 - Hazardous Substances)
 (cf. 3514.2 - Integrated Pest Management)
 (cf. 3516.5 - Emergency Schedules)
 (cf. 3540 - Transportation)
 (cf. 3541.1 - Transportation for School-Related Trips)
 (cf. 3542 - School Bus Drivers)
 (cf. 3550 - Food Service/Child Nutrition Program)
 (cf. 5141.23 - Asthma Management)
 (cf. 5141.7 - Sun Safety)
 (cf. 5142.2 - Safe Routes to School Program)
 (cf. 6142.7 - Physical Education and Activity)
 (cf. 6163.2 - Animals at School)
 (cf. 7150 - Site Selection and Development)

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

(cf. 1020 - Youth Services)

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

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

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

(cf. 5141.6 - School Health Services)

Legal Reference:

EDUCATION CODE

17002 Definition of "good repair"

17070.75 Facilities inspection

17582 Deferred maintenance fund

17590 Asbestos abatement fund

17608-17614 Healthy Schools Act of 2000, least toxic pest management practices

32080-32081 Carbon monoxide devices

32240-32245 Lead-Safe Schools Protection Act

48980.3 Notification of pesticides

49410-49410.7 Asbestos materials containment or removal

FOOD AND AGRICULTURAL CODE

11401-12408 Pest control operations and agricultural chemicals

13180-13188 Healthy Schools Act of 2000, least toxic pest management practices

GOVERNMENT CODE

3543.2 Scope of representation; right to negotiate safety conditions

HEALTH AND SAFETY CODE

105400-105430 Indoor environmental quality

113700-114437 California Retail Food Code, sanitation and safety requirements

116277 Lead testing of potable water at schools and requirements to remedy

CODE OF REGULATIONS, TITLE 5

14010 Standards for school site selection

CODE OF REGULATIONS, TITLE 8

337-339 Hazardous substances list

340-340.2 Occupational safety and health, rights of employees

1528-1537 Construction safety orders; exposure to hazards

5139-5223 Control of hazardous substances

CODE OF REGULATIONS, TITLE 13

2025 Retrofitting of diesel school buses

2480 Vehicle idling

CODE OF REGULATIONS, TITLE 17

35001-36100 Lead abatement services

CODE OF REGULATIONS, TITLE 22

64670-64679 Lead and copper in drinking water

CODE OF REGULATIONS, TITLE 24

915.1-915.7 California Building Standards Code; carbon monoxide devices

UNITED STATES CODE, TITLE 7

136-136y Use of pesticides

UNITED STATES CODE, TITLE 15

2601-2629 Control of toxic substances

2641-2656 Asbestos Hazard Emergency Response Act

UNITED STATES CODE, TITLE 42

1758 Food safety and inspections

CODE OF FEDERAL REGULATIONS, TITLE 40

141.1-141.723 Drinking water standards

745.61-745.339 Lead-based paint standards

763.80-763.99 Asbestos-containing materials in schools

763.120-763.123 Asbestos worker protections

Management Resources:**CSBA PUBLICATIONS****Indoor Air Quality: Governing Board Actions for Creating Healthy School Environments**, Policy Brief, July 2008**Asthma Management in the Schools**, Policy Brief, March 2008**Food Safety Requirements**, Fact Sheet, October 2007**Sun Safety in Schools**, Policy Brief, July 2006**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS****School Site Selection and Approval Guide**, 2000**Indoor Air Quality, A Guide for Educators**, 1995**CALIFORNIA DEPARTMENT OF HEALTH SERVICES PUBLICATIONS****Report to the Legislature: Lead Hazards in California's Public Elementary Schools and Child Care Facilities**, April 1998**CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY: AIR RESOURCES BOARD PUBLICATIONS****Facts about Truck and Bus Regulation School Bus Provisions**, rev. March 22, 2011**CALIFORNIA STATE WATER RESOURCES CONTROL BOARD PUBLICATIONS****Frequently Asked Questions about Lead Testing of Drinking Water in California Schools; Updated for Assembly Bill 746/Health and Safety Code 116277**, December 15, 2017**DIVISION OF THE STATE ARCHITECT PUBLICATIONS****K-12 Occupancy Classification and Load Factors**, IR A-26, rev. April 18, 2012**U.S. ENVIRONMENTAL PROTECTION AGENCY PUBLICATIONS****A Citizen's Guide to Radon: The Guide to Protecting Yourself and Your Family from Radon**, 2016**Healthy School Environments Assessment Tool**, rev. 2015**Indoor Air Quality Tools for Schools**, rev. 2009**Mold Remediation in Schools and Commercial Buildings**, September 2008**The ABCs of Asbestos in Schools**, rev. August 2003**How to Manage Asbestos in School Buildings: AHERA Designated Person's Self-Study Guide**, 1996**WEB SITES**CSBA: <http://www.csba.org>AirNow: <http://www.airnow.gov>American Association of School Administrators: <http://www.aasa.org>California Air Resources Board: <http://www.arb.ca.gov>California Building Standards: <http://www.bsc.ca.gov/codes.aspx>California Department of Education, Health and Safety: <http://www.cde.ca.gov/ls/fa/hs>California Department of Pesticide Regulation: <http://www.cdpr.ca.gov>California Department of Public Health: <http://www.cdph.ca.gov>California State Water Resources Control Board: <https://www.waterboards.ca.gov>Centers for Disease Control and Prevention: <http://www.cdc.gov>Consumer Product Safety Commission: <http://www.cpsc.gov>National Center for Environmental Health: <http://www.cdc.gov/nceh>Occupational Safety and Health Administration: <http://www.osha.gov>U.S. Environmental Protection Agency: <http://www.epa.gov>

~~Strategies addressed in the district's plan shall include, but not necessarily be limited to, the~~

following:

1. ~~Ensuring good indoor air quality by maintaining adequate ventilation; using effective maintenance operations to reduce dust, mold, mildew, and other indoor air contaminants; and considering air quality in the site selection, design, and furnishing of new or remodeled facilities~~

~~(cf. 3513.3 Tobacco-Free Schools)
(cf. 5141.23 Asthma Management)
(cf. 6163.2 Animals at School)
(cf. 7150 Site Selection and Development)~~

2. ~~Limiting outdoor activities when necessary due to poor outdoor air quality, including excessive smog, smoke, or ozone, or when ultraviolet radiation levels indicate a high risk of harm~~

~~(cf. 3516.5 Emergency Schedules)
(cf. 5141.7 Sun Safety)
(cf. 6142.7 Physical Education)~~

3. ~~Reducing exposure to diesel exhaust and other air contaminants by limiting unnecessary idling of school buses and other commercial motor vehicles~~

~~(cf. 3540 Transportation)
(cf. 3541.1 Transportation for School Related Trips)
(cf. 3542 School Bus Drivers)~~

4. ~~Minimizing exposure to lead in paint, soil, and drinking water~~

5. ~~Inspecting facilities for naturally occurring asbestos and asbestos-containing building materials that pose a health hazard due to damage or deterioration and safely removing, encapsulating, enclosing, or repairing such materials~~

6. ~~Ensuring the proper storage, use, and disposal of potentially hazardous substances~~

~~(cf. 3514.1 Hazardous Substances)
(cf. 6161.3 Toxic Art Supplies)~~

7. ~~Ensuring the use of effective least toxic pest management practices~~

~~(cf. 3514.2 Integrated Pest Management)~~

8. ~~Instituting a food safety program for the storage, preparation, delivery, and service of school meals in order to reduce the risk of foodborne illnesses~~

~~(cf. 3550 Food Service/Child Nutrition Program)~~

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

~~(cf. 1020—Youth Services)~~

~~The Superintendent or designee shall provide the district's maintenance and facilities staff, bus drivers, food services staff, teachers, and other staff as appropriate with professional development regarding their responsibilities in implementing strategies to improve and maintain environmental safety at the schools.~~

~~(cf. 4131—Staff Development)~~

~~(cf. 4231—Staff Development)~~

~~(cf. 4331—Staff Development)~~

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

~~(cf. 5141.6—Student Health and Social Services)~~

Legal Reference:

~~EDUCATION CODE~~

~~17002—Definition of "good repair"~~

~~17070.75—Facilities inspection~~

~~17582—Deferred maintenance fund~~

~~17590—Asbestos abatement fund~~

~~17608-17613—Healthy Schools Act of 2000, least toxic pest management practices~~

~~32240-32245—Lead Safe Schools Protection Act~~

~~48980.3—Notification of pesticides~~

~~49410-49410.7—Asbestos materials containment or removal~~

~~FOOD AND AGRICULTURAL CODE~~

~~11401-12408—Pest control operations and agricultural chemicals~~

~~13180-13188—Healthy Schools Act of 2000, least toxic pest management practices~~

~~GOVERNMENT CODE~~

~~3543.2—Scope of representation; right to negotiate safety conditions~~

~~HEALTH AND SAFETY CODE~~

~~105400-105430—Indoor environmental quality~~

~~113700-114437—California Retail Food Code, sanitation and safety requirements~~

~~CODE OF REGULATIONS, TITLE 5~~

~~14010—Standards for school site selection~~

~~CODE OF REGULATIONS, TITLE 8~~

~~337-339—Hazardous substances list~~

~~340-340.2—Occupational safety and health, rights of employees~~

~~1528-1533—Construction safety orders; exposure to hazards~~

~~5139-5223—Control of hazardous substances~~

~~CODE OF REGULATIONS, TITLE 13~~

~~2480—Vehicle idling~~

~~CODE OF REGULATIONS, TITLE 17~~

~~35001-36100—Lead abatement services~~

~~CODE OF REGULATIONS, TITLE 22~~

~~64670-64679—Lead and copper in drinking water~~

~~UNITED STATES CODE, TITLE 7~~

~~136-136y—Use of pesticides~~

~~UNITED STATES CODE, TITLE 15~~

~~2601-2629—Control of toxic substances~~
~~2641-2656—Asbestos Hazard Emergency Response Act~~
~~UNITED STATES CODE, TITLE 42~~
~~1758—Food safety and inspections~~
~~CODE OF FEDERAL REGULATIONS, TITLE 40~~
~~141.1-141.723—Drinking water standards~~
~~745.61-745.339—Lead-based paint standards~~
~~763.80-763.99—Asbestos-containing materials in schools~~
~~763.120-763.123—Asbestos worker protections~~

Management Resources:

CSBA PUBLICATIONS

Indoor Air Quality: Governing Board Actions for Creating Healthy School Environments, Policy Brief, July 2008

Asthma Management in the Schools, Policy Brief, March 2008

Food Safety Requirements, Fact Sheet, October 2007

Sun Safety in Schools, Policy Brief, July 2006

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

School Site Selection and Approval Guide, 2000

Indoor Air Quality, A Guide for Educators, 1995

CALIFORNIA DEPARTMENT OF HEALTH SERVICES PUBLICATIONS

Report to the Legislature: Lead Hazards in California's Public Elementary Schools and Child Care Facilities, April 1998

U.S. ENVIRONMENTAL PROTECTION AGENCY PUBLICATIONS

Indoor Air Quality Tools for Schools, rev. 2007

Healthy School Environments Assessment Tool, 2007

The ABCs of Asbestos in Schools, rev. August 2003

Mold Remediation in Schools and Commercial Buildings, March 2001

How to Manage Asbestos in School Buildings: AHERA Designated Person's Self Study Guide, 1996

WEB SITES

CSBA: <http://www.csba.org>

AirNow: <http://www.airnow.gov>

American Association of School Administrators: <http://www.aasa.org>

California Air Resources Board: <http://www.arb.ca.gov>

California Department of Education, Health and Safety: <http://www.cde.ca.gov/ls/fa/hs>

California Department of Pesticide Regulation: <http://www.cdpr.ca.gov>

California Department of Public Health: <http://www.cdph.ca.gov>

California Indoor Air Quality Program: <http://www.cal-iaq.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Consumer Product Safety Commission: <http://www.cpsc.gov>

National Center for Environmental Health: <http://www.cdc.gov/nceh>

Occupational Safety and Health Administration: <http://www.osha.gov>

U.S. Environmental Protection Agency: <http://www.epa.gov>

Policy: 3514

Adopted: December 11, 2008

Revised: November 8, 2018

CABRILLO UNIFIED SCHOOL DISTRICT
Half Moon Bay, California

Cabrillo USD

Administrative Regulation

Environmental Safety

AR 3514

Business and Noninstructional Operations

The Superintendent may designate **and train** one or more employees to oversee and coordinate the district's environmental safety program(s). The responsibilities of the coordinator(s) shall include, but not be limited to, overseeing assessments of district facilities, recommending strategies for the prevention and mitigation of environmental health risks, ensuring effective implementation of environmental safety strategies, and reporting to the Superintendent regarding the district's progress in addressing environmental safety concerns.

(cf. 3510 - Green School Operations)
 (cf. 3511 - Energy and Water Management)
 (cf. 3517 - Facilities Inspection)
 (cf. 4157/4257/4357 - Employee Safety)
 (cf. 5030 - Student Wellness)
 (cf. 5142 - Safety)
 (cf. 7111 - Evaluating Existing Buildings)
 (cf. 7150 - Site Selection and Development)

Indoor Air Quality

In order to provide proper ventilation, humidity, and temperature in school facilities and to reduce indoor air contaminants, the Superintendent or designee shall ensure that the following strategies are implemented:

1. ***Mechanically driven heating, ventilation, and air conditioning systems shall be operated continuously during working hours except under the circumstances specified in 8 CCR 5142.*** The systems shall be inspected at least annually and problems corrected within a reasonable time. Where the air supply is filtered, the filters shall be replaced or cleaned regularly to prevent significant reductions in airflow. Documentation of inspections, tests of ventilation rates, and maintenance shall be retained for at least five years. (8 CCR 5142-5143)

~~Mechanically driven heating, ventilation, and air conditioning systems shall be inspected at least annually and problems corrected within a reasonable time. Where the air supply is filtered, the filters shall be replaced or cleaned regularly to prevent significant reductions in airflow. Documentation of inspections, tests of ventilation rates, and maintenance shall be retained for at least five years. (8 CCR 5142-5143)~~

(cf. 3580 - District Records)

Staff shall ensure that airflow is not obstructed by the blocking of ventilators with posters,

furniture, books, or other obstacles.

2. School facilities shall be regularly inspected for water damage, spills, leaks in plumbing and roofs, poor drainage, and improper ventilation so as to preclude the buildup of mold and mildew. ***Whenever standing water is found in an interior location such as a classroom, whoever finds the water shall immediately report this to the site administrator. The site administrator shall notify the Superintendent or designee within 24 hours. The Superintendent or designee shall cause the district to determine the source of water intrusion, duration of water intrusion, and take corrective action(s). These actions shall include air quality monitoring before and after intrusion is found and parents shall be notified after air quality monitoring has occurred.*** Wet building materials and furnishings shall ***be*** dried within 48 hours if possible to prevent mold growth. When evidence of mold or mildew is found, maintenance staff shall locate and repair the source of water intrusion and remove or clean moldy materials.
3. Exterior wall and foundation cracks and openings shall be sealed as soon as possible to minimize seepage of radon into buildings from surrounding soils.
4. Least toxic pest management practices shall be used to control and manage pests at school sites.

(cf. 3514.2 - Integrated Pest Management)

5. **The Superintendent or designee shall install a carbon monoxide detector or alarm in all school buildings that contain a fuel-burning appliance, fireplace, or forced-air furnace. The device or alarm shall be located in close proximity to the appliance in order to accurately detect and alert school personnel of any leakage of carbon monoxide. (24 CCR 915.1-915.7)**

~~In any new school construction, and in all existing schools when feasible, the Superintendent or designee shall install a carbon monoxide detector in each school building that contains a fossil fuel burning furnace. The device shall be placed in close proximity to the furnace in order to accurately detect any leakage of carbon monoxide.~~

6. Schedules and practices for routine housekeeping and maintenance shall be designed to effectively reduce levels of dust, dirt, and debris. Plain water, soap and water, or low-emission cleaning products shall be used whenever possible. Aerosols, including air fresheners and other products containing ozone, shall be avoided to the extent possible.

(cf. 5141.23 - Asthma Management)

7. Painting of school facilities and maintenance or repair duties that require the use of potentially harmful substances shall be limited to those times when school is not in session. Following any such activity, the facility shall be properly ventilated with adequate time allowed prior to reopening for use by any person.

8. Paints, adhesives, and solvents shall be used and stored in well-ventilated areas. These items shall be purchased in small quantities to avoid storage exposure.

(cf. 3514.1 - Hazardous Substances)

(cf. 6161.3 - Toxic Art Supplies)

9. To the extent possible, printing and duplicating equipment that may generate indoor air pollutants, such as methyl alcohol or ammonia, shall be placed in locations that are well ventilated and not frequented by students and staff.
10. The district's tobacco-free schools policy shall be consistently enforced in order to reduce the health risks caused by second-hand smoke.

(cf. 3513.3 - Tobacco-Free Schools)

11. Staff and students shall be asked to refrain from bringing common irritants such as furred or feathered animals, stuffed toys that may collect dust mites, scented candles, incense, or air fresheners and from using perfume or cologne, scented lotion or hair spray, nail polish or nail polish remover, or other personal care products that are not fragrance-free in classrooms or other enclosed areas or buildings.

(cf. 6163.2 - Animals at School)

Outdoor Air Quality

The Superintendent or designee may monitor local health advisories and outdoor air quality alerts, including forecasts of ozone levels, particle pollution, and/or ultraviolet radiation levels ***and/or temperature and humidity.***

Whenever these measures indicate a significant health risk, the Superintendent or designee shall communicate with each principal so that outdoor activities, especially those requiring prolonged or heavy exertion, may be avoided, limited in duration, or modified as necessary for all persons or for persons who may be particularly susceptible to the health risk involved.

(cf. 5141.7 - Sun Safety)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

Vehicle Emissions

In order to reduce public exposure to toxic air contaminants, school bus drivers and other drivers of commercial motor vehicles shall limit unnecessary idling of vehicles at or near schools in accordance with 13 CCR 2480.

The Superintendent or designee may also request parents/guardians to turn off their vehicles when they are idling on school grounds and encourage students to walk and/or bicycle to school.

(cf. 3540 - Transportation)
 (cf. 3541.1 - Transportation for School-Related Trips)
 (cf. 3542 - School Bus Drivers)

Any diesel-fueled, ***dual-fueled, or alternative diesel-fueled*** school bus with a gross vehicle weight rating over 14,000 pounds manufactured on or after April 1, 1977 shall be equipped with a particulate filter designed to reduce particulate matter emissions, oxides of nitrogen emissions, and other pollutants. (13 CCR 2025)

Drinking Water

The quality and safety of the district's drinking water sources shall be regularly assessed, ***and drinking fountains shall be regularly cleaned and maintained to avoid the presence of dirt, mold, or other impurities or health concerns.***

Whenever any contaminates in the drinking water are determined to be a concern, the Superintendent or designee shall take reasonable steps to identify the source and mitigate the concern to ensure the availability of safe drinking water. As needed, the Superintendent or designee shall provide alternative sources of drinking water, such as bottle water, to ensure that students have access to fresh drinking water at mealtimes and at other times throughout the day.

(cf. 3550 – Food Service/Child Nutrition Program)

Whenever testing of drinking water finds concentrations of lead that exceed federal and state standards in ~~40 CFR 141.80 and 22 CCR 64678~~, ***The Superintendent or designee shall notify parents/guardians and take immediate steps to make inoperable any fountains or faucets where excess lead levels may exist. (Health and Safety Code 116277)*** ~~water outlets shall be flushed thoroughly each day before use or made inoperable until a plan for remediation can be implemented.~~

~~Whenever levels of arsenic, bacteria, or other contaminants in the drinking water are determined to be a concern, the Superintendent or designee may recommend basic filtration or pipe flushing when feasible.~~

~~Until drinking water is assured to be safe, the Superintendent or designee may explore alternatives, such as bottled water, to ensure that students have access to fresh drinking water at mealtimes and at other times throughout the day. As needed, he/she also may encourage appropriate governmental agencies to conduct regular testing of the water quality in district schools and to implement strategies to improve water quality in the community.—~~

~~(cf. 3550 – Food Service/Child Nutrition Program)~~

~~Drinking fountains in district schools shall be regularly cleaned and maintained to avoid the presence of dirt, mold, or other impurities or health concerns.~~

Lead Exposure

In addition to keeping school facilities as dust-free and clean as possible, the following steps shall be taken to minimize potential exposure to lead in school facilities:

1. Lead-based paint, lead plumbing and solders, or other potential sources of lead contamination shall not be used in the construction of any new school facility or the modernization or renovation of any existing school facility. (Education Code 32244)
2. Lead exposure hazards shall be evaluated before any renovation or remodeling is begun, and children shall not be allowed in or near buildings in which these activities may create lead dust. Contractors and workers shall comply with state and federal standards related to the handling and disposal of lead debris and the clean-up and containment of dust within the construction area.
3. Lead-based painted surfaces that are in good condition shall be kept intact. If lead-based paint is peeling, flaking, or chalking, contractors or workers shall follow state and federal standards for safe work practices to minimize contamination when removing the paint.
4. Soil with high lead content may be covered with grass, other plantings, concrete, or asphalt.
5. Drinking water shall be regularly tested for lead and remediated as provided in the section "Drinking Water" above.

Any action to abate existing lead hazards, excluding containment or cleaning, shall be taken only by contractors, inspectors, and workers certified by the California Department of Public Health in accordance with 17 CCR 35001-35099. (Education Code 32243)

Mercury Exposure

The Superintendent or designee shall identify any products containing mercury that are present in district facilities and, to the extent possible, shall replace them with mercury-free alternatives.

Staff shall receive information about proper procedures to follow in the event of a mercury spill. Clean-up instructions, a clearly labeled kit with necessary clean-up supplies, and a list of local resources shall be readily accessible.

In the event of a spill, staff shall evacuate all students from the immediate area of the spill, ensure that any clothing or other items with mercury on them remain in the room, open windows to the outside, and close doors to other parts of the school. Staff who are trained in proper clean-up procedures may carefully clean a small spill. As needed for larger or difficult-to-clean spills, the Superintendent or designee shall use an experienced professional referred by the local health department or environmental agency.

Any products containing mercury shall be properly disposed at an appropriate hazardous waste collection facility.

Asbestos Management

The Superintendent shall designate an employee who shall ensure that the district's responsibilities related to asbestos inspection and abatement are implemented in accordance with federal and state regulations. This employee shall receive adequate training to perform these duties, including, as necessary, training on the health effects of asbestos; detection, identification, and assessment of asbestos-containing materials; options for controlling asbestos-containing building materials; and relevant federal and state regulations. (40 CFR 763.84)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The designated employee shall ensure that the district complies with the following requirements:

1. School facilities shall be inspected for asbestos-containing materials as necessary in accordance with the following:
 - a. Any school building that is leased or acquired by the district shall be inspected for asbestos-containing materials prior to its use as a school building, unless exempted by federal regulations. (40 CFR 763.85, 763.99)
 - b. At least once every six months, the district shall conduct a periodic surveillance consisting of a visual inspection of each school building that contains or is assumed to contain asbestos-containing building materials. (40 CFR 763.92)
 - c. At least once every three years, the district shall conduct a re-inspection of all known or assumed asbestos-containing building materials in each school building. (40 CFR 763.85)
2. Based on the results of the inspection, an appropriate response which is sufficient to protect human health and the environment shall be determined from among the options specified in 40 CFR 763.90. The district may select the least burdensome response, taking into consideration local circumstances, including occupancy and use patterns within the school building and economic concerns such as short-term and long-term costs. (40 CFR 763.90)
3. An asbestos management plan for each school site shall be maintained and regularly updated to keep it current with ongoing operations and maintenance, periodic surveillance, inspection, re-inspection, and response action activities. (15 USC 2643; 40 CFR 763.93)

The asbestos management plan shall be available for inspection in district and school offices during normal business hours. Parent/guardian, teacher, and employee organizations shall be annually informed of the availability of these

plans. (40 CFR 763.84)

(cf. 4112.9/4212.9/4312.9 - *Employee Notifications*)
(cf. 5145.6 - *Parental Notifications*)

4. Staff, students, and parents/guardians shall be informed at least once each school year about any inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities, that are planned or in progress. (40 CFR 763.84)
5. Inspections, re-inspections, periodic surveillance, and response actions, including operations and maintenance, shall be conducted in compliance with state and federal regulations for the protection and safety of workers and all other individuals. (Education Code 49410.5; 40 CFR 763.84)

Asbestos inspection and abatement work, ***preparation of a management plan***, and any maintenance activities that may disturb asbestos-containing building materials, except for emergency repairs or small-scale, short duration maintenance activities, shall be completed by state certified asbestos inspectors or contractors. (15 USC 2646; 40 CFR 763.84, 763.85, 763.91)

6. All custodial and maintenance employees shall be properly trained in accordance with applicable federal and/or state regulations. (40 CFR 763.84)

All district maintenance and custodial staff who may work in a building that contains asbestos-containing materials, regardless of whether they are required to work with such materials, shall receive at least two hours of related asbestos awareness training. New maintenance and custodial staff shall receive such training within 60 days after beginning employment. Any maintenance or custodial staff who conduct activities that will disturb asbestos-containing materials shall receive 14 hours of additional training. The trainings shall address the topics specified in 40 CFR 763.92. (15 USC 2655; 40 CFR 763.84, 763.92)

7. Short-term workers, such as telephone repair workers, utility workers, or exterminators, who may come in contact with asbestos in a school shall be provided information regarding the locations of known or suspected asbestos-containing building materials. (40 CFR 763.84)
8. Warning labels shall be posted immediately adjacent to any known or suspected asbestos-containing building material located in routine maintenance areas in accordance with 40 CFR 763.95. (40 CFR 763.84)

The district shall maintain, in both the district and school offices and for a period of three years, records pertaining to each preventive measure and response action taken; staff training; periodic surveillances conducted; cleaning, operations, and maintenance activities; and any fiber release episode. (40 CFR 763.94)

Regulation: 3514
Approved: December 11, 2008
Revised: September 12, 2013
Revised:

CABRILLO UNIFIED SCHOOL DISTRICT
Half Moon Bay, California

Cabrillo USD

Board Policy

Business and Noninstructional Operations

BP 3515.21

UNMANNED AIRCRAFT SYSTEMS (DRONES)

The Governing Board recognizes that unmanned aircraft or aerial systems (drones) may be a useful tool to enhance the instructional program and assist with district operations. In order to avoid disruption and maintain the safety, security, and privacy of students, staff, and visitors, any person or entity desiring to use a drone on or over district property shall submit a written request for permission to the Superintendent or designee.

(cf. 1330 - Use of School Facilities)

(cf. 1330.1 - Joint Use Agreements)

(cf. 5142 - Safety)

A small *unmanned aircraft system* or drone is an aircraft weighing less than 55 pounds that is operated remotely without the possibility of direct human intervention from within or on the aircraft and the associated elements, including communication links and controls, required for the pilot to operate the aircraft safely and efficiently. It does not include model aircraft or rockets such as those which are radio controlled and used only for hobby or recreational purposes. (49 USC 40101 Note; 14 CFR 107.3)

The Superintendent or designee may grant permission to district employees and students for the use of drones only if the planned activity supports instructional, co-curricular, extracurricular, athletic, or operational purposes. Such uses may include, but are not limited to, instruction in science, technology, engineering, and math (STEM), the arts, or other subjects; maintenance of grounds and facilities; and campus security. When used for instructional purposes, there shall be a clear and articulable connection between drone technology and the course curriculum. Students shall only operate a drone on or over district property under the supervision of a district employee as part of an authorized activity.

The Superintendent or designee may grant permission to other persons or entities under terms and conditions to be specified in a memorandum of understanding.

Any person or entity requesting to operate a drone on or over district property, including a district employee, shall provide a description of the type of operation requested, flight location, date and time of the planned flight, anticipated duration, and whether photos and/or video will be taken. As applicable, the applicant shall also present a copy of his/her Certificate of Waiver or Authorization or exemption issued by the Federal Aviation Administration.

Any person or entity, other than a district employee or student, who is requesting or operating a drone on or over district property shall agree to hold the district harmless from any claims of harm to individuals or property resulting from the operation of the drone and provide proof of adequate liability insurance covering such use.

(cf. 3530 - Risk Management/Insurance)

In determining whether to grant permission for the requested use of a drone, the Superintendent or designee shall consider the intended purpose of the activity and its potential impact on safety, security, and privacy. The decision of the Superintendent or designee shall be final.

Any person authorized to use a drone on district property shall sign an acknowledgment that he/she understands and will comply with the terms and conditions of the district's policy, federal law and regulations, state law, and any local ordinances related to the use of drones.

When any use of drones is authorized, the Superintendent or designee shall notify the drone operator of the following conditions:

1. The operator is responsible for complying with applicable federal, state, and/or local laws and regulations, including federal safety regulations pursuant to 14 CFR 107.15-107.51 which include, but are not limited to, requirements that the drone not be flown at night, above 400 feet in altitude, or over any people unless they are in a covered structure or stationary vehicle. The operator shall maintain the visual line of sight with the drone at all times.
2. The drone shall be kept away from any area reasonably considered private, including, but not limited to, restrooms, locker rooms, and individual homes.
3. The district reserves the right to rescind the authorization for use of drones at any time.

The Superintendent or designee may remove any person engaged in unauthorized drone use on district property and/or may confiscate the drone. He/she may also shut down the operation of any authorized drone use whenever the operator fails to comply with the terms of the authorization or the use interferes with district activity, creates electronic interference, or poses unacceptable risks to individuals or property.

(cf. 3515.2 - Disruptions)

Any student or staff member violating this policy shall be subject to disciplinary action in accordance with district policies and procedures.

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

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

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process))

Legal Reference:

UNITED STATES CODE, TITLE 49

40101 Note Unmanned aircraft systems

CODE OF FEDERAL REGULATIONS, TITLE 14

107.1-107.205 Small unmanned aircraft systems, especially:

107.12 Requirement for a remote pilot certificate with a small UAS rating

107.15-107.51 Operating rules; safety

107.53-107.79 Remote pilot certification

Management Resources:

FEDERAL AVIATION ADMINISTRATION PUBLICATIONS

Educational Use of Unmanned Aircraft Systems (UAS), Memorandum, May 4, 2016

WEB SITES

Federal Aviation Administration: <https://www.faa.gov/uas>

Policy: 3515.21
Adopted: November 8, 2018

Cabrillo Unified School District
Half Moon Bay, California

Cabrillo USD

Board Policy

Personnel

BP 4140

Bargaining Units

The Governing Board recognizes the right of district employees to form a bargaining unit, select an employee organization as their exclusive representative, and be represented by that organization in their employment relationship with the district. The Board is committed to negotiating in good faith with recognized employee organizations and respecting the rights of employees and employee organizations.

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4143/4243 - Negotiations/Consultation)

(cf. 9000 - Role of the Board)

The district shall not dominate or interfere with the formation or administration of any employee organization or contribute financial or other support to it. (Government Code 3543.5)

~~The district shall not deter or discourage employees from becoming or remaining members of an employee organization, impose or threaten to impose reprisals on employees, discriminate or threaten to discriminate against employees, or otherwise interfere with, restrain, or coerce employees because of their membership or nonmembership in an employee organization. (Government Code 3543.5, 3550)~~

~~(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)~~

Formation of Bargaining Units

Certificated and classified employees shall not be included in the same bargaining unit. (Government Code 3545)

The district may recognize a bargaining unit of supervisory employees if: (Government Code 3545)

1. The bargaining unit includes all supervisory employees.
2. The supervisors are not represented by the same organization that represents employees whom the supervisory employees supervise.

(cf. 4300 - Administrative and Supervisory Personnel)

(cf. 4301 - Administrative Staff Organization)

(cf. 4312.1 - Contracts)

For this purpose, *supervisory employee* means any employee, regardless of job description, having the authority, in the interest of the district, to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, discipline, assign work, direct, adjust grievance of other employees, or effectively recommend that action. The exercise of this authority shall not be

merely routine or clerical in nature, but shall require the use of independent judgment. (Government Code 3540.1)

Employees serving in management, senior management, or confidential positions shall not be represented by an exclusive representative. Such employees may represent themselves individually or may be represented by an employee organization whose membership is composed entirely of employees designated as holding those positions. When represented by an employee organization, that organization shall not meet and negotiate with the district. For this purpose: (Government Code 3540.1, 3543.4)

1. *Management employee* means any employee who has significant responsibilities for formulating district policies or administering district programs, and whose position is designated as a management position by the Board.
2. *Confidential employee* means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

Membership

The district shall not deter or discourage employees or job applicants from becoming or remaining members of an employee organization, authorizing representation by an employee organization, or authorizing dues or fee deductions to an employee organization. In addition, the district shall not impose or threaten to impose reprisals on employees, discriminate or threaten to discriminate against employees, or otherwise interfere with, restrain, or coerce employees because of their membership or nonmembership in an employee organization. (Government Code 3543.5, 3550)

(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)

Access to Employee Orientations and Contact Information

The district shall permit employee organizations access to new employee orientations where newly hired employees are advised, whether in person, online, or through other means or mediums, of their employment status, rights, benefits, duties, responsibilities, or any other employment-related matters. The district shall provide employee organizations at least 10 days' notice in advance of an orientation. However, in any specific instance where an unforeseeable, urgent need critical to the district's operation prevents the required 10 days' notice, a shorter notice may be provided. (Government Code 3555.5, 3556)

The structure, time, and manner of the access to new employee orientations shall be determined by mutual agreement of the district and the exclusive representative, following a request to negotiate by either party. If the district and exclusive representative fail to reach an agreement, matters related to the access to new employee orientation shall be subject to compulsory interest arbitration. The district and employee organization may mutually agree to submit any dispute to compulsory interest arbitration at any time. In addition, if any dispute arises during negotiations and is not resolved within 45 days after the first meeting or within 60 days after the initial request to negotiate, whichever is earlier, either party may make a demand for compulsory interest arbitration. When any such dispute arises during the summer when the district's

administrative office is closed, the timeline shall commence on the first day the administrative office reopens. The decision of the arbitrator shall be final and binding on the parties. (Government Code 3556, 3557)

The date, time, and place of the orientation shall not be disclosed to anyone other than employees, the exclusive representative, or a vendor that is contracted to provide a service for purposes of the orientation. (Government Code 3556)

The Superintendent or designee shall provide an exclusive representative with the name, job title, department, work location, telephone numbers (work, home, and personal cell phone), personal email address(es) on file with the district, and home address of any newly hired employee in the bargaining unit, within 30 days of hire or by the first pay period of the month following hire. In addition, the Superintendent or designee shall provide the same information on all employees in the bargaining unit to an exclusive representative at least every 120 days, unless more frequent or detailed lists are required by agreement with the exclusive representative. (Government Code 3558, 6254.3)

However, the Superintendent or designee shall not disclose the home address and any phone numbers on file for employees performing law enforcement-related functions, nor shall he/she disclose the home address, home or personal cell phone number(s), or personal email address(es) of any employee who is a participant in the Safe at Home address confidentiality program pursuant to Government Code 6207 or any employee who provides written request that the information not be disclosed for this purpose. Following receipt of a written request, the district shall remove the employee's home address, home and personal cell phone numbers, and personal email address from any mailing list maintained by the district unless the list is only used by the district to contact the employee. (Government Code 3558, 6207, 6254.3)

(cf. 1340 - Access to District Records)

Membership Dues or Other Payments to an Employee Organization

When drawing an order for the salary or wage payment of a bargaining unit employee of an employee organization, the district shall deduct any amount which has been requested by the employee in a revocable written authorization for the purpose of paying dues or other payments for any service, program, or committee provided or sponsored by the employee organization. (Education Code 45060, 45168)

An employee organization that certifies that it has and will maintain individual employee authorizations shall handle and process employee written authorizations for payroll deductions. When an employee organization provides such a certification to the district, the district shall rely on information from the employee organization regarding the amounts of such payroll deductions and from which employees. The employee organization shall not be required to submit to the district a copy of the written authorization in order for the payroll deductions to be effective. However, when there is a dispute about the existence or terms of the written authorization, a copy of the employee's written authorization shall be submitted to the district. The employee organization shall indemnify the district for any employee claims regarding payroll deductions made by the district in reliance on notification from the employee organization. (Education Code 45060, 45168)

When an employee organization which has declined to certify that it will handle and process employee written authorizations makes a request for payroll deductions, the district shall request a copy of the employee's written authorization before making the payroll deductions. (Education Code 45060, 45168)

A written authorization shall remain in effect until expressly revoked in writing by the employee and pursuant to the terms of the written authorization. Employee requests to cancel or change authorizations for payroll deductions for employee organizations shall be directed to the employee organization rather than the district. The employee organization shall be responsible for processing these requests. The district shall rely on the information provided by the employee organization regarding whether deductions for an employee organization were properly canceled or changed. The employee organization shall be required to indemnify the district for any claims made by an employee for deductions made by the district in reliance on information from the employee organization. (Education Code 45060, 45168)

Legal Reference:

EDUCATION CODE

45060-45061.5 Deduction of fees from salary or wage payment, certificated employees

45100.5 Senior management positions

45104.5 Abolishment of senior classified management positions

45108.5 Definition of senior classified management employees

45108.7 Waiver of provisions of 45108.5

45168 Deduction of fees from salary or wage payment, classified employees

45220-45320 Merit system, classified employees

GOVERNMENT CODE

3540-3549.3 Educational Employment Relations Act, especially:

3540.1 Definitions

3543.4 Management position; representation

3545 Appropriateness of unit; basis

3550-3552 Prohibition on public employers deterring or discouraging union membership

3555-3559 Public employee communication, information and orientation

6205-6210 Confidentiality of addresses for victims of domestic violence, sexual assault or stalking

6254.3 Disclosure of employee contact information to employee organization

6503.5 Joint powers agencies

53260-53264 Employment contracts

CODE OF REGULATIONS, TITLE 8

33015-33490 Recognition of exclusive representative; proceedings

33700-33710 Severance of established unit

34020 Petition to rescind organizational security arrangement

34055 Reinstatement of organizational security arrangement

COURT DECISIONS

Janus v. American Federation of State, County and Municipal Employees, Council 31, (2018) 138 S.Ct. 2448

Friedrichs v. California Teachers Association, et al., (2016) 136 S.Ct. 1083

County of Los Angeles v. Service Employees International Union, Local 721, (2013) 56 Cal. 4th 905

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

Association of California School Administrators: <http://www.acsa.org>

California Federation of Teachers: <http://www.cft.org>

California School Employees Association: <http://www.csea.com>

California Teachers Association: <http://www.cta.org>
Public Employment Relations Board: <http://www.perb.ca.gov>

Payment of Dues or Service Fee

Upon the written request of a recognized employee organization, the Superintendent or designee shall deduct the amount of organization dues or the fair share service fee, determined in accordance with Government Code 3546, from the wages and salary of each employee represented by that employee organization and shall pay that amount to the employee organization. —(Education Code 45060, 45168; Government Code 3546)

Any employee who is a member of a religious body whose traditional tenets or teachings include objections to joining or financially supporting employee organizations shall not be required to join, maintain membership in, or financially support any employee organization as a condition of employment. However, such an employee may be required to pay an amount equal to the service fee to a designated charitable fund. —(Government Code 3546.3)

Each employee organization shall, within 60 days after the end of its fiscal year, provide the Board and the employees who are members of the organization with a detailed financial report consisting of a balance sheet and an operating statement. If the employee organization fails to provide the financial report, the Board may issue an order compelling the organization to provide the financial report or any employee within the organization may petition the Board for such an order. —(Government Code 3546.5)

(cf. 3460—Financial Reports and Accountability)

Legal Reference:

EDUCATION CODE

45060-45061.5—Deduction of fees from salary or wage payment, certificated employees

45100.5—Senior management positions

45104.5—Abolishment of senior classified management positions

45108.5—Definition of senior classified management employees

45108.7—Waiver of provisions of 45108.5

45168—Deduction of fees from salary or wage payment, classified employees

45220-45320—Merit system, classified employees

GOVERNMENT CODE

3540-3549.3—Educational Employment Relations Act, especially:

3540.1—Definitions

3543.4—Management position; representation

3545—Appropriateness of unit; basis

3550-3552—Prohibition on public employers deterring or discouraging union membership

3555-3559—Public employee communication, information and orientation

6205-6210—Confidentiality of addresses for victims of domestic violence, sexual assault or stalking

6254.3—Disclosure of employee contact information to employee organization

6503.5—Joint powers agencies

53260-53264—Employment contracts

CODE OF REGULATIONS, TITLE 8

~~33015-33490—Recognition of exclusive representative; proceedings~~

~~33700-33710—Severance of established unit~~

~~34020—Petition to rescind organizational security arrangement~~

~~34055—Reinstatement of organizational security arrangement~~

~~COURT DECISIONS~~

~~Janus v. American Federation of State, County and Municipal Employees, Council 31, (7th Cir. 2017) 851 F.3d 746, cert granted Sept. 28, 2017, No. 16-1466~~

~~Friedrichs v. California Teachers Association, et al., (2016) 136 S.Ct. 1083~~

~~County of Los Angeles v. Service Employees International Union, Local 721, (2013) 56 Cal. 4th 905~~

~~Abood v. Detroit Board of Education, (1977) 431 U.S. 209~~

~~Management Resources:~~

~~WEB SITES~~

~~CSBA: <http://www.csba.org>~~

~~Association of California School Administrators: <http://www.acsa.org>~~

~~California Federation of Teachers: <http://www.cft.org>~~

~~California School Employees Association: <http://www.csea.com>~~

~~California Teachers Association: <http://www.cta.org>~~

~~Public Employment Relations Board: <http://www.perb.ca.gov>~~

Policy: 4140

Adopted: December 11, 2008

Revised: February 8, 2018

Revised: November 8, 2018

CABRILLO UNIFIED SCHOOL DISTRICT

Half Moon Bay, California

Cabrillo USD

Board Policy

Open/Closed Campus

BP 5112.5

Students

In order to give students an opportunity to demonstrate responsibility, independent judgment, and positive citizenship, the Governing Board establishes an open campus at all district high schools in which students shall have the privilege of leaving campus during lunch.

The principal or designee shall ensure that students granted this privilege meet any eligibility requirements established by the district.

The district shall send written notification to parents/guardians about the open campus policy at the beginning of the school year along with the parental notification required by Education Code 48980. Such notification shall include the language prescribed by Education Code 44808.5.

(cf. 5145.6 - Parental Notifications)

Students shall not leave school grounds at any other time during the school day without express permission of school authorities. Students who leave school without authorization shall be considered to have an unexcused absence and be subject to disciplinary action.

(cf. 5112.1 - Exemptions from Attendance)

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5113.11 - Attendance Supervision)

(cf. 5113.12 - District School Attendance Review Board)

The principal or designee may revoke the open campus privilege for individual students for disciplinary reasons.

(cf. 5144 - Discipline)

~~In order to give students an opportunity to demonstrate responsibility and positive citizenship, the Governing Board establishes an open campus at all district high schools in which students shall have the privilege of leaving campus during lunch.~~

~~The privilege of open campus may be revoked from individual students for disciplinary reasons.~~

~~(cf. 5144 - Discipline)~~

~~Students shall not leave the school grounds at any other time during the school day without written permission of their parents/guardians and school authorities. Students who leave school or who fail to return following lunch without authorization shall be classified truant and subject to disciplinary action.~~

~~(cf. 5113—Absences and Excuses)~~

Legal Reference:

~~EDUCATION CODE~~

~~35160—Authority of the Board~~

~~35160.1—Broad authority of school district~~

~~44808.5—Permission for pupils to leave school grounds; notice~~

Policy 5112.5

Adopted: December 11, 2008

Revised: November 8, 2018

CABRILLO UNIFIED SCHOOL DISTRICT

Half Moon Bay, California

Cabrillo USD

Board Bylaw

Terms Of Office

BB 9110

Board Bylaws

The Governing Board shall consist of five members whose terms shall be staggered so that as nearly as practicable, one half of the members shall be elected in each ~~odd-numbered~~ year ***in which the Board's elections are regularly held.*** (Education Code 35012).

The term of office for members elected in regular elections shall be four years, commencing on the ~~first~~ ***second*** Friday in December next succeeding their election. (Education Code 5017)

(cf. 9223 - Filling Vacancies)

(cf. 9224 - Oath or Affirmation)

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

Board members whose terms have expired shall continue to discharge the duties of office until their successors have qualified by taking the oath of office. (Education Code 5017; Government Code 1302, 1360)

If a regularly scheduled Board election date is changed due to consolidation with a statewide or municipal general election, the term of incumbent Board members shall be extended to align with the next applicable election. (Elections Code 10404.5)

Legal Reference:

EDUCATION CODE

5000-5033 Election of school district board members

35010 Control of district

35012 Board members; number, election and terms

35107 Eligibility

ELECTIONS CODE

1302 Local elections, school district election

10400-10418 Consolidation of elections

14050-14057 California Voter Participation Rights Act

GOVERNMENT CODE

1302 Continuance in office until qualification of successor

1303 Exercising functions of office without having qualified

1360 Necessity of taking constitutional oath

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

~~Board member terms expire four years after their initial election on the first Friday in December following the election of new members. (Education Code 5000)~~

~~A member whose term has expired shall continue to discharge the duties of the office until his/her successor has qualified by taking the oath of office. (Government Code 1302, 1360; Education Code 5017)~~

~~(cf. 9220—Governing Board Elections)~~

~~(cf. 9223—Filling Vacancies)~~

~~(cf. 9224—Oath or Affirmation)~~

~~(cf. 9250—Remuneration, Reimbursement, and Other Benefits)~~

Legal Reference:

~~EDUCATION CODE~~

~~5000-5033—Election of school district board members~~

~~35010—Control of district~~

~~35012—Board members; number, election and terms~~

~~35107—Eligibility~~

~~GOVERNMENT CODE~~

~~1302—Continuance in office until qualification of successor~~

~~1303—Exercising functions of office without having qualified~~

~~1360—Necessity of taking constitutional oath~~

Bylaw: 9110

Adopted: December 11, 2008

Revised: November 8, 2018

CABRILLO UNIFIED SCHOOL DISTRICT

Half Moon Bay, California

Cabrillo USD

Board Bylaw

Board Policies

BB 9310

Board Bylaws

The Governing Board shall adopt written policies to convey its expectations for actions that will be taken in the district, clarify roles and responsibilities of the Board and Superintendent, and communicate Board philosophy and positions to the students, staff, parents/guardians and the community. ~~Board policies are binding on the district to the extent that they do not conflict with federal or state law and are consistent with the district's collective bargaining agreements.~~

(cf. 0000 - Vision)

(cf. 0100 - Philosophy)

(cf. 9000 - Role of the Board)

The Board shall ensure that district policies align with the district's vision and goals, promote student learning and achievement, provide for consistent and fair treatment of students and staff, and proactively address equity and the provision of equal access to opportunities for all students.

(cf. 0000 - Vision)

(cf. 0100 - Philosophy)

(cf. 0415 - Equity)

(cf. 0460 - Local Control and Accountability Plan)

The Board recognizes the importance of maintaining a policy manual that is up to date and reflects the mandates of law. ***Board policies are binding on the district to the extent that they do not conflict with federal or state law and are consistent with the district's collective bargaining agreements. No Board policy, bylaw, or administrative regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable federal or state law or regulations or court decisions. If any portion of a policy is found to be invalid, that invalidity shall not affect other provisions of the policy.***

~~Policies shall be regularly reviewed at a time allocated for this purpose on the agenda of public Board meetings.~~

(cf. 2210 - Administrative Discretion Regarding Board Policy)

Policies shall be regularly reviewed at a time allocated for this purpose on the agenda of public Board meetings.

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9320—Meetings and Notices)
(cf. 9322—Agendas/Meeting Materials)

The Board shall review certain policies annually, as required by Education Code 35160.5. If no revisions are deemed necessary, the Board minutes shall nevertheless indicate that the review was conducted. Other policies shall be monitored and reviewed as specified in the policy itself or as needed to reflect changes in law or district circumstances.

(cf. 5116.1 - Intradistrict Open Enrollment)
(cf. 6145 - Extracurricular and Cocurricular Activities)

Policy Development and Adoption Process

The district's policy development process shall include the following basic steps:

1. The Board and/or Superintendent or designee shall identify the need for a new policy or revision of an existing policy. The need may arise from a change in law, a new district vision ***statement, new goals in the local control and accountability plan, educational research or trends, an incident that has arisen in the district, or a recommendation or request from staff, a parent/guardian, or other interested person.***
~~or goals, educational research or trends, or a change in the superintendency or Board membership. The need may also occur as a result of an incident that has arisen in the district or a recommendation or request from staff or other interested persons.~~
2. As needed, the Superintendent or designee shall gather fiscal and other data, staff and public input, related district policies, sample policies from other organizations or agencies, and other useful information to fully inform the Board about the issue.

(cf. 1220 - Citizen Advisory Committees)

3. The Board may hold discussions during a public Board meeting to gain an understanding of the issue and provide initial direction to the Superintendent or designee. The discussion may include, but not be limited to, how the proposed policy may affect student learning, community expectations, staff recommendations, fiscal impact, as well as the policy's impact on governance and operational efficiency.
4. The Board or Superintendent may request that legal counsel review the draft policy as appropriate.
5. The Superintendent or designee shall develop and present a draft policy for a first reading at a public Board meeting. At its second reading, the Board may take action on the proposed policy. The Board may waive the second reading or may require an additional reading if necessary.

(cf. 9323 - Meeting Conduct)

Only policies formally adopted by a majority vote of the Board shall constitute official Board policy.

(cf. 9322 - Agenda/Meeting Materials)
(cf. 9323.2 - Actions by the Board)

The district's policy development process may be revised or expanded as needed based on the issue being considered, the need for more information, or to provide greater opportunities for consultation and public input.

Policies shall become effective upon Board adoption or at a future date designated by the Board at the time of adoption.

Board Bylaws

The Board shall prescribe and enforce rules for its own government consistent with state law and regulations. (Education Code 35010)

Bylaws governing Board operations may be developed, adopted, and amended following the same procedures as those used for the adoption or amendment of Board policy.

Administrative Regulations

The Superintendent or designee shall be responsible for developing and enforcing administrative regulations for the operation of the district. Administrative regulations shall be consistent with law and Board policy and shall be designed to promote the achievement of district goals and objectives. Administrative regulations may describe specific actions to be taken, roles and responsibilities of staff, timelines, and/or other necessary provisions. The Superintendent or designee also may develop procedures manuals, handbooks, or other guides to carry out the intent of Board policy.

When Board policies are amended, the Superintendent or designee shall review corresponding regulations to ensure that they conform to the intent of the revised policy. In case of conflict between administrative regulation and Board policy, policy shall prevail.

The Board may review and/or approve regulations for the purpose of ensuring conformity with the intent of Board policy.

Monitoring and Evaluation

At the time a policy is adopted, the Board and Superintendent or designee shall determine whether an evaluation of the policy should be scheduled and, if so, shall agree upon a timeline and measures for evaluating the effectiveness of the policy in achieving its purpose.

(cf. 0500 - Accountability)

Access to Policies

The Superintendent or designee shall ensure that all district employees and the public have access to an up-to-date district policy manual. A public copy of the policy manual shall be maintained at the district central office and at each school site. These copies shall be maintained either electronically or by paper copy.

(cf. 1113 - District and School Web Sites)

(cf. 1340 - Access to District Records)

As necessary, the Superintendent or designee shall notify staff, parents/guardians, students, and other stakeholders whenever a policy that affects them is adopted or revised. He/she may determine the appropriate communications strategy depending on the issue.

(cf. 1112 - Media Relations)

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

(cf. 5145.6 - Parental Notifications)

(cf. 6020 - Parent Involvement)

Suspension of Policies

~~No Board policy, bylaw, or administrative regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable federal or state law or regulations or court decisions. If any portion of a policy is found to be invalid, that invalidity shall not affect other provisions of the policy.~~

~~(cf. 2210—Administrative Leeway in Absence of Governing Board Policy)~~

Legal Reference:

EDUCATION CODE

35010 Control of district; prescription and enforcement of rules

35160 Authority of governing boards

35160.5 Annual review of school district policies

35163 Official actions, minutes and journal

35164 Vote requirements

Management Resources:

CSBA PUBLICATIONS

~~Targeting Student Learning: The School Board's Role as Policymaker, 2005~~

~~Maximizing School Board Leadership: Policy, 1996~~

WEB SITES

CSBA, Policy Services, including Policy Update Service, Governance and Management Using Technology (GAMUT Online™), Policy Audit Program, Individual District Policy Workshops, Agenda Online, and Manual Maintenance: <http://www.csba.org/ps>

National School Boards Association: <http://www.nsba.org>

Bylaw: 9310
Adopted: December 11, 2008
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CABRILLO UNIFIED SCHOOL DISTRICT
Half Moon Bay, California