



Regular Governing Board Agenda

CABRILLO UNIFIED SCHOOL DISTRICT

Cunha Intermediate School Multi-Purpose Room, 600 Church Street, Half Moon Bay, CA 94019

February 13, 2020 • Closed Session 6:00 PM • Public Session 7:00 PM

The Governing Board will meet for Closed Session to discuss labor negotiations, student discipline, personnel matters, litigation, and other matters as provided under California state law as set forth on the agenda below. Following Closed Session, the Board reconvenes to Public Session. Adjournment of the Public Session will be no later than 10:00 PM for all regular and special meetings, unless extended by a majority vote of the Board. Writings relating to a board meeting agenda item that are distributed to at least a majority of the Board members less than 72 hours before the noticed meeting, and that are public records not otherwise exempt from disclosure, will be available for inspection at the District administrative offices, 498 Kelly Avenue, Half Moon Bay, CA. Such writings may also be available on the District's website. (Government Code 54957.5b).

Individuals who require special accommodations (Spanish interpreter, accessible seating, documentation in accessible format, etc.) should contact the Administrative Assistant to the Superintendent at (650) 712-7112 no later than 48 hours preceding the meeting.

IF YOU WISH TO ADDRESS THE BOARD OF EDUCATION

Please submit a "Request to Address the Board" slip to the Administrative Assistant to the Superintendent prior to the introduction of the item. For meeting facilitation, please submit the slip at your earliest possible convenience. Upon recognition by the President of the Board, please come to the podium and identify yourself prior to speaking. The Governing Board reserves the right to limit speaking time to three (3) minutes or fewer per individual. Speakers are permitted to yield their time to one other speaker, however no one speaker shall have more than four (4) minutes.

Closed Session Items: may be addressed under Public Comment on Closed Session Topics.

Non Agenda and Consent Items: may be addressed under Public Comments.

Agenda Items: may be addressed after the conclusion of the staff presentation on the item.

Open Board meeting held in the District Office Board Room may be recorded and broadcast.

1. CALL TO ORDER

2. ROLL CALL / QUORUM

- ___ Ms. Kimberly Hines, President
- ___ Ms. Lizet Cortes, Vice President
- ___ Ms. Mary Beth Alexander, Clerk to the Governing Board
- ___ Ms. Freya McCamant, Member
- ___ Ms. Sophia Layne, Member

3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

4. RECESS TO CLOSED SESSION

- a. Public Employee Evaluation (Government Code §54954.5, §54957)
 - i. Superintendent
- b. Public Employee Discipline/Dismissal/Release (Government Code §54957)
- c. Conference Regarding Labor Negotiators (Government Code §54957.6)
 - i. Cabrillo Unified Teachers' Association
 - ii. California School Employees' Association, Chapter 485
- d. Matters Related to Students (Education Code §35146)

The Board may hear expulsion cases and consider the requests from students for re-admittance following expulsion. Also, the Board may hear matters related to student suspensions/other disciplinary actions, student grade change appeals, and confidential student matters according to Education Code. The Education Code requires closed session in these cases to prevent disclosure of confidential student record information.

- e. Conference with Legal Counsel – Existing Litigation (Gov. Code, §54956.9, subd. (d)(1))

Name of case: Cabrillo Unified School District v. West Bay Builders, Inc. nka Thompson Builders Corporation, et seq., San Mateo County Superior Court Case No. 17-CIV-00937

- f. Conference with Legal Counsel – Anticipated Litigation (Government Code §54956.9 (d)(2) or (3))

Conference regarding anticipated litigation pursuant to Subdivision (b) of Section §54956.9.

5. RECONVENE TO OPEN SESSION

Closed Session Action Report: if applicable.

6. PLEDGE OF ALLEGIANCE

7. APPROVAL OF AGENDA

8. SPECIAL RECOGNITIONS

- a. The Governing Board recognizes the 2020 Cunha Science Fair Finalists

Life Science I Plants

- | | |
|----------------|---|
| 1. Paola Rico | 112 The Effect of Light Spectrum on Plant Development |
| 2. Jesse Alves | 100 Got Weeds |

Life Science II

- | | |
|-----------------|---------------------------|
| 1. James Travis | 236 Feel the Burn |
| 2. Josie Nelson | 231 Distraction with Dogs |

Behavioral Science

- | | |
|------------------|---------------------------|
| 1. Marco Molossi | 304 Print vs. Screen |
| 1. Jaya Miller | 341 You Get What You Give |

Earth Science/Ecology

- | | | |
|--------------------|----------------------------|----------------------------|
| 1. Angel Tinetti* | 412 The Future of Food | *Grand Prize Winner |
| 1. Roberto Leone | 425 Angles of Solar Panels | |
| 2. Lily Conghan | 413 Sand Stories | |
| 2. Paloma Farnworh | 414 California Wildfires | |
| 2. Pdraig Rogerson | 411 Water for All | |

Physical Science I

- | | |
|-------------------|------------------------------|
| 1. Zoe Chait | 535 Fun with Fins |
| 2. Ellie Patchett | 522 It's Just Rocket Science |

Physical Science II

- | | |
|---------------|--------------------------|
| 1. Miles Eoff | 605 Fire Resistant Home? |
| 1. Kai Bliss | 651 Water Rotter |

Special Awards

Jerry Trenter Award

James Travis Feel the Burn

Gil Ellis Award

Roberto Leone Angles of Solar Panels

Engineering Award

AkikoTanaka Breakwater Structures

Geology Award

Lily Conghan Sand Stories

9. COMMUNICATIONS

- a. Public Comments

Individual speakers shall be allowed three minutes to address the Board on each agenda or nonagenda item. The Board shall limit the total time for public input on each item to 20 minutes. With Board consent, the president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. The president may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add. (Board Bylaw 9323 Meeting Conduct)

- b. Employee Organizations Report

i. CUTA Representatives

ii. CSEA Representatives

- c. Board Members Reports

- d. Student Board Member Report

- e. Superintendent Report

10. INFORMATIONAL REPORTS

- a. Receipt and Acceptance of Fiscal Health Risk Analysis from Financial Crisis & Management Assistance Team

[10.a Board Memo Fiscal Health Risk Analysis.pdf \(p. 7\)](#)

[10.a.1 Fiscal Health Risk Analysis Final Report.pdf \(p. 8\)](#)

- b. Presentation on Extended Day Kindergarten

[10.b Board Memo Extended Day Kindergarten 2019-2020.pdf \(p. 29\)](#)

[10.b.1 Extended Day Kindergarten Presentation.pdf \(p. 30\)](#)

11. DISCUSSION ITEMS

- a. Appointment of Governing Board Representatives for 2020

[11.a Appointment of Board Representatives.pdf \(p. 44\)](#)

12. CONSENT ITEMS

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 and consideration of action.

- a. Approval of Annual Field Trip for 8th Grade Social Studies Class to Washington, D.C., February 16-20, 2020

[12.a Board Memo Cunha Intermediate Field Trip to Washington, D.C.pdf \(p. 45\)](#)

- b. Approval of Certificated Personnel Report

[12.b Board Memo Certificated Personnel Report.pdf \(p. 46\)](#)

- c. Approval of Classified Personnel Report

[12.c Board Memo Classified Personnel Report.pdf \(p. 47\)](#)

- d. Acceptance of Donations to Cabrillo Unified School District

[12.d Board Memo Donations.pdf \(p. 48\)](#)

[12.d.1 Summary Site Donations.pdf \(p. 49\)](#)

- e. Approval of Facility Use Agreement between the American National Red Cross and Cabrillo Unified School District

[12.e Board Memo Red Cross Facility Agreement.pdf \(p. 52\)](#)

[12.e.1 American Red Cross Facility Use Agreement.pdf \(p. 53\)](#)

[12.e.2 CUSD Campus Facilities List 2020.pdf \(p. 58\)](#)

- f. Approval of Independent Energy Advisory Services Agreement submitted by Center for Sustainable Energy

[12.f Board Memo Center for Sustainable Energy.pdf \(p. 59\)](#)

[12.f.1 CSE Energy Advisory Services Proposal.pdf \(p. 60\)](#)

- g. Approval and Adoption of Minutes of the January 16, 2020 Regular Governing Board Meeting and Amendment of Minutes of the November 21, 2019 Special Governing Board Meeting

[12.g Board Memo Minutes.pdf \(p. 72\)](#)

[12.g.1 2020-01-16 Minutes.pdf \(p. 73\)](#)

[12.g.2 2019-11-21 Special Minutes \(Amendment\).pdf \(p. 79\)](#)

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

[12.h Board Memo Policy Updates.pdf \(p. 83\)](#)

[12.h.1 Policy Guide Sheet.pdf \(p. 84\)](#)

[12.h.1.1 BP 0460 Local Control And Accountability Plan 200213.pdf \(p. 85\)](#)

[12.h.1.2 BP 0520 Intervention for Underperforming Schools 200213.pdf \(p. 91\)](#)

[12.h.1.3 BP 0520.1 Comprehensive And Targeted Support And Improvement 200213.pdf \(p. 93\)](#)

[12.h.1.4 BP 6142.2 World Language Instruction 200213.pdf \(p. 96\)](#)

[12.h.1.5 BP 6179 Supplemental Instruction 200213.pdf \(p. 100\)](#)

13. ACTION ITEMS

- a. Approval of 2019-20 Comprehensive School Site Safety Plans

[13.a Board Memo Safety Plans 2020.pdf \(p. 103\)](#)

[13.a.1 School Safety Plans 2019-20 Presentation.pdf \(p. 105\)](#)

- b. Receipt and Acceptance of Measure M Facility Bond Citizens' Oversight Committee 2018-19 Annual Report

[13.b Board Memo Measure M Citizens' Oversight Committee 2018-19 Report.pdf \(p. 110\)](#)

[13.b.1 2018-19 Measure M Bond Audit Report - C&ALLP.pdf \(p. 111\)](#)

[13.b.2 Annual Report COC Measure M 2018-19.pdf \(p. 139\)](#)

- c. Receipt and Acceptance of Measure S Facility Bond Citizens' Oversight Committee 2018-19 Annual Report

[13.c Board Memo Measure S Citizens' Oversight Committee 2018-19 Report.pdf \(p. 169\)](#)

[13.c.1 2018-19 Measure S Bond Audit Report - C&ALLP.pdf \(p. 170\)](#)

[13.c.2 Annual Report COC Measure S 2018-19.pdf \(p. 194\)](#)

- d. Approval of Syserco's Proposal for the Installation of Alerton Ascent DDC Control System at Cunha Intermediate School

[13.d Board Memo Control System Syserco's Proposal.pdf \(p. 226\)](#)

[13.d.1 Resolution No 03-20 Syserco Agreement HVAC Repairs.pdf \(p. 227\)](#)

[13.d.2 Syserco Full Replacement Scope Cunha Bldg C.pdf \(p. 229\)](#)

[13.d.3 Alerton Confirmation.pdf \(p. 232\)](#)

14. FUTURE BOARD AGENDA ITEMS

- a. Presentation of Summer School Preview
- b. Presentation of Visual and Performing Arts Current Status
- c. Presentation and Approval of Second Interim Report
- d. Approval of Cabrillo Unified School District Governing Board Policy Updates and Adopt the Proposed Revisions as Recommended by the California School Boards Association

15. FUTURE EVENTS

- a. March 3 - Big Lift Collaborative Meeting, District Office Board Room, 3:00 PM
- b. February 17-21 - Presidents' Week, No School
- c. February 27 - HMB Chamber of Commerce Teacher Supply Party! Mavericks Event Center, 4:00 PM
- d. March 3 - Chamber Education Committee Meeting, District Office Board Room, 4:00 PM
- e. March 6 - DELAC Meeting, Farallone View, 6:30 PM
- f. March 7 - Black and Orange Ball, Oceano Spa & Hotel, 6:30 PM
- g. March 9-13 - Parent/Teacher Conferences at all Elementary Sites, Minimum Days for Students
- h. March 12 - Regular Governing Board Meeting, District Office Board Room, 7:00 PM

16. ADJOURN TO CLOSED SESSION (IF NECESSARY)

17. ADJOURNMENT OF THE MEETING



CABRILLO UNIFIED SCHOOL DISTRICT

498 Kelly Avenue, Half Moon Bay, California 94019 • 650 712-7100 • Fax 650 726-0279 • www.cabrillo.k12.ca.us

SUPERINTENDENT

Sean McPhetridge, Ed.D.

GOVERNING BOARD

Mary Beth Alexander
Lizet Cortes
Kimberly Hines
Sophia Layne
Freya McCamant

MEMORANDUM

MEETING DATE: February 13, 2020
TO: Members of the Governing Board
FROM: Jesus Contreras, Chief Business Officer
CATEGORY: Information/Action
RECOMMENDATION: Receive and Accept the Fiscal Health Risk Analysis from Financial Crisis & Management Assistance Team for Cabrillo Unified School District

BACKGROUND INFORMATION

The Fiscal Crisis and Management Assistance Team (FCMAT) primary mission is to help California's local K-12 educational agencies identify, prevent, and resolve financial, operational, and data management challenges by providing management assistance and professional learning opportunities.

REPORT/PROPOSAL

San Mateo County Office of Education (SMCOE) requested to work closely with Cabrillo Unified School District (CUSD) to address our fiscal crisis here. FCMAT conducted an on-site visit, conducted CUSD staff interviews, and requested documentation from CUSD to perform a Fiscal Health Risk Analysis (FHRA).

Fiscal Health Risk Analysis presented by John Von Flue, FCMAT Chief Analyst.

FINANCIAL IMPACT

There is no financial impact to the General Fund.

FCMAT

FISCAL CRISIS & MANAGEMENT
ASSISTANCE TEAM

Cabrillo Unified School District

Fiscal Health Risk Analysis

January 29, 2020

Michael H. Fine
Chief Executive Officer



Table of Contents

About FCMAT	3
Introduction	5
Background	5
Study Guidelines	5
Study Team.....	5
District Overview	6
Fiscal Health Risk Analysis	7
Annual Independent Audit Report	7
Budget Development and Adoption	7
Budget Monitoring and Updates.....	8
Cash Management	9
Charter Schools.....	10
Collective Bargaining Agreements	10
Contributions and Transfers	11
Deficit Spending.....	11
Employee Benefits.....	12
Enrollment and Attendance	12
Facilities	13
Fund Balance and Reserve for Economic Uncertainty	13
General Fund – Current Year	14
Information Systems and Data Management	15
Internal Controls and Fraud Prevention	15

Leadership and Stability	16
Multiyear Projections	17
Non-Voter-Approved Debt and Risk Management	17
Position Control	17
Special Education.....	18
Total Risk Score, All Areas	18
Summary	19

About FCMAT

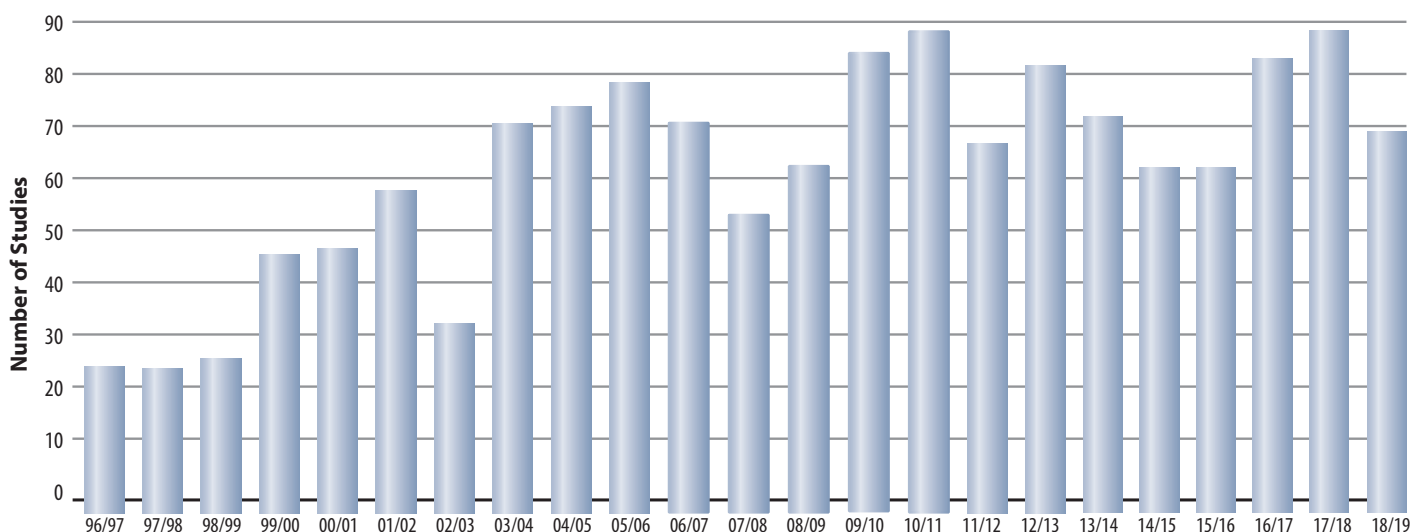
FCMAT's primary mission is to assist California's local K-14 educational agencies to identify, prevent, and resolve financial, human resources and data management challenges. FCMAT provides fiscal and data management assistance, professional development training, product development and other related school business and data services. FCMAT's fiscal and management assistance services are used not just to help avert fiscal crisis, but to promote sound financial practices, support the training and development of chief business officials and help to create efficient organizational operations. FCMAT's data management services are used to help local educational agencies (LEAs) meet state reporting responsibilities, improve data quality, and inform instructional program decisions.

FCMAT may be requested to provide fiscal crisis or management assistance by a school district, charter school, community college, county office of education, the state Superintendent of Public Instruction, or the Legislature.

When a request or assignment is received, FCMAT assembles a study team that works closely with the LEA to define the scope of work, conduct on-site fieldwork and provide a written report with findings and recommendations to help resolve issues, overcome challenges and plan for the future.

FCMAT has continued to make adjustments in the types of support provided based on the changing dynamics of K-14 LEAs and the implementation of major educational reforms

Studies by Fiscal Year



FCMAT also develops and provides numerous publications, software tools, workshops and professional learning opportunities to help LEAs operate more effectively and fulfill their fiscal oversight and data management responsibilities. The California School Information Services (CSIS) division of FCMAT assists the California Department of Education with the implementation of the California Longitudinal Pupil Achievement Data System (CALPADS). CSIS also hosts and maintains the Ed-Data website (www.ed-data.org) and provides technical expertise to the Ed-Data partnership: the California Department of Education, EdSource and FCMAT.

FCMAT was created by Assembly Bill (AB) 1200 in 1992 to assist LEAs to meet and sustain their financial obligations. AB 107 in 1997 charged FCMAT with responsibility for CSIS and its statewide data management work. AB 1115 in 1999 codified CSIS' mission.

AB 1200 is also a statewide plan for county offices of education and school districts to work together locally to improve fiscal procedures and accountability standards. AB 2756 (2004) provides specific responsibilities to FCMAT with regard to districts that have received emergency state loans.

In January 2006, Senate Bill 430 (charter schools) and AB 1366 (community colleges) became law and expanded FCMAT's services to those types of LEAs.

On September 17, 2018 AB 1840 was signed into law. This legislation changed how fiscally insolvent districts are administered once an emergency appropriation has been made, shifting the former state-centric system to be more consistent with the principles of local control, and providing new responsibilities to FCMAT associated with the process.

Since 1992, FCMAT has been engaged to perform more than 1,000 reviews for LEAs, including school districts, county offices of education, charter schools and community colleges. The Kern County Superintendent of Schools is the administrative agent for FCMAT. The team is led by Michael H. Fine, Chief Executive Officer, with funding derived through appropriations in the state budget and a modest fee schedule for charges to requesting agencies.

Introduction

Historically, FCMAT has not engaged directly with school districts showing distress until it has been invited to do so by the district or the county superintendent. The state's 2018-19 Budget Act provides for FCMAT to offer "more proactive and preventive services to fiscally distressed school districts" by automatically engaging with a district under the following conditions:

- Disapproved budget
- Negative interim report certification
- Three consecutive qualified interim report certifications
- Downgrade of an interim certification by the county superintendent
- "Lack of going concern" designation

Under these conditions, FCMAT will perform a Fiscal Health Risk Analysis (FHRA) to determine the level of risk of insolvency. FCMAT has updated its FHRA that weights each question based on high, medium and low risk. The analysis will not be performed more than once in a 12-month period per district, and the engagement will be coordinated with the county superintendent and build on the oversight process and activities in place per AB 1200. There is no cost to the county superintendent or to the district for the analysis.

Study Guidelines

FCMAT entered into a study agreement with the Cabrillo Unified School District on November 8, 2019, and a study team visited the district on November 14 and 15, 2019 to conduct interviews, collect data and review documents. Following fieldwork, the study team continued to review and analyze documents. This report is the result of those activities.

FCMAT's reports focus on systems and processes that may need improvement. Those that may be functioning well are generally not commented on in FCMAT's reports. In writing its reports, FCMAT uses the Associated Press Stylebook, a comprehensive guide to usage and accepted style that emphasizes conciseness and clarity. In addition, this guide emphasizes plain language, discourages the use of jargon and capitalizes relatively few terms.

Study Team

The team was composed of the following members:

John Von Flue	Jeff Potter
FCMAT Chief Analyst	FCMAT Intervention Specialist
Scott Sexsmith	Leonel Martínez
FCMAT Intervention Specialist	FCMAT Technical Writer

Each team member reviewed the draft report to confirm accuracy and achieve consensus on the analysis.

District Overview

The Cabrillo Unified School District has an enrollment of approximately 3,150 students in transitional kindergarten through 12th grade and is located in the Half Moon Bay area of San Mateo County, California. The district operates four elementary, one middle and two high schools covering more than 135 square miles. The district is governed by a board of five trustees elected by the local community at large.

District demographics for 2019-20 reflect significant ethnic populations of greater than 1% to include 51.83% Hispanic, 40.27% white, 1.24% Asian, 1.02% Filipino and 4.67% multiple ethnicities. The district reports a districtwide unduplicated pupil count of 1,381 (43.86%).

The district reported a qualified fiscal status for both 2018-19 interim reports because of uncertainty regarding forecasted revenues and continued increases in expenditures. Uncertainty regarding revenues was largely due to declining enrollment and the impending sunset of a parcel tax on June 30, 2020. District expenditure increases can be attributed to negotiated increases in compensation and statutory benefits. The San Mateo County Office of Education conditionally approved the district's 2019-20 budget, and assigned the district a "lack of going concern" designation in October 2019.

Under that designation, FCMAT engaged and performed an FHRA to determine the district's level of risk of insolvency.

Fiscal Health Risk Analysis

For K-12 Local Educational Agencies

FCMAT

FISCAL CRISIS & MANAGEMENT
ASSISTANCE TEAM

The Fiscal Crisis and Management Assistance Team (FCMAT) has developed the Fiscal Health Risk Analysis (FHRA) as a tool to help evaluate a school district's fiscal health and risk of insolvency in the current and two subsequent fiscal years.

The FHRA includes 20 sections, each containing specific questions. Each section and specific question is included based on FCMAT's work since the inception of AB 1200; they are the common indicators of risk of insolvency for districts that have neared insolvency and needed assistance from outside agencies. Each section of this analysis is critical to an organization, and lack of attention to these critical areas will eventually lead to financial insolvency and loss of local control. The analysis focuses on essential functions and processes to determine the level of risk at the time of fieldwork; however, it is not a detailed review of all systems and finances, nor does it consider subsequent events.

The greater the number of "no" answers to the questions in the analysis, the higher the score, which points to a greater risk of insolvency or fiscal issues for the district. Not all sections in the analysis and not all questions within each section carry equal weight; some areas carry higher risk and thus count more heavily toward or against a district's fiscal stability percentage. For this tool, 100% is the highest total risk that can be scored. A "yes" or "n/a" answer is assigned a score of 0, so the risk percentage increases only with a "no" answer.

To help the district, narratives are included for responses that are marked as "no" so the district can better understand the reason for the response and actions that may be needed to obtain a "yes" answer.

Identifying issues early is the key to maintaining fiscal health. Diligent planning will enable a district to better understand its financial objectives and strategies to sustain a high level of fiscal efficiency and overall solvency. A district should consider completing the FHRA annually to assess its own fiscal health risk and progress over time.

District or LEA Name: Cabrillo Unified School District

Dates of Fieldwork: November 14-15, 2019

1. Annual Independent Audit Report		Yes	No	N/A
1.1	Can the district correct prior year audit findings without affecting its fiscal health (e.g., material apportionment or internal control findings)?	✓	☐	☐
1.2	Has the independent audit report for the most recent fiscal year been completed and presented to the board within the statutory timeline? (Extensions of the timeline granted by the State Controller's Office should be explained.)	✓	☐	☐
1.3	Was the district's most recent independent audit report free of material findings?	✓	☐	☐
1.4	Has the district corrected all reported audit findings from the current and past two audits?	✓	☐	☐
1.5	Has the district had the same audit firm for at least three years?	✓	☐	☐
2. Budget Development and Adoption		Yes	No	N/A
2.1	Does the district develop and use written budget assumptions and multiyear projections that are reasonable, are aligned with the county office of education instructions, and have been clearly articulated?	✓	☐	☐
2.2	Does the district use a budget development method other than a prior-year rollover budget, and if so, does that method include tasks such as review of prior year estimated actuals by major object code and removal of one-time revenues and expenses?	☐	✓	☐
	<i>No formal and/or documented budget development process was identified and provided to FCMAT. Interviews indicated that the CBO developed the budget without using an interactive and inclusive process. For accounts other than employee salaries and benefits, FCMAT could not determine that the budget was more comprehensive than a prior-year rollover.</i>			
2.3	Does the district use position control data for budget development?	✓	☐	☐
2.4	Does the district calculate the Local Control Funding Formula (LCFF) revenue correctly?	✓	☐	☐

- 2.5 Has the district's budget been approved unconditionally by its county office of education in the current and two prior fiscal years? ☐ ☒ ☐
- The district's 2018-19 budget was conditionally approved since it could meet its financial obligations in the budget year but would need to make reductions to maintain sufficient reserves in fiscal years 2019-20 and 2020-21.*
- The district certified as qualified for both for both first and second interim periods of 2018-19.*
- The budget for 2019-20 was again conditionally approved because of concerns about the district's ability to maintain sufficient reserves in the 2020-21 and 2021-22 fiscal years.*
- In October 2019, the county office declared the district a lack of going concern because of projected budget shortfalls resulting from 1) declining enrollment, 2) the impending expiration of its parcel tax in June 2020, 3) the tentative approval of a collectively bargained agreement and 4) the absence of sufficient ongoing budget reductions to maintain sufficient reserves.*
- 2.6 Does the budget development process include input from staff, administrators, the governing board, the community, and the budget advisory committee (if there is one)? ☐ ☒ ☐
- No formal budget development process was identified. The district has a Financial Advisory Committee to provide input to the superintendent. However, based on interviews with district staff, FCMAT found that the CBO developed the budget with minimal input from district departments.*
- 2.7 Does the district budget and expend restricted funds before unrestricted funds? ☒ ☐ ☐
- 2.8 Have the LCAP and the budget been adopted within statutory timelines established by Education Code sections 42103 and 52062 and filed with the county superintendent of schools no later than five days after adoption or by July 1, whichever occurs first, for the current and past two fiscal years? ☒ ☐ ☐
- 2.9 Has the district refrained from including carryover funds in its adopted budget? ☒ ☐ ☐
- 2.10 Other than objects in the 5700s and 7300s and appropriate abatements in accordance with the California School Accounting Manual, does the district avoid using negative or contra expenditure accounts? ☒ ☐ ☐
- 2.11 Does the district have a documented policy and/or procedure for evaluating the proposed acceptance of grants and other types of restricted funds and the potential multiyear impact on the district's unrestricted fund? ☐ ☒ ☐
- Staff interviewed stated that the grant consideration process was not documented. The department identified and evaluated grants and recommended them to the superintendent or CBO who decided whether to approve and give the department authorization to pursue them.*
- 2.12 Does the district adhere to a budget calendar that includes statutory due dates, major budget development tasks and deadlines, and the staff member/department responsible for completing them? ☐ ☒ ☐
- FCMAT determined that the district does not have maintain a comprehensive calendar for budget development other than for the LCAP. FCMAT was not provided with a budget development calendar and staff interviewed were not aware that one existed. The district follows a procedural schematic developed by the county office, which identifies the process of inputting the budget data into its financial system.*

3. Budget Monitoring and Updates

Yes No N/A

- 3.1 Are actual revenues and expenses consistent with the most current budget? ☐ ☒ ☐

The Financial Balances Report dated November 12, 2019 provided to FCMAT included several account lines that did not align with revenues and expenditures to date. For current year, several budget lines were found to be overexpended. This indicates that budget revisions were not made before expenditures were made beyond the approved budget.

A review of budgets for the 2017-18 and 2018-19 fiscal years found a lack of timely and accurate revisions to align with actual revenue and expenditures. Several revenue and expenditure budget account lines were significantly misaligned with actual revenues and expenditures.

3.2 Are budget revisions posted in the financial system at each interim report, at a minimum? ☒ ☐ ☐

3.3 Are clearly written and articulated budget assumptions that support budget revisions communicated to the board at each interim report, at a minimum? ☐ ☒ ☐

Historically, reports and presentations provided to the board give only a broad overview of the status of education funding, the district's fiscal status and a projection of its fiscal position. The latter includes major issues that will affect district finances.

3.4 Following board approval of collective bargaining agreements, does the district make necessary budget revisions in the financial system to reflect settlement costs before the next financial reporting period? ☒ ☐ ☐

3.5 Does the district provide a complete response to the variances identified in the criteria and standards? ☐ ☒ ☐

District responses identify the variance and issue, but are vague and do not address how the variance occurred and/or how it will be resolved.

For example, variances in the 2018-19 second interim report major object budgeting are explained as "removed one-time funding" and "increased ongoing expenses," which does not provide sufficient explanation of cause or address the remedy.

In the section for deficit spending, the explanation provided was "The district is aware that deficit spending is an issue and will be working with the Board to identify a spending plan reduction for the out years to be able to meet its required reserve." This statement does not provide the response required because it does not include a reason for deficit spending or changes that will ensure the budget is balanced.

3.6 Has the district addressed any deficiencies the county office of education has identified in its oversight letters in the current and prior two fiscal years? ☒ ☐ ☐

3.7 Does the district prohibit processing of requisitions or purchase orders when the budget is insufficient to support the expenditure? ☐ ☒ ☐

Financial activity reports for fiscal years 2017-18, 2018-19, and 2019-20 identify multiple account lines and major object totals where expenditures exceed budget amounts.

3.8 Does the district encumber and adjust encumbrances for salaries and benefits? ☒ ☐ ☐

3.9 Are all balance sheet accounts in the general ledger reconciled at each interim report, at a minimum? ☒ ☐ ☐

3.10 Have the interim reports and the unaudited actuals been adopted and filed with the county superintendent of schools within statutory timelines established by Education Code? ☒ ☐ ☐

4. Cash Management Yes No N/A

4.1 Are accounts held by the county treasurer reconciled with the district's and county office of education's reports monthly? ☒ ☐ ☐

4.2 Does the district reconcile all bank (cash and investment) accounts with bank statements monthly? ☒ ☐ ☐

- | | | | | |
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| 4.3 | Does the district forecast its cash receipts and disbursements at least 18 months out, updating the actuals and reconciling the remaining months to the budget monthly to ensure cash flow needs are known? | ☐ | ☒ | ☐ |
|-----|---|--------------------------|-------------------------------------|--------------------------|

The district prepares cash flow projections covering 12 months.

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|-----|---|--------------------------|-------------------------------------|--------------------------|
| 4.4 | Does the district have a reasonable plan to address cash flow needs during the current fiscal year? | ☐ | ☒ | ☐ |
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The district identified a shortfall of revenues and cash in several months of its cash flow worksheets; however, no plan was identified to cover the potential shortfall.

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|-----|--|-------------------------------------|--------------------------|--------------------------|
| 4.5 | Does the district have sufficient cash resources in its other funds to support its current and projected obligations in those funds? | ☒ | ☐ | ☐ |
|-----|--|-------------------------------------|--------------------------|--------------------------|

- | | | | | |
|-----|--|--------------------------|--------------------------|-------------------------------------|
| 4.6 | If interfund borrowing is occurring, does the district comply with Education Code section 42603? | ☐ | ☐ | ☒ |
|-----|--|--------------------------|--------------------------|-------------------------------------|

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|-----|---|--------------------------|--------------------------|-------------------------------------|
| 4.7 | If the district is managing cash in any funds through external borrowing, has the district set aside funds for repayment attributable to the same year the funds were borrowed? | ☐ | ☐ | ☒ |
|-----|---|--------------------------|--------------------------|-------------------------------------|

5. Charter Schools Yes No N/A

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|-----|---|--------------------------|--------------------------|-------------------------------------|
| 5.1 | Are all charters authorized by the district going concerns? | ☐ | ☐ | ☒ |
|-----|---|--------------------------|--------------------------|-------------------------------------|

- | | | | | |
|-----|--|--------------------------|--------------------------|-------------------------------------|
| 5.2 | If the district has any charters in fiscal distress, has the district performed its statutory fiscal and operational oversight functions, including the issuance of formal communication to the charter, such as Notices of Violation? | ☐ | ☐ | ☒ |
|-----|--|--------------------------|--------------------------|-------------------------------------|

- | | | | | |
|-----|--|--------------------------|--------------------------|-------------------------------------|
| 5.3 | Has the district fulfilled and does it have evidence showing fulfillment of its oversight responsibilities in accordance with Education Code section 47604.32? | ☐ | ☐ | ☒ |
|-----|--|--------------------------|--------------------------|-------------------------------------|

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|-----|---|--------------------------|--------------------------|-------------------------------------|
| 5.4 | Does the district have a board policy or other written document(s) regarding charter oversight? | ☐ | ☐ | ☒ |
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|-----|---|--------------------------|--------------------------|-------------------------------------|
| 5.5 | Has the district identified specific employees in its various departments (e.g., human resources, business, instructional, and others) to be responsible for oversight of all approved charter schools? | ☐ | ☐ | ☒ |
|-----|---|--------------------------|--------------------------|-------------------------------------|

6. Collective Bargaining Agreements Yes No N/A

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|-----|--|-------------------------------------|--------------------------|--------------------------|
| 6.1 | Has the district settled with all its bargaining units for the prior two fiscal year(s)? | ☒ | ☐ | ☐ |
|-----|--|-------------------------------------|--------------------------|--------------------------|

- | | | | | |
|-----|--|--------------------------|-------------------------------------|--------------------------|
| 6.2 | Has the district settled with all its bargaining units for the current year? | ☐ | ☒ | ☐ |
|-----|--|--------------------------|-------------------------------------|--------------------------|

The district recently approved a tentative agreement with the Cabrillo Classified School Employees Association (CCSEA) in September 2019 covering the period ending June 30, 2019. Reopeners for wages, health and welfare benefits and two additional articles remain for the 2019-20 year.

Negotiations had not begun with the Cabrillo Unified Teachers Association (CUTA) for the 2019-20 year.

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|-----|---|-------------------------------------|--------------------------|--------------------------|
| 6.3 | Does the district accurately quantify the effects of collective bargaining agreements and include them in its budget and multiyear projections? | ☒ | ☐ | ☐ |
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- | | | | | |
|-----|--|--------------------------|-------------------------------------|--------------------------|
| 6.4 | Did the district conduct a presettlement analysis and identify related costs or savings, if any (e.g., statutory benefits, and step and column salary increase), for the current and subsequent years, and did it identify ongoing revenue sources or expenditure reductions to support the agreement? | ☐ | ☒ | ☐ |
|-----|--|--------------------------|-------------------------------------|--------------------------|

A presettlement analysis was completed to identify costs of the agreement; however, the district's disclosure stated that the "district [was] preparing a list of cuts for 2020-21, which will be presented to the Board for approval at the December Board meeting."

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| 6.5 | In the current and prior two fiscal years, has the district settled the total cost of the | | | |
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bargaining agreements at or under the funded cost of living adjustment (COLA)? ☐ ☒ ☐

In September 2019, the district settled with the CCSEA bargaining group at 3% for the 2018-19 fiscal year. This compensation increase was retroactive to July 1, 2018.

In May 2017, the district settled a multiyear agreement with CUTA for a 2.81% adjustment in 2017-18 and 4.29% in 2018-19.

In comparison, the COLA for these years were 1.56% in 2017-18 and 3.7% in 2018-19.

6.6 If settlements have not been reached in the past two years, has the district identified resources to cover the estimated costs of settlements? ☐ ☒ ☐

The district has not identified and/or reserved funds for settlements that have yet to be reached.

6.7 Did the district comply with public disclosure requirements under Government Code sections 3540.2 and 3547.5 and Education Code section 42142? ☒ ☐ ☐

6.8 Did the superintendent and CBO certify the public disclosure of collective bargaining agreement prior to board approval? ☒ ☐ ☐

6.9 Is the governing board's action consistent with the superintendent's and CBO's certification? ☒ ☐ ☐

7. Contributions and Transfers Yes No N/A

7.1 Does the district have a board-approved plan to eliminate, reduce, or control any contributions/transfers from the unrestricted general fund to other restricted programs and funds? ☐ ☒ ☐

For the 2018-19 fiscal year, the district recorded contributions to 10 restricted resources totaling nearly \$7.5 million. The largest contributions were consistent with those normally found in districts to include special education, transportation and routine restricted maintenance. Other contributions included overspent lottery and several locally restricted programs. The board has not approved a plan to control, reduce or eliminate these contributions in the future.

7.2 If the district has deficit spending in funds other than the general fund, has it included in its multiyear projection any transfers from the unrestricted general fund to cover any projected negative fund balance? ☐ ☒ ☐

No contributions to other funds were identified in multiyear projections. While deficit spending was identified in several funds, the funds appear to have been spent down intentionally and/or the deficit spending was immaterial.

7.3 If any contributions/transfers were required for restricted programs and/or other funds in either of the prior two fiscal years, and there is a need in the current year, did the district budget for them at reasonable levels? ☒ ☐ ☐

8. Deficit Spending Yes No N/A

8.1 Is the district avoiding deficit spending in the current fiscal year? ☐ ☒ ☐

The district projects to deficit spend \$1.7 million in the unrestricted general fund in the current year as shown in its 2019-20 adopted budget.

8.2 Is the district projected to avoid deficit spending in both of the two subsequent fiscal years? ☐ ☒ ☐

The district projects to deficit spend \$3.9 million in 2020-21 and \$3.8 million in 2021-22 in the unrestricted general fund as shown in its 2019-20 adopted budget multiyear projection. However, just before FCMAT's fieldwork, the district passed an eight-year parcel tax (Measure I), resulting in additional revenue of approximately \$1.6 million in both 2020-21 and 2021-22. This will reduce the projected deficit spending in both years accordingly.

8.3 If the district has deficit spending in the current or two subsequent fiscal years, has the

board approved and implemented a plan to reduce and/or eliminate deficit spending to ensure fiscal solvency?	☐	☒	☐
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Subsequent to FCMAT's fieldwork, on December 12, 2019, the governing board passed resolution 30-19, which includes \$2.6 million in budget reductions and cost savings. While FCMAT is uncertain when these reductions will become effective, once implemented, this will reduce or eliminate the deficit spending shown in 2020-21 and 2021-22.

8.4 Has the district decreased deficit spending over the past two fiscal years?	☒	☐	☐
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9. Employee Benefits

Yes	No	N/A
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9.1 Has the district completed an actuarial valuation in accordance with Governmental Accounting Standards Board (GASB) requirements to determine its unfunded liability for other post-employment benefits (OPEB)?	☒	☐	☐
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9.2 Does the district have a plan to fund its liabilities for retiree health and welfare benefits?	☒	☐	☐
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9.3 Has the district followed a policy or collectively bargained agreement to limit accrued vacation balances?	☐	☒	☐
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According to the collectively bargained agreement, classified employees can carry-over 12 vacation days to the succeeding year and under special circumstances up to 20 days. This combined with the maximum 22 earned days per year could allow the vacation balance to accumulate to no more than 42 days or 336 hours. In FCMAT's review of vacation balances as reported through November 7, 2019, 10 employees were found to have vacation balances exceeding 336 hours with the highest being over 900 hours.

9.4 Within the last five years, has the district conducted a verification and determination of eligibility for benefits for all active and retired employees and dependents?	☒	☐	☐
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9.5 Does the district track, reconcile and report employees' compensated leave balances?	☒	☐	☐
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10. Enrollment and Attendance

Yes	No	N/A
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10.1 Has the district's enrollment been increasing or remained stable for the current and two prior years?	☐	☒	☐
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The district's enrollment has steadily decreased from 3,207 students in 2017-18 to 3,132 in 2019-20.

10.2 Does the district monitor and analyze enrollment and average daily attendance (ADA) data at least monthly through the second attendance reporting period (P2)?	☒	☐	☐
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10.3 Does the district track historical enrollment and ADA data to predict future trends?	☒	☐	☐
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10.4 Do school sites maintain an accurate record of daily enrollment and attendance that is reconciled monthly at the site and district levels?	☒	☐	☐
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10.5 Has the district certified its California Longitudinal Pupil Achievement Data System (CALPADS) data by the required deadlines (Fall 1, Fall 2, EOY) for the current and two prior years?	☒	☐	☐
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10.6 Are the district's enrollment projections and assumptions based on historical data, industry-standard methods, and other reasonable considerations?	☒	☐	☐
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10.7 Do all applicable sites and departments review and verify their respective CALPADS data and correct it as needed before the report submission deadlines?	☐	☒	☐
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The district office indicated that while some sites review their CALPADS data before submission, there is no districtwide process for ensuring that all CALPADS data is reviewed. As demonstrated by documentation submitted to FCMAT, the district office has attempted to work with sites on data abnormalities, communicating to all schools the importance of data accuracy and offering technical support. However, some sites continue to lack or regularly follow a

process for verifying submitted data.

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|------|---|--------------------------|-------------------------------------|-------------------------------------|
| 10.8 | Has the district planned for enrollment losses to charter schools? | ☐ | ☐ | ☒ |
| 10.9 | Does the district follow established board policy to limit outgoing interdistrict transfers and ensure that only students meeting the required qualifications are approved? | ☐ | ☒ | ☐ |

Staff interviews indicated that while the district maintains both board policy and administrative regulations (BP/AR 5117) regarding the interdistrict transfer of students, the process has not always been followed. Therefore, the district may allow the transfer of students that do not meet the necessary qualifications to other districts.

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|-------|--|-------------------------------------|--------------------------|--------------------------|
| 10.10 | Does the district meet the average class enrollment for each school site of no more than 24-to-1 class size ratio in TK-3 classes or does it have an alternative collectively bargained agreement? | ☒ | ☐ | ☐ |
|-------|--|-------------------------------------|--------------------------|--------------------------|

11. Facilities

Yes No N/A

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|------|---|-------------------------------------|-------------------------------------|--------------------------|
| 11.1 | If the district participates in the state's School Facilities Program, has it met the 3% Routine Restricted Maintenance Account requirement? | ☒ | ☐ | ☐ |
| 11.2 | Does the district have sufficient and available capital outlay and/or bond funds to cover all contracted obligations for capital facilities projects? | ☒ | ☐ | ☐ |
| 11.3 | Does the district properly track and account for facility-related projects? | ☒ | ☐ | ☐ |
| 11.4 | Does the district use its facilities fully in accordance with the Office of Public School Construction's loading standards? | ☐ | ☒ | ☐ |

The district has excess capacity in its facilities because of declining enrollment. In the district's 2013 Facility Master Plan, the districtwide capacity for students was calculated as 4,628 and the enrollment was identified as 3,309. An enrollment forecast study delivered in October 2019 found that the district's enrollment has declined from the 3,800s in the 1990s to less than 3,200 in the current year. The report concludes that enrollment will continue to decline.

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|------|---|--------------------------|-------------------------------------|--------------------------|
| 11.5 | Does the district include facility needs (maintenance, repair and operating requirements) when adopting a budget? | ☐ | ☒ | ☐ |
|------|---|--------------------------|-------------------------------------|--------------------------|

Facilities budgets including routine restricted maintenance are rolled from budget to budget. No evidence was found to indicate that need or input from facilities staff are considered in budget development.

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|------|--|-------------------------------------|-------------------------------------|--------------------------|
| 11.6 | Has the district met the facilities inspection requirements of the Williams Act and resolved any outstanding issues? | ☒ | ☐ | ☐ |
| 11.7 | If the district passed a Proposition 39 general obligation bond, has it met the requirements for audit, reporting, and a citizens' bond oversight committee? | ☒ | ☐ | ☐ |
| 11.8 | Does the district have an up-to-date long-range facilities master plan? | ☐ | ☒ | ☐ |

The most current facilities master plan was completed in 2013. Recognizing a need to update the plan, the district in August 2019 approved a proposal to update the facilities master plan.

12. Fund Balance and Reserve for Economic Uncertainty

Yes No N/A

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|------|---|-------------------------------------|-------------------------------------|--------------------------|
| 12.1 | Is the district able to maintain the minimum reserve for economic uncertainty in the current year (including funds 01 and 17) as defined by criteria and standards? | ☒ | ☐ | ☐ |
| 12.2 | Is the district able to maintain the minimum reserve for economic uncertainty in the two subsequent years? | ☐ | ☒ | ☐ |

As shown in the district's 2019-20 adopted budget, the district projects a negative ending fund balance in both 2020-21 and 2021-22. Accordingly, the district is unable to meet the minimum reserve requirement.

However, FCMAT recognizes that in November 2019, the district passed an eight-year parcel tax

(Measure I) that will provide additional revenue of approximately \$1.6 million in both subsequent years of the multiyear projection. Along with the district's ongoing efforts to implement budget reductions and cost savings, this will improve the fiscal outlook for both 2020-21 and 2021-22.

- 12.3 If the district is not able to maintain the minimum reserve for economic uncertainty, does the district's multiyear financial projection include a board-approved plan to restore the reserve? ☐ ☒ ☐

Subsequent to FCMAT's fieldwork, on December 12, 2019, the governing board passed resolution 30-19, which includes \$2.6 million in budget reductions and cost savings. While FCMAT is uncertain when these reductions will become effective, once implemented, this will improve the district's ending fund balance in 2020-21 and 2021-22 and may allow it to restore the minimum reserve requirement.

- 12.4 Is the district's projected unrestricted fund balance stable or increasing in the two subsequent fiscal years? ☐ ☒ ☐

While the passage of the eight-year parcel tax in November 2019 will add an additional \$1.6 million in annual revenue in 2020-21 and 2021-22, the district's ending fund balance continues to decline in both years. The district's ongoing efforts to implement budget reductions and cost savings may further improve the ending fund balance in both years, once fully realized.

- 12.5 If the district has unfunded or contingent liabilities or one-time costs, does the unrestricted fund balance include any assigned or committed reserves above the recommended reserve level? ☐ ☐ ☒

13. General Fund - Current Year Yes No N/A

- 13.1 Does the district ensure that one-time revenues do not pay for ongoing expenditures? ☒ ☐ ☐

- 13.2 Is the percentage of the district's general fund unrestricted budget that is allocated to salaries and benefits at or below the statewide average for the current year? ☐ ☒ ☐

For 2017-18, the statewide average of the unrestricted general fund budget allocated to salaries and benefits was 87.06% for unified districts. The district average was 90%.

- 13.3 Is the percentage of the district's general fund unrestricted budget that is allocated to salaries and benefits at or below the statewide average for the two prior years? ☐ ☒ ☐

For 2015-16, the statewide average of the unrestricted general fund budget allocated to salaries and benefits was 85.95 for unified districts. The district average was 89%. For 2016-17, the statewide average was 86.14%, and the district average was 90%.

- 13.4 If the district has received any uniform complaints or legal challenges regarding local use of supplemental and concentration grant funding in the current or two prior years, is the district addressing the complaint(s)? ☐ ☐ ☒

- 13.5 Does the district either ensure that restricted dollars are sufficient to pay for staff assigned to restricted programs or have a plan to fund these positions with unrestricted funds? ☒ ☐ ☐

- 13.6 Is the district using its restricted dollars fully by expending allocations for restricted programs within the required time? ☐ ☒ ☐

The district has indicated that some federal programs were not fully expended in prior years, resulting in a loss of funding. The district is attempting to prevent a recurrence by implementing practices that ensure the full use of restricted funding before expiration.

- 13.7 Does the district consistently account for all program costs, including the maximum allowable indirect costs, for each restricted resource? ☐ ☒ ☐

While some programs, such as Title I - Part A, were charged the maximum allowable indirect cost rate, other programs, such as Title I - Part C, were charged less than the allowable rate in 2018-19.

14. Information Systems and Data Management		Yes	No	N/A
14.1	Does the district use an integrated financial and human resources system?	✓	☐	☐
14.2	Can the system(s) provide key financial and related data, including personnel information, to help the district make informed decisions?	☐	✓	☐
	<i>District interviews indicated that some leadership positions do not use the financial system to make decisions.</i>			
14.3	Has the district accurately identified students who are eligible for free or reduced-price meals, English learners, and foster youth, in accordance with the LCFF and its LCAP?	✓	☐	☐
14.4	Is the district using the same financial system as its county office of education?	✓	☐	☐
14.5	If the district is using a separate financial system from its county office of education and is not fiscally independent, is there an automated interface with the financial system used by the county office of education?	☐	☐	✓
14.6	If the district is using a separate financial system from its county office of education, has the district provided the county office with direct access so the county office can provide oversight, review and assistance?	☐	☐	✓
15. Internal Controls and Fraud Prevention		Yes	No	N/A
15.1	Does the district have controls that limit access to its financial system and include multiple levels of authorizations?	✓	☐	☐
15.2	Are the district's financial system's access and authorization controls reviewed and updated upon employment actions (e.g., resignations, terminations, promotions or demotions) and at least annually?	✓	☐	☐
15.3	Does the district ensure that duties in the following areas are segregated, and that they are supervised and monitored?			
	• Accounts payable (AP)	✓	☐	☐
	• Accounts receivable (AR)	✓	☐	☐
	• Purchasing and contracts	☐	✓	☐
	<i>During interviews, staff indicated that some purchases are made without a purchase order, and that purchases may not always be properly monitored and approved in advance of the purchase.</i>			
	• Payroll	☐	✓	☐
	<i>District interviews indicated that various payroll functions, including creating supplemental pay for an employee and reconciling authorized positions to those included in the payroll process, are not adequately monitored and segregated to prevent errors and misappropriation.</i>			
	• Human resources	☐	✓	☐
	<i>District interviews indicated that various functions within human resources, including the creation of a new position and the assignment of a position to a salary schedule, lack sufficient segregation of duties, oversight and established processes that are consistently followed.</i>			
	• Associated student body (ASB)	✓	☐	☐
	• Warehouse and receiving	✓	☐	☐
15.4	Are beginning balances for the new fiscal year posted and reconciled with the ending balances for each fund from the prior fiscal year?	✓	☐	☐
15.5	Does the district review and clear prior year accruals by first interim?	✓	☐	☐
15.6	Does the district reconcile all suspense accounts, including salaries and benefits, at least at each interim reporting period and at the close of the fiscal year?	✓	☐	☐

15.7	Has the district reconciled and closed the general ledger (books) within the time prescribed by the county office of education?	✓	☐	☐
15.8	Does the district have processes and procedures to discourage and detect fraud? <i>While Administrative Regulation (AR) 3400 requires that "the Superintendent shall investigate reports of fraudulent activity," site interviews and documentation received by FCMAT did not provide evidence that the district has comprehensive fraud detection controls.</i>	☐	✓	☐
15.9	Does the district maintain an independent fraud reporting hotline or other reporting service(s)? <i>The district lacks a fraud reporting hotline or other reporting service used for this purpose.</i>	☐	✓	☐
15.10	Does the district have a process for collecting and following up on reports of possible fraud? <i>Site interviews and a review of district documentation determined that the district does not have a formal or documented process for collecting reports of possible fraud, or ensuring those reports are appropriately addressed.</i>	☐	✓	☐
15.11	Does the district have an internal audit process? <i>The district lacks an internal audit department or process.</i>	☐	✓	☐

16. Leadership and Stability

		Yes	No	N/A
16.1	Does the district have a chief business official who has been with the district more than two years? <i>The district's chief business official position was vacant at the time of FCMAT's site visit although the position was subsequently filled.</i>	☐	✓	☐
16.2	Does the district have a superintendent who has been with the district more than two years? <i>At the time of our site visit, the district's superintendent had been with the district approximately four months.</i>	☐	✓	☐
16.3	Does the superintendent meet on a scheduled and regular basis with all members of the administrative cabinet?	✓	☐	☐
16.4	Is training on financial management and budget provided to site and department administrators who are responsible for budget management? <i>Budget training was provided to some administrators and site personnel by the former chief business official; however interviews determined this was not done consistently. Some department administrators indicated they have received no budget training.</i>	☐	✓	☐
16.5	Does the governing board adopt and revise policies and administrative regulations annually?	✓	☐	☐
16.6	Are newly adopted or revised policies and administrative regulations implemented, communicated and available to staff?	✓	☐	☐
16.7	Is training on the budget and governance provided to board members at least every two years? <i>Interviews indicated this is an area of recognized need for improvement since governing board members do not regularly receive training on governance and the budget.</i>	☐	✓	☐
16.8	Is the superintendent's evaluation performed according to the terms of the contract? <i>While the new superintendent has not been evaluated since he has been with the district only a short time, district interviews, submitted documentation, and board minutes suggest prior superintendents were not consistently evaluated in accor-</i>	☐	✓	☐

dance with their contract terms.

17. Multiyear Projections		Yes	No	N/A
17.1	Has the district developed multiyear projections that include detailed assumptions aligned with industry standards?	✓	☐	☐
17.2	To help calculate its multiyear projections, did the district prepare an LCFF calculation with multiyear considerations?	✓	☐	☐
17.3	Does the district use its most current multiyear projection in making financial decisions?	✓	☐	☐
17.4	If the district utilizes a broad adjustment category in its multiyear projection such as line B10, Other Adjustments, in the SACS form MYP/MYPI, is there a detailed list of what is included in the adjustment amount?	☐	☐	✓
18. Non-Voter-Approved Debt and Risk Management		Yes	No	N/A
18.1	Are the sources of repayment for non-voter-approved debt (such as certificates of participation (COPs), bridge financing, bond anticipation notes (BANS), revenue anticipation notes (RANS) and others), stable, predictable, and other than unrestricted general fund?	☐	☐	✓
18.2	If the district has issued non-voter-approved debt, has its credit rating remained stable or improved in the current or prior two fiscal years?	☐	☐	✓
18.3	If the district is self-insured, does the district have a recent (every 2 years) actuarial study and a plan to pay for any unfunded liabilities?	☐	☐	✓
18.4	If the district has non-voter-approved debt (such as COPs, bridge financing, BANS, RANS and others), is the total of annual debt service payments no greater than 2% of the district's unrestricted general fund revenues?	☐	☐	✓
19. Position Control		Yes	No	N/A
19.1	Does the district account for all positions and costs? <i>During interviews, FCMAT could not identify a consistent and verifiable correlation between positions in the position control system and those in both the payroll and budget systems. Interviews determined that payroll and budget functions sometimes lacked the necessary information on new employees to properly account for the employees within the budget and payroll systems.</i>	☐	✓	☐
19.2	Does the district analyze and adjust staffing based on staffing ratios and enrollment?	✓	☐	☐
19.3	Does the district reconcile budget, payroll and position control regularly, meaning at least at budget adoption and interim reporting periods? <i>Documentation shows the use of a position control system; however, interviews did not indicate the use of an established, documented process to reconcile the position control system with budget and payroll. Interviews suggested this may have been done by a former staff member, but is not performed regularly.</i>	☐	✓	☐
19.4	Does the district identify a budget source for each new position before the position is authorized by the governing board? <i>Interviews indicated the CBO typically identifies and/or approves the budget source for each new position. However, this administrative position was vacant during FC-MAT's fieldwork, and it was unclear who oversaw this function during the vacancy. Documentation provided by the district demonstrates that the budget source is included in the forms used for hiring and other staffing adjustments; however, samples provided indicate this information may not be consistently included.</i>	☐	✓	☐
19.5	Does the governing board approve all new positions and extra assignments (e.g., stipends) before positions are posted?	☐	✓	☐

The district posts positions in anticipation of board approval, with the process occurring concurrently in some instances.

- 19.6 Has the district adopted staffing ratios for certificated, classified and administrative positions in the past three years, and is the district following those ratios? ☐ ☒ ☐

District interviews indicated that staffing ratios are used for certificated staff, although ratios for classified and administrative positions are currently under development and have not been approved by the governing board.

- 19.7 Do managers and staff responsible for the district's human resources, payroll and budget functions meet regularly to discuss issues and improve processes? ☐ ☒ ☐

The district's human resources, payroll and budget functions do not meet regularly to discuss issues and improve processes.

20. Special Education		Yes	No	N/A
20.1	Does the district monitor, analyze and adjust staffing ratios, class sizes and caseload sizes to align with statutory requirements and industry standards?	☒	☐	☐
20.2	Does the district access available funding sources for costs related to special education (e.g., excess cost pool, legal fees, mental health)?	☒	☐	☐
20.3	Does the district use appropriate tools to help it make informed decisions about whether to add services (e.g., special circumstance instructional assistance process and form, transportation decision tree)?	☒	☐	☐
20.4	Does the district budget and account correctly for all costs related to special education (e.g., transportation, due process hearings, indirect costs, nonpublic schools and/or nonpublic agencies)?	☒	☐	☐
20.5	Is the district's contribution rate to special education at or below the statewide average contribution rate?	☒	☐	☐
20.6	Is the district's rate of identification of students as eligible for special education comparable with countywide and statewide average rates?	☐	☒	☐
	<i>The district's rate of identification of students as eligible for special education was 10.53% for 2018-19. This is below the statewide average of 11.73%, but slightly higher than the countywide average of 10.38%.</i>			
20.7	Does the district analyze whether it will meet the maintenance of effort requirement at each interim reporting period?	☒	☐	☐

Total Risk Score, All Areas	38.7%
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Key to Risk Score

High Risk: 40% or more

Moderate Risk: 25-39%

Low Risk: 24% and lower

Summary

The Cabrillo Unified School District has consistently self-identified as a fiscal concern since the beginning of the 2018-19 fiscal year with concurrence from the San Mateo County Office of Education. For 2018-19, the district's budget was conditionally approved, and it had a qualified certification for both the first and second interim reporting periods. The budget for 2019-20 was conditionally approved, and the San Mateo County Office of Education identified the district as a lack of going concern in October 2019.

This report determines the district to be at moderate risk of insolvency, identifies the signs of fiscal weakness and identifies risks of insolvency.

This Fiscal Health Risk Analysis identified a number of risk factors, some more influential to the district's solvency than others. Those directly correlated with the district's insolvency risk include the inability to maintain sufficient reserves because of forecasted deficit spending and the lack of a plan and action to resolve the trend. These issues are influenced and likely caused by several other underlying factors.

The district is in declining enrollment. Enrollment and the resulting student attendance are the most significant drivers of district revenues; therefore, the district must pay close attention, plan and react in a timely manner to reduce expenses and mitigate the fiscal impact. There are indications that the opportunity to plan and react to reduce expenses were overlooked and/or not responded to in a timely manner in the past.

The district has a history of poor budget development and monitoring. Budget development lacked structure and inclusion. No procedures were found to provide for an organized process to inform and include district and department decision-makers in budget development. This includes the involvement of district leaders in helping resolve budget shortfalls. Further, FCMAT found a lack of budget monitoring, which included the following:

- Communicating assumptions to the board and district leadership.*
- Regular updating and revising the budget to meet expected revenue and expenditures.*
- Implementing and enforcing controls to adhere to budgets.*
- Thoroughly explaining variances from budget and prior periods.*

Because of a historical lack of controls in employment and payroll, FCMAT could not correlate position control, payroll and the district budget. There is little coordination of human resources with departments, and the employment of positions is allowed without prior board approval and identified funding. The lack of these controls also interferes with the ability to provide valid information for decision-making. FCMAT found that the district's expenditures for salaries and benefits exceeded the statewide average in 2015-16, 2016-17, and 2017-18, yet the district settled collective bargaining agreement increases that exceeded the funded cost-of-living adjustment. No detailed plan was identified to fund the increases, and no action was taken to offset the increased costs.

Some of the district's risk factors relate to district leadership and stability. The district lacks consistent budget training for administrators and trustees, and staff accountability has lapsed because of the lack of regular evaluations. The district recently experienced changes in leadership with a new superintendent on July 15, 2019, a new CBO started November 22, 2019, the assistant superintendent of curriculum and instruction started July 1, 2019, and the director of technology leaving the district at the end of November 2019. Turnover of these positions is seen as a risk factor due to the dearth of institutional knowledge and momentum in addressing district issues.

The district recently passed a parcel tax to extend the prior tax that is scheduled to sunset in June 2020. This continuation of the parcel tax partially alleviated revenue concerns. In addition, the district board of trustees passed Resolution 30-19 committing to the expenditure reductions and budget savings necessary to restore district fiscal sustainability. These actions reflect favorably on the district's fiscal forecast; however, improvements in budget tracking, monitoring and control are needed to provide the information foundation for district decision-making. The governing board is ultimately responsible for the district's fiscal solvency. Management has the responsibility of presenting sound financial information based on current and accurate data so the board can make informed decisions. The failure of the district to act decisively on accurate information may result in fiscal insolvency and the loss of local control.



CABRILLO UNIFIED SCHOOL DISTRICT

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SUPERINTENDENT

Sean McPhetridge, Ed.D.

GOVERNING BOARD

Mary Beth Alexander
Lizet Cortes
Kimberly Hines
Sophia Layne
Freya McCamant

MEMORANDUM

MEETING DATE: February 13, 2020
TO: Members of the Governing Board
FROM: Leticia Bhatia, Ed.D., Assistant Superintendent Curriculum and Instruction
CATEGORY: Information
RECOMMENDATION: Receive Presentation of Extended Day Kindergarten

BACKGROUND INFORMATION

From early 2012, Cabrillo Unified School District joined one of the largest initiatives to improve reading by 3rd grade by joining the Big Lift Initiative. The Big Lift is a bold social venture with an intent on transforming early learning. The venture combines high-quality and connected learning experiences for San Mateo County preschool to third grade students. This early learning transformation is focused on literacy, reducing chronic absenteeism, and summer learning loss, as well as engaging families and the broader community to support both home and school learning. Although we have seen some growth in literacy, there continues to be an achievement gap for many of our students, in particular our English Learners and Socioeconomically Disadvantaged students.

During the past few months, district leaders have begun to research, discuss, and plan additional programs, actions, and services to support improved literacy outcomes. One service that has proved to support literacy is extended day kindergarten. Research, including that from the National Education Association (<http://www.nea.org/home/11541.htm>), states "full-day kindergarten programs close achievement gaps between young children from minority and low-income families and their peers. By providing a solid foundation of learning to children from all backgrounds, full-day kindergarten programs ensure all students' academic, social, and emotional success."

REPORT/PROPOSAL

The presentation to the board is to provide research and information on the benefits of Extended Day Kindergarten.

FINANCIAL IMPACT

There is no financial impact to the General Fund.



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Extended Day Kindergarten Informational Presentation

CUSD Board Meeting

February 13, 2020

AGENDA

- I. Extended Day Kindergarten Local and State Policy
- II. Extended Day Kindergarten Facts
- III. Benefits of Extended Day Kindergarten
- IV. CUSD Kindergarten Schedules
- V. Next Steps and Questions



Extended Day Kindergarten Local and State Policy

Existing law provides that school districts offering kindergarten may maintain kindergarten classes at different schoolsites for different lengths of time.

Overview of CA Assembly Bill-197 Full-Day Kindergarten

- ❖ This bill would require, commencing with the 2022–23 school year, schools in school districts offering kindergarten and charter schools serving pupils in early primary grades to implement, except as provided, at least 1 full-day kindergarten program, thereby imposing a state-mandated local program.
- ❖ AB 197 received 61 ayes, 15 noes, and 3 NVR in the California state assembly.
- ❖ Although Governor Newsom fully supports increased access to full day kindergarten, AB 197 was not signed by Newsom because it would impose new costs outside the state budget.



Extended Day Kindergarten Local and State Policy

CUSD Administrative Regulation 6112 - Instruction: School Day

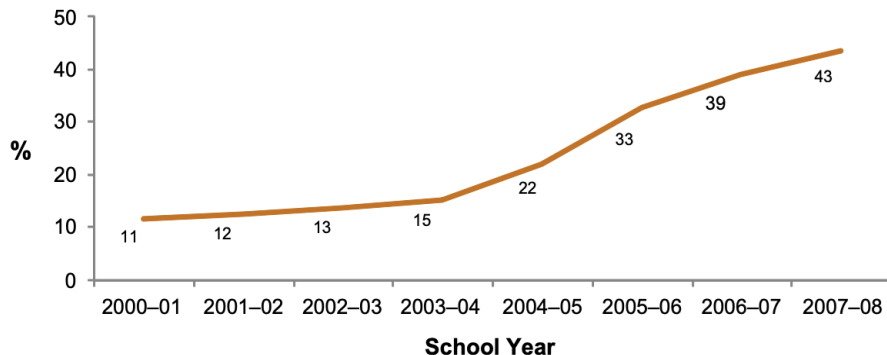
- ❖ Kindergarten and transitional kindergarten (TK) classes in district schools may be maintained for different lengths of time, either at the same or different school sites. (Education Code [37202](#))
- ❖ In any district school operating an early primary program pursuant to Education Code [8970-8974](#), the kindergarten school day may exceed four hours, excluding recess, if both of the following conditions are met: (Education Code [8973](#))
 - The Governing Board has declared that the extended-day kindergarten program does not exceed the length of the primary school day.
 - The extended-day kindergarten program includes ample opportunity for both active and quiet activities within an integrated, experiential, and developmentally appropriate educational program.



Extended Day Kindergarten Facts

The % of full-day kindergarten classes has increased dramatically

Percentage of California Public School Kindergarten Students in Full-Day Classes



Blacks, Hispanics, and English Learners are more likely to be enrolled in full-day kindergarten

Students in Full-Day Kindergarten by Region, 2007-08

	California	Bay Area	Inland Empire	Los Angeles County	Orange & San Diego Counties
% of students in full-day classes	43	39	18	74	37
Race/Ethnicity					
% Hispanic	49	40	19	79	33
% White	36	37	16	55	38
% Black	49	43	14	79	74
% Asian	37	34	13	66	39
% English learners	48	41	20	80	35
% in high-ED school	52	48	20	82	40
% in high API school (9 or 10)	30	30	15	48	29
% in low API school (1 or 2)	53	41	27	85	37

Source: PPIC survey of California public schools, 2007-2008.



Extended Day Kindergarten Facts

- ❖ About $\frac{2}{3}$ of U.S. kindergarten children attend full-day classes.
- ❖ Full-day kindergarten is more common in economically disadvantaged schools.
- ❖ Lower-performing schools are more likely to offer full-day classes.
- ❖ The availability of full-day kindergarten varies widely across regions of the state.
- ❖ Based on more recent data reported by CDE (2017-2018), there was an exponential growth in the number of full day kinder programs with approximately 70% full-day programs and 30% part-day programs.



Benefits of Extended Day Kindergarten

According to the National Education Association:

- Increases Student Achievement
- Results in Healthier, Happier Children
- Is Cost Effective
- Better Prepares Students for First Grade
- Is Preferred by Teachers and Parents



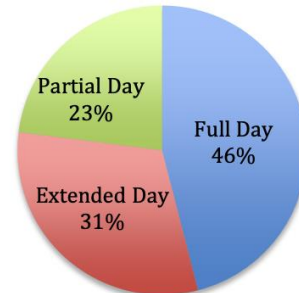
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Palo Alto USD: Extended Kinder Research

Kindergarten Daily Schedule Comparison to Local Districts			
District	Full/Extended/Partial Day Schedules	Range of Bell Schedule	
		Earliest Start Time / Latest End Time	
Belmont/Redwood Shores	Partial	8:25	12:45
Cupertino	Full	8:00	3:05
Los Altos	Full	8:15	2:15
Los Gatos	Partial	8:10	2:30
Las Lomas	Partial	9:00	2:05
Menlo Park	Full	8:00	3:05
MV Whisman	Extended	8:00	2:05
Portola Valley	Full	8:15	2:50
Ravenswood	Full	8:30	3:10
Redwood City	Extended	8:05	2:15
Saratoga	Extended	8:25	2:10
Sunnyvale	Full	8:00	2:25
Woodside	Extended	8:25	2:30

Daily Schedule Type by District



13 Local
Districts
Represented

CUSD Kindergarten Schedules

El Granada ES

CALENDAR DATES	START TIME	END TIME
1st day of school until 11/22/2019	8:05 AM	10:10 AM
	10:30 AM	11:35 AM
TOTAL FROM 8/15 TO 11/22/2019		
12/02/2019 - 6/04/2019	8:05 AM	10:10 AM
1/2 class short day	10:30 AM	11:45 AM
1/2 class extended day	12:30 PM	2:05 PM
TOTAL FROM 12/02/19-6/04/20		
Every Tuesday from 12/02/2019	8:05 AM	10:10 AM
	10:30 AM	11:35 AM
	12:05 PM	1:15 PM

Farallone View ES

CALENDAR DATES	START TIME	END TIME
1st day of school until 11/22/2019	8:30 AM	10:00 AM
	10:20 AM	12:10 PM
TOTAL FROM 8/15 TO 11/22/2019		
12/02/2019 - 6/04/2019	8:30 AM	10:00 AM
	10:20 AM	12:10 PM
1/2 class short day (Lunch)	12:10 PM	12:50 PM
1/2 class extended day	1:00 PM	2:40 PM
TOTAL FROM 12/02/19-6/04/20		
Every Tuesday from 12/02/2019	8:30 AM	10:00 AM
Including PD days	10:20 AM	12:10 PM
	12:55 PM	1:10 PM



CUSD Kindergarten Schedules

Hatch ES

CALENDAR DATES (Dual Immersion=DI) and (English Only=EO)	START TIME	END TIME
1st day of school until 11/22/2019	7:50 AM	9:30 AM
(EO and DI)	9:50 AM	11:15 AM
TOTAL FROM 8/15 TO 11/22/2019		
	7:50 AM	9:30 AM
1/2 class short day	9:50 AM	11:15 AM
1/2 class extended day (DI Mon-Thu)	12:00 PM	1:45 PM
1/2 class extended day (EO Mon-Thu)	12:00 PM	1:45 PM
TOTAL FROM 12/02/19-6/04/20		

Kings Mountain ES

CALENDAR DATES	START TIME	END TIME
1st day of school until	7:45 AM	10:00 AM
1st Mon. after Thanksgiving	10:15 AM	11:30 AM
TOTAL FROM 8/15 TO 11/22/2019		
12/02/2019 - 6/04/2019	7:45 AM	10:00 AM
	10:15 AM	11:45 AM
	12:30 PM	1:45 PM
TOTAL FROM 12/02/19-6/04/20		
	7:45 AM	10:00 AM
PD Days	10:15 AM	11:45 AM
	12:30 PM	12:45 PM

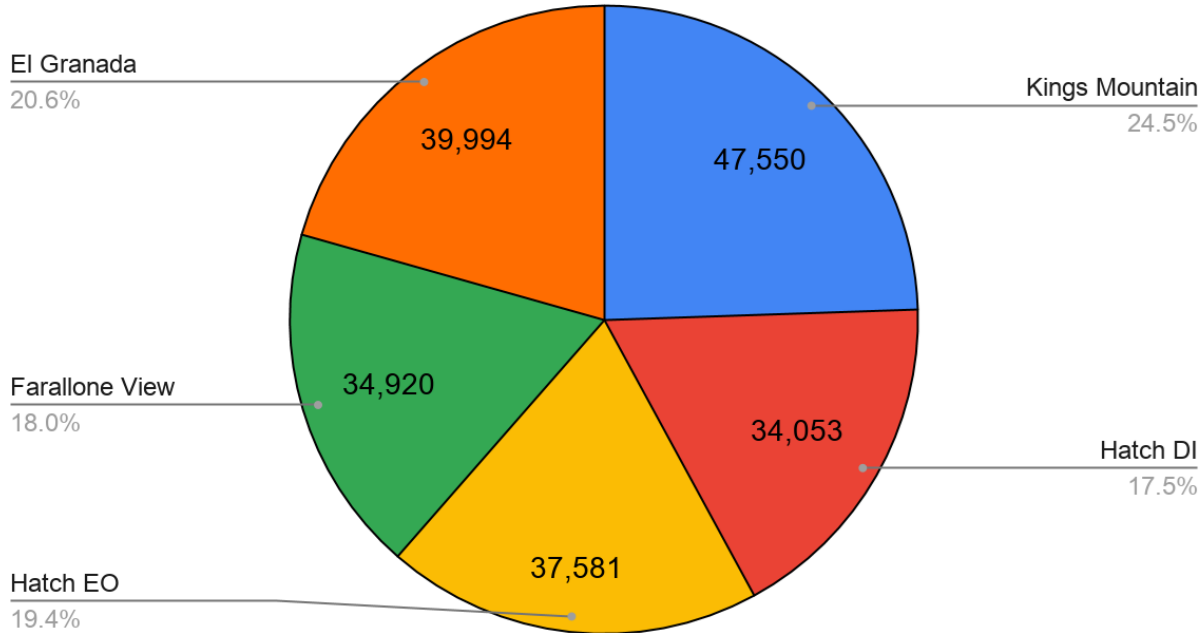


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CUSD Kindergarten Instructional Minutes

Kindergarten Program Instructional Minutes



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Next Steps

We have provided CUTA a proposed extended day kindergarten schedule and are allowing them the opportunity to identify the effects on the contract.

We will form a Kindergarten Advisory Committee with the purpose of:

- Advising us on additional resources and supports for Kindergarten
- Defining the Kindergarten instructional program 20-21
- Defining academic and social emotional learning goals to support students
- Determining Curriculum and Instructional, Social Emotional, and additional resources that may support moving from a partial day to an extended day

Our goal is to implement an Extended Kindergarten Day Schedule in the 2020-2021 school year by matching instructional minutes to 1st grade for 100% of TK and Kindergarten students from first day of school to the last day of school.



Questions?

Thank you!



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Research

<https://www.cde.ca.gov/ci/gs/em/kinderinfo.asp>

https://www.ppic.org/content/pubs/jtf/JTF_FullDayKJTF.pdf

<https://edsource.org/2019/full-day-kindergarten-could-soon-be-required-in-every-california-school/617532>

<https://edsource.org/2017/california-lags-behind-many-other-states-in-offering-full-day-kindergarten/579478>

<https://www.rand.org/search.html?query=full%20day%20kindergarten>

<https://www.coloradokids.org/data/publications/full-day-kindergarten-a-foundation-for-learning-in-colorado/>
<http://fulldayk.co/>

<https://www.newamerica.org/education-policy/edcentral/tuition-free-full-day-kindergarten-commences-colorado/>
<https://earlymilestones.org/fdk/>

<https://www.pausd.org/explore-pausd/news/kindergartners-begin-new-school-day-schedule-2016-17>

[https://go.boarddocs.com/ca/pausd/Board.nsf/files/AKHPJE5D3205/\\$file/160524_pkt.pdf](https://go.boarddocs.com/ca/pausd/Board.nsf/files/AKHPJE5D3205/$file/160524_pkt.pdf)

http://www.nea.org/assets/docs/HE/mf_fdkfactsheet.pdf



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Freya McCamant

MEMORANDUM

MEETING DATE: February 1, 2020
TO: Members of the Governing Board
FROM: Sean McPhetridge, Ed.D., Superintendent
CATEGORY: Discussion
RECOMMENDATION: Appointment of Governing Board Representatives for 2020

BACKGROUND INFORMATION

The role of a Board Representative is to foster two-way communication and partnership with key groups in our community. Responsibilities include attending meetings and events, monitoring newsletters and websites, and providing information to inform and consult the group and board. Progress on partnership and upcoming activities and events shall be reported monthly to superintendent/board during 'Board Communications' updates.

REPORT/PROPOSAL

Designate the following board members as liaisons:

Committees and Assignments	Board Member
City-District (2+2) Committee	
Career Technical Education Advisory Committee	
Environmental Sustainability Committee	
Visual and Performing Arts Committee	
Financial Advisory Committee	
District English Learner Advisory Committee	
CSBA & Legislative Action Representatives	

FINANCIAL IMPACT

There is no financial impact to the General Fund.



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MEMORANDUM

MEETING DATE: February 13, 2020
TO: Members of the Governing Board
FROM: Holly Wade Ph.D., Assistant Superintendent, Educational Support Services
Jason Owens, Director of Personnel and Pupil Services
CATEGORY: Consent
RECOMMENDATION: Approve Annual Field Trip for 8th Grade Social Studies Class to Washington, D.C., February 16-20, 2020

BACKGROUND INFORMATION

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

REPORT/PROPOSAL

Tom Cox, Cunha Intermediate School Social Studies teacher, is requesting that the Governing Board approve a field trip for 8th grade social studies classes to Washington, D.C. during Presidents Week scheduled for February 16-20, 2020. Invitations to participate in the Washington trip were extended to all Social Studies classes. Students will participate in an active schedule that includes sightseeing and social events geared especially to their age group. This year, approximately 90 students will be participating. There will be 9 certificated staff members and 3 additional adults chaperoning. Accommodations will be at the Sheraton Pentagon City, 900 S. Orme Street, Arlington, VA 22204, phone number (703-521-1900). Quality Tours is located at 478 L'Enfant Plaza SW, Washington D.C., 20024, phone number (703) 339-0333.

Quality Tours will coordinate and supervise the 8th grade social studies trip to Washington, D.C. Quality Tours also provides liability coverage. Accident, illness, and accident-related dental insurance coverages are provided for all participants up to \$25,000.

FINANCIAL IMPACT

There is no financial impact on the district for this trip. The trip is funded by parents. Scholarships are available for students in need of financial assistance.



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MEMORANDUM

MEETING DATE: February 13, 2020
TO: Members of the Governing Board
FROM: Holly Wade Ph.D., Assistant Superintendent, Educational Support Services
Jason Owens, Director of Personnel and Pupil Services
CATEGORY: Consent
RECOMMENDATION: Approve the Certificated Personnel Report

BACKGROUND INFORMATION

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

1. PROMOTION

Amy McVicker, Principal, Farallone View Elementary School, previously Assistant Principal, Hatch Elementary School, effective January 1, 2020.

2. CHANGE IN ASSIGNMENT

Anne Cildir, Administrator On Special Assignment, District Office, formerly Principal, Farallone View Elementary School, effective January 1, 2020.

3. OFFER OF PROBATIONARY EMPLOYMENT FOR 2019-2020

Karen Egan, 0.51 FTE Resource Specialist, Cunha Intermediate School, effective January 27, 2020.

4. RESIGNATION

Monica Sorensen, School Psychologist, Farallone View Elementary School, effective January 15, 2020.

FINANCIAL IMPACT

Financial impact is included in the budget.



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MEMORANDUM

MEETING DATE: February 13, 2020
TO: Members of the Governing Board
FROM: Holly Wade Ph.D., Assistant Superintendent, Educational Support Services
Jason Owens, Director of Personnel and Pupil Services
CATEGORY: Consent
RECOMMENDATION: Approve the Classified Personnel Report

BACKGROUND INFORMATION

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

1. OFFER OF EMPLOYMENT FOR 2019-2020

Sara Ahern, Campus Security Assistant, Cunha Intermediate School, effective January 21, 2020.

Isilda Freitas, Paraprofessional Special Education II, El Granada Elementary School, effective January 31, 2020.

Karina Ramirez-Orozco, School/Community Relations Assistant, La Costa Adult Education, effective January 16, 2020.

Julio Vidrio, Campus Security Assistant, Half Moon Bay High School, effective January 31, 2020.

2. RESIGNATION

Jose DeSousa, Custodian II, Half Moon Bay High School, effective January 30, 2020.

Georgette Pell, Health Aide, Cunha Intermediate School, effective January 31, 2020.

Karina Ramirez-Orozco, School/Community Relations Assistant, La Costa Adult Education, effective January 31, 2020.

FINANCIAL IMPACT

Financial impact is included in the budget.



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MEMORANDUM

MEETING DATE: February 13, 2020
TO: Members of the Governing Board
FROM: Jesus Contreras, Chief Business Officer
CATEGORY: Consent
RECOMMENDATION: Approve Donations to Cabrillo Unified School District

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.

FINANCIAL IMPACT

There is no financial impact to the General Fund.

**February 13, 2020 Board Meeting
Summary Site Donations**

Site	Program	Donor	Amount	Site Total	Total Donations
HMBHS	Spring Musical	Susan M. Janes Michael C. Griffith	\$150		
HMBHS	Spring Musical	Terry J. Clark Julia Sirotina	\$150		
HMBHS	Spring Musical	Peter W. Sprankle Jennifer C. Sprankle	\$150		
HMBHS	Spring Musical	Thomas L. Daly Rachel Agnes Daly	\$150		
HMBHS	Spring Musical	Erin T. Dougherty Joel B. Bautista	\$150		
HMBHS	Spring Musical	Lene A. Whitley-Putz Ingrum O. Putz & Josephine Whitley	\$150		
HMBHS	Spring Musical	Thomas V. Pohl Julianne M. Pohl	\$150		
HMBHS	Spring Musical	Angela S. Hunt Richard Hunt	\$150		
HMBHS	Spring Musical	Patrick T. Gillen Ashwini P. Gillen	\$150		
HMBHS	Spring Musical	Ingo Bork Ina Bork	\$500		
HMBHS	Spring Musical	Gerald E. Martuscelli Lynn J. Martuscelli	\$150		
HMBHS	Spring Musical	Graham P. Hurrell Lynne Hurrell	\$150		

**February 13, 2020 Board Meeting
Summary Site Donations**

Site	Program	Donor	Amount	Site Total	Total Donations
HMBHS	Spring Musical	Allison Schmidt	\$150		
HMBHS	Spring Musical	Raul Rodriguez Veronica Rodriguez	\$150		
HMBHS	Spring Musical	Ward C. Nelson Donna L. Nelson	\$150		
HMBHS	Spring Musical	Alejandro Infanzon Josefina Infanzon	\$150		
HMBHS	Spring Musical	Timothy Scott Lane Kenneth D. Lane	\$150		
HMBHS	Spring Musical	Freya R. McCamant Mark B. Tholke	\$150		
HMBHS	Spring Musical	Yen T. Tsutsumi Steven C. Tsutsumi	\$150		
HMBHS	Spring Musical	Paula Mary Murphy Damian J. Murphy	\$150		
HMBHS	Spring Musical	Lisa Phelen John C. Lester	\$150		
HMBHS	Spring Musical	William J. Barton, Jr.	\$150		
HMBHS	Spring Musical	Kari L. Snapp	\$50		
HMBHS	Spring Musical	Karl Eckert Terri Eckert	\$75	\$3,775	

**February 13, 2020 Board Meeting
Summary Site Donations**

Site	Program	Donor	Amount	Site Total	Total Donations
HMBHS	Boys Basketball	Sean Ediger Eileen O'Brien	\$300		
HMBHS	Wrestling	Rick Quosig Andrea Quosig	\$150	\$450	
HMBHS	Seth Koller Creativity Scholarship	Sharon E. Williams	\$100		
HMBHS	Lloyd Connors Memorial Scholarship	Barbara J. Hedrick	\$500		
HMBHS	Coastside Running Club Scholarship	M. Weston C. Kleinjan	\$100		
HMBHS	Woodlake Scholarship	Drury & Lobel Tr Philanthropy Marta Drury Kerry Ann Lobel	\$1,000	\$1,700	
HMBHS	GSA Club	Coastside Pride	\$926	\$926	
HMBHS	Staff & Student Recognition	Leonard T. Mendonca	\$500	\$500	
				\$7,351	\$7,351



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Freya McCamant

MEMORANDUM

MEETING DATE: February 13, 2020
TO: Members of the Governing Board
FROM: Jesus Contreras, Chief Business Officer
CATEGORY: Consent
RECOMMENDATION: Approve Facility Use Agreement between the American National Red Cross and Cabrillo Unified School District

BACKGROUND INFORMATION

The American National Red Cross ("Red Cross") provides services to individuals, families, and communities when disasters strike. The disaster relief activities of the Red Cross are made possible by the American public who support the Red Cross with generous donations. The Red Cross's disaster services are also supported by facility owners who permit the Red Cross to use their buildings as shelters and other service delivery sites for disaster victims.

REPORT/PROPOSAL

This agreement is between the Red Cross and Cabrillo Unified School District (CUSD), so the Red Cross can use CUSD facilities to provide services during a disaster. This agreement only applies when Red Cross requests use of the facility and is managing the activity at the facility.

FINANCIAL IMPACT

There is no financial impact to the General Fund.



Facility Use Agreement

Disaster Cycle Services Job Tools
Deploy Materials Workers & Technology / Facility Management

The American National Red Cross ("Red Cross"), a non-profit corporation chartered by the United States Congress, provides services to individuals, families and communities when disasters strike. The disaster relief activities of the Red Cross are made possible by the American public who support the Red Cross with generous donations. The Red Cross's disaster services are also supported by facility owners who permit the Red Cross to use their buildings as shelters and other service delivery sites for disaster victims. This agreement is between the Red Cross and a facility owner ("Owner") so the Red Cross can use the facility to provide services during a disaster. This agreement only applies when Red Cross requests use of the facility and is managing the activity at the facility.

Parties and Facility

Owner:

Full Name of Owner	Cabrillo Unified School District
Address	498 Kelly Ave., Half Moon Bay, CA 94019
24-Hour Point of Contact Name and Title Work Phone	Sean McPhetridge, Ed.D, Superintendent 650-712-7112
Address for Official Notices (only if different from above address)	

Red Cross:

Chapter Name	American Red Cross Bay Area Chapter, San Mateo County
Chapter Address	1710 Trousdale Dr., Burlingame, CA 94010
24-Hour Point of Contact Name and Title Work Phone Cell Phone	Rita Ewing, San Mateo Co. Disaster Program Manager Northern California Coastal Region (510) 368-8853 [REDACTED]
Address for Official Notices	American Red Cross, Disaster Cycle Services Logistics, 8550 Arlington Blvd., Fairfax, VA 22031

Facility:

Insert name and complete street address of building or, if multiple buildings, write "See attached facility list," and attach facility list, including complete street address of each building that is part of this agreement. If the Red Cross will use only a portion of a building, then describe the portion of the building that the Red Cross will use.
See attached facility list.

Terms and Conditions

1. **Use of Facility:** Upon request and if feasible, Owner will permit the Red Cross to use and occupy the Facility on a temporary basis to conduct emergency, disaster-related activities. The Facility may be used for the following purposes (both parties must initial all that apply):

Facility Purpose	Owner Initials	Red Cross Initials
Service Center (Operations, Client Services, or Volunteer Intake)	/s/	
Storage of supplies	/s/	
Parking of vehicles	/s/	
Disaster Shelter	/s/	

2. **Facility Management:** The Red Cross will designate a Red Cross official to manage the activities at the Facility ("Red Cross Manager"). The Owner will designate a Facility Coordinator to coordinate with the Red Cross Manager regarding the use of the Facility by the Red Cross.
3. **Condition of Facility:** The Facility Coordinator and Red Cross Manager (or designee) will jointly conduct a survey of the Facility before it is turned over to the Red Cross. They will use the first page of the Red Cross's **Facility/Shelter Opening/Closing Form** to record any existing damage or conditions. The Facility Coordinator will identify and secure all equipment in the Facility that the Red Cross should not use. The Red Cross will exercise reasonable care while using the Facility and will not modify the Facility without the Owner's express written approval.
4. **Food Services** (*This paragraph applies only when the Facility is used as a shelter or service center.*): Upon request by the Red Cross, and if such resources are available, the Owner will make the food service resources of the Facility, including food, supplies, equipment and food service workers, available to feed the shelter occupants. The Facility Coordinator will designate a Food Service Manager to coordinate meals at the direction of and in cooperation with the Red Cross Manager. The Food Service Manager will establish a feeding schedule and supervise meal planning and preparation. The Food Service Manager and Red Cross Manager will jointly conduct a pre-occupancy inventory of the food and food service supplies before the Facility is turned over to the Red Cross. When the Red Cross vacates the Facility, the Red Cross Manager and Facility Coordinator or Food Service Manager will conduct a post-occupancy inventory of the food and supplies used during the Red Cross's activities at the Facility.
5. **Custodial Services** (*This paragraph applies only when the Facility is used as a shelter or service center.*): Upon request of the Red Cross and if such resources are available, the Owner will make its custodial resources, including supplies and workers, available to provide cleaning and sanitation services at the Facility. The Facility Coordinator will designate a Facility Custodian to coordinate the these services at the direction of and in cooperation with the Red Cross Manager.
6. **Security/Safety:** In coordination with the Facility Coordinator, the Red Cross Manager, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any security and safety issues at the Facility.
7. **Signage and Publicity:** The Red Cross may post signs identifying the Facility as a site of Red Cross operations in locations approved by the Facility Coordinator. The Red Cross will remove such signs when the Red Cross concludes its activities at the Facility. The Owner will not issue press releases or other publicity concerning the Red Cross's activities at the Facility without the written consent of the Red Cross Manager. The Owner will refer all media questions about the Red Cross activities to the Red Cross Manager.

8. Closing the Facility: The Red Cross will notify the Owner or Facility Coordinator of the date when the Red Cross will vacate the Facility. Before the Red Cross vacates the Facility, the Red Cross Manager and Facility Coordinator will jointly conduct a post-occupancy inspection, using the second page of the *Shelter/Facility Opening/Closing Form*, to record any damage or conditions.
9. Fee (*This paragraph does not apply when the Facility is used as a shelter. The Red Cross does not pay fees to use facilities as shelters.*): Both parties must initial one of the two statements below:

- a. Owner will not charge a fee for the use of the Facility.
Owner initials: /s/ Red Cross initials:
- b. The Red Cross will pay \$ per day/week/month (circle one) for the right to use and occupy the Facility. Owner initials: Red Cross initials:

10. Reimbursement: Subject to the conditions in paragraph 10(e) below, the Red Cross will reimburse the Owner for the following:

- a. *Damage to the Facility or other property of Owner*, reasonable wear and tear excepted, resulting from the operations of the Red Cross. Reimbursement for facility damage will be based on replacement at actual cash value. The Red Cross, in consultation with the Owner, will select from bids from at least three reputable contractors. The Red Cross is not responsible for storm damage or other damage caused by the disaster.
- b. *Reasonable costs associated with custodial and food service personnel and supplies* which would not have been incurred but for the Red Cross's use of the Facility. The Red Cross will reimburse at per-hour, straight-time rate for wages actually incurred but will not reimburse for (i) overtime or (ii) costs of salaried staff.
- c. *Reasonable, actual, out-of-pocket costs for the utilities indicated below*, to the extent that such costs would not have been incurred but for the Red Cross's use of the Facility. (Both parties must initial all utilities that may be reimbursed by the Red Cross):

	Owner Initials	Red Cross Initials
Water	/s/	
Gas	/s/	
Electricity	/s/	
Waste Disposal	/s/	

- d. The Owner will submit any request for reimbursement to the Red Cross within 60 days after the occupancy of the Red Cross ends. Any request for reimbursement must be accompanied by supporting invoices. Any request for reimbursement for personnel costs must be accompanied by a list of the personnel with the dates and hours worked.
 - e. If the disaster is a Federally-declared disaster and Owner is a municipal or state government entity, then the Owner will work with appropriate emergency management agencies to seek cost reimbursement through the Federal Emergency Management Agency's program for administering Public Assistance Category B under the Robert T. Stafford Act. The Red Cross is not obligated to reimburse the Owner for costs covered by Public Assistance Category B.
11. Insurance: The Red Cross shall carry insurance coverage in the amounts of at least \$1,000,000 per occurrence for Commercial General Liability and Automobile Liability. The Red Cross shall also carry Workers' Compensation coverage with statutory limits for the jurisdiction within which the facility is located and \$1,000,000 in Employers' Liability.



Facility Use Agreement

12. Indemnification: The Red Cross shall defend, hold harmless, and indemnify Owner against any legal liability, including reasonable attorney fees, in respect to claims for bodily injury, death, and property damage arising from the negligence of the Red Cross during the use of the Facility.
13. Term: The term of this agreement begins on the date of the last signature below and ends 30 days after written notice by either party.

Cabrillo Unified School District

The American National Red Cross

Owner (Legal Name)

(Legal Name)

By (Signature)

By (Signature)

Sean McPhetridge

Rita Ewing

Name (Printed)

Name (Printed)

Superintendent

San Mateo Co. Disaster Program Manager

Northern California Coastal Region

Title

Title

Date

Date

ATTACHED FACILITY LIST
 Cabrillo Unified School District Facilities
 Facility Use Agreement

Facility (School Site)	Address
Cabrillo Unified School District Headquarters	498 Kelly Avenue, Half Moon Bay, CA 94019
Cabrillo Unified School District Event Center	530 Kelly Avenue, Half Moon Bay, CA 94019
Cunha Intermediate School	600 Church Street, Half Moon Bay, CA 94019
El Granada Elementary School	400 Santiago Avenue, Half Moon Bay, CA 94019
Farallone View Elementary School	1100 Le Conte Avenue, Montara, CA 94037
Half Moon Bay High School	1 Lewis Foster Drive, Half Moon Bay, CA 94019
Hatch Elementary School	490 Miramontes Avenue, Half Moon Bay, CA 94019
Kings Mountain Elementary School	211 Swett Road, Woodside, CA 94062
La Costa Adult School	498 Kelly Ave, Half Moon Bay, CA 94019
Pilarcitos High School & Alternative Education	498 Kelly Ave, Half Moon Bay, CA 94019



CABRILLO UNIFIED SCHOOL DISTRICT

498 Kelly Avenue, Half Moon Bay, California 94019 • 650 712-7100 • Fax 650 726-0279 • www.cabrillo.k12.ca.us

SUPERINTENDENT

Sean McPhetridge, Ed.D.

GOVERNING BOARD

Mary Beth Alexander
Lizet Cortes
Kimberly Hines
Sophia Layne
Freya McCamant

MEMORANDUM

MEETING DATE: February 13, 2020
TO: Members of the Governing Board
FROM: Jesus Contreras, Chief Business Officer
CATEGORY: Consent
RECOMMENDATION: Approve Independent Energy Advisory Services Agreement submitted by Center for Sustainable Energy

BACKGROUND INFORMATION

Center for Sustainable Energy (CSE) is a non-profit energy program administration and advisory services organization. CSE has helped public agencies and private entities identify, evaluate, and prioritize cost-effective energy efficiency and renewable energy opportunities for over 20 years.

REPORT/PROPOSAL

CSE agreements includes the following services for Cabrillo Unified School District:

1. Resiliency Analysis
 - a. Risk Analysis
 - b. Energy Analysis
 - c. Resiliency Proposals
2. Funding Analysis
 - a. Funding Source Review
 - b. Eligibility Review

FINANCIAL IMPACT

There is no financial impact to the General Fund.

Independent Energy Advisory Services

Submitted to
Cabrillo Unified School District

Submitted by
Center for Sustainable Energy

January 16, 2020



Center for
Sustainable
Energy™

Contents

Proposed Scope of Services	3
Proposed Compensation.....	5
Firm’s Practice and Brief History.....	6
Firm’s Expertise, Experience, and Relevant Qualifications.....	6
Project Team	8
Rationale for Why District Should Select CSE	10
Public Agency Clients	10
Similar Project Experience	10

Proposed Scope of Services

Task 1 – Resiliency Analysis

Subtask 1.1: Risk Analysis

CSE will identify regional risk factors for Cabrillo Unified School District (the District) through collaboration with key District staff and develop a rubric for which to “score” each District property. CSE will conduct independent research, using methodologies developed through previous work on US Department of Energy-funded projects, to identify key risks for the District. CSE will rank the District’s building portfolio based on deemed risk to identify priority sites for optimal investment to bolster resiliency across the District. CSE will survey key District staff to identify critical operations and essential infrastructure to inform the ideal technology combinations in development of Resiliency Proposals.

Subtask 1.2: Energy Analysis

CSE will analyze District energy bills to establish an energy consumption baseline for each property. CSE will interface with energy service company selected by the District to estimate post-implementation energy consumption following implementation of energy conservation measures at each site.

Subtask 1.3: Resiliency Proposals

CSE will provide recommendations targeting the top three properties identified in preceding Risk Analysis (1.1) and Energy Analysis (1.2) tasks. The package will summarize findings from each task, explain rationale behind technology recommendations, and detail a clear course of action for the District with a roadmap recommending next steps.

Deliverables for Task 1 shall include:

- District “Risk Analysis” scoring rubric
- Ranking of District sites based on risk factors identified in Subtask 1.1
- Custom distributed energy resources package tailored to top three (3) properties including preliminary equipment sizing and cost estimates
- Roadmap recommending implementation to meet the District’s resiliency goals

Task 2 - Funding Analysis

Task 2 activities will identify funding opportunities available to public schools to incentivize and reduce the cost of installing electric vehicle charging infrastructure, solar PV, energy storage systems, and other distributed energy resources as identified in the Resiliency Analysis.

Specific elements of the Funding Analysis include the following reviews:

Subtask 2.1: Funding Source Review

CSE will identify potential funding sources for public schools to implement projects on distributed energy resources, transportation, and resilience. Funding sources may include but are not limited to:

- California state cap-and-trade grant funds (administered through the Air Resources Board (ARB), California Energy Commission, Strategic Growth Council and other state agencies)
- Local air district funding
- Volkswagen Settlement Funds (Administered by ARB)
- State-level funding for wildfire/resiliency

- Environmental Protection Agency funds (specifically for transportation)
- California Public Utility Commission (CPUC) ratepayer funded programs (e.g. Self-Generation Incentive Program for storage)
- Philanthropic grant funds dedicated to climate, energy and infrastructure resilience

The funding source review will include the following elements:

- Incentive List: List of philanthropic, federal, state, regional and local incentive or grant programs available to the District to fund distributed energy resource and electric vehicle charging infrastructure technologies
- Incentive Analysis: Breakdown of incentive amounts per funding opportunity and analysis of total incentives available based on technology combinations and sizes. This will give the District an idea of the total amount of incentive and grant funding for which it could apply.
- Application Process: Brief description of the application process and documentation requirements for each incentive opportunity with links to program handbooks, websites, application portals, and/or other relevant program documentation. This will also include recommendations, if necessary, on which entity should ideally handle the application process (such as the customer, project developer, system manufacturer, etc.).
- Funding Mechanism Review: CSE will analyze different funding mechanisms (e.g. credits vs. grants vs. loans vs. public-private financing options) and determine which mechanisms fit best with the District's energy, environmental and resilience goals.

Subtask 2.2: Eligibility Review

CSE will confirm eligibility requirements to ensure proposed projects will be eligible for reviewed funding sources.

This review will include:

- Eligibility Requirements: List of eligibility requirements for each funding opportunity. These may include but are not limited to the following factors:
 - Utility customer class (i.e. commercial, residential, government, etc.)
 - Services provided (i.e. educational, emergency services, etc.)
 - Geographic location
 - Technologies used on site
 - Timing of project development and installation
 - Utility rate schedule
- Technical Requirements: List of technical requirements for each funding opportunity. These may include but are not limited to the following factors:
 - Operational requirements of technologies
 - NRTL certification requirements
 - Warranty requirements

Deliverables for Task 2 shall include:

- *Funding Analysis Report* comprised of funding source, funding mechanism and eligibility reviews

Proposed Compensation

CSE proposed a fixed-fee contract for all activities described in the scope above. CSE anticipates a budget of \$49,765. If the District would like additional scope or expansion of services described above, CSE will work with the District to develop a mutually agreeable approach, timeline and relevant deliverables, and work can be billed out at a time and materials basis applying the hourly rates identified below.

Budget by Task

Task	Labor Budget
Task 1 – Resiliency Analysis	
Subtask 1.1 Risk Analysis	\$15,700
Subtask 1.2 Energy Analysis	\$14,850
Subtask 1.3 Resiliency Proposal	\$14,500
Task 2 - Funding Analysis	
Subtask 2.1 Funding Source Review	\$4,000
Subtask 2.3 Eligibility Review	
Travel	\$715
Total Budget	\$49,765

Hourly Rates

Labor Category	Hourly Rate
Senior Engineer	\$200
Director, Distributed Energy Resources	\$180
Engineer	\$150
Project Manager, Distributed Energy Resources	\$150
Specialist, Distributed Energy Resources	\$125
Analyst, Policy	\$100

Firm's Practice and Brief History

The Center for Sustainable Energy (CSE) is an established leader in assisting public agencies to implement distributed energy, electric vehicle, and demand management programs in support of resilience, financial, sustainability and greenhouse gas (GHG) reduction goals. We have a proven track record serving as a trusted third-party energy advisor. As a non-profit with no vested interest in any particular equipment provider or installation of specific products, we leverage deep technical expertise in energy efficiency, distributed generation, utility rate structures, non-utility revenue streams, and alternative financing methods, as well as integrated renewable energy technologies such as solar + energy storage to optimize the design and implementation and operation of clean energy projects. Our staff has helped public agencies and private entities identify, evaluate and prioritize cost-effective energy efficiency and renewable energy opportunities for over 20 years, resulting in more than a gigawatt of total potential solar capacity and over 97 MW in energy storage capacity.

Founded in 1996 as the San Diego Regional Energy Office, CSE was formed in response to regional needs for third-party strategic energy planning support and technical assistance in Southern California. We now work in eight states and are considered an expert implementation partner for public agencies, energy policymakers, regulators and businesses tasked with achieving ambitious energy goals. As a nonprofit, CSE has no firm owners or shareholders. We are independent of any contractor(s) that may eventually be selected to install or construct energy conservation or generation projects. Our work is supported through local, state and federal contracts and rate payer-funded initiatives.

Our work includes over 15 years of experience leading programs for the CPUC as a third-party administrator. Through the distribution of over three quarters of a billion dollars in consumer incentive programs, CSE has developed extensive experience in the technical and administrative requirements for successfully executing clean energy projects involving consumer adoption of new technologies and specializing in energy efficiency and resilience, clean transportation, and DG (solar, wind, energy storage, fuel cells and combined heat and power). CSE has earned the trust of consumers, industry partners, local governments, state and federal agencies and utilities through effective engagement, efficient administration and a deep understanding of the markets we support. Our programs are continuously recognized by key stakeholders such as the CPUC and the California Air Resources Board for their innovation and exceptional results.

Firm's Expertise, Experience, and Relevant Qualifications

Data Gathering and Analysis

CSE has a wealth of experience collecting and analyzing utility and facility data from our work with solar photovoltaic (PV), solar thermal, energy efficiency, energy storage and combined heat and power (CHP) technologies. Through our work as administrators for the Self-Generation Incentive Program (SGIP) in San Diego Gas and Electric utility service territory, the Department of Energy's (DOE) CHP TAP, California Solar Initiative (CSI) and CSI – Thermal Program, we review, process and develop deep operational excellence insights from large volumes of site and project-level data, such as equipment specifications, utility billing data and other site-specific information. In addition to our larger programmatic work, CSE also provides energy consulting services directly to clients interested in implementing energy efficiency and distributed

generation projects. This consulting work often requires a set of more granular data, such as interval data, to make appropriate determinations and recommendations to our clients. Through this combined experience, CSE has developed tools to streamline the collection of a wide variety of data and to standardize technical assessments across different technologies and facilities.

Solar PV and Solar PV + Storage Project Analysis

CSE has led hundreds of renewable energy assessment and energy storage projects, and our team of experts is skilled in assisting public agencies in identifying, evaluating and prioritizing cost-effective solar and energy storage opportunities. CSE has worked with dozens of public agencies, including municipalities, water districts, school districts, public transit agencies and private companies, to conduct energy evaluations. CSE's technical services include solar and energy storage feasibility studies, PPA reviews, energy efficiency audits, feasibility, and life cycle cost analysis of high value energy storage and self-generation opportunities. Our experience as program administrator for SGIP has allowed us to participate in the evolution of solar technologies since 2001 and energy storage technologies since 2009, providing a deep level of in-house technical expertise. CSE uses sophisticated, data-driven approaches to determine the utility savings potential of solar and energy storage systems. Specifically, our analytical tools use historical building-level consumption data in combination with powerful optimization methods to identify the potential economic benefits across various system configurations and site-specific constraints. When integrated with system costs and site-specific constraints, our analytical tools can model various system configurations to determine an optimal composition of solar and/or storage capacities.

Utility and Non-Utility Rate Structures, Programs and Revenue Streams

CSE staff is highly experienced with tariff analysis and design. Further, CSE tracks upcoming time-of-use (TOU) regulations and participates in utility commission rate proceedings, allowing us to not only evaluate client projects based on today's regulatory environment but also incorporate future policy and regulatory changes into feasibility planning. We have an understanding of and ability to model California Independent System Operator (CAISO) revenue streams, IDER, income tax credits (ITC), non-wires programs and other potential economic benefits and incentives. CSE has also developed simple and easy-to-understand tariff modeling and analysis tools that incorporate existing energy profiles, planned operational/facility changes, performance profiles of proposed technologies, coincidence with utility time-of-use periods, and applicability of alternative rate structures, in order to optimize the project design. CSE also considers and evaluates tariffs that are voluntarily available to customers in addition to their otherwise applicable rate schedule.

Financial Tools

A critical component of implementing any clean energy project is financing the upfront capital of the equipment and labor. CSE works with a variety of private and public entities to identify funding opportunities to support energy projects. It is part of our mission to help clients understand and evaluate all available financing options regarding energy projects. Using our expertise, CSE clearly communicates the most feasible and favorable financing options to our clients, resulting in confident project investments.

CSE's relevant financial modeling expertise includes:

- Conducting third-party reviews of solar and CHP power purchase agreements (PPAs) and energy storage performance agreements through our existing programs, like SGIP and DOE's CHP TAP, for completeness and accuracy, and to ensure the site is achieving the optimal incentive based on all available options.
- Performing life-cycle cost analysis of integrated solar + battery energy storage systems, energy efficiency and other distributed energy resource technologies.

Project Team

CSE will assign a small team of experienced sustainable energy project managers, licensed professional engineers and certified energy managers, each bringing to the proposed scope of work deep technical expertise in providing energy and sustainability advisory services.

John Woolsey, P.E., Senior Energy Engineer, has extensive experience in energy efficiency project development, management, and system design. He has worked with municipal governments to identify energy efficiency measures that will be most impactful, develop scope and assist in procuring trade professionals to implement capital improvement projects that save energy. He has administered projects ranging from \$500K to \$6M employing energy efficiency rebate programs, utility provided financing and private party financing. He has performed over 18 million sq. ft. of energy audits in offices, hospitals, manufacturing and government properties and is experienced at performing all levels of ASHRAE energy audits and demand response audits. John has extensive experience in assisting clients in obtaining LEED building certification as part of multi-discipline teams throughout Southern California. His understanding of Capital Improvements includes designing heating and cooling systems, developing control strategies to achieve efficient building operation and Title 24 documentation. John holds a B.S. in Mechanical Engineering from San Diego State University, is a Professional Engineer (CA Lic No. M36257) and is LEED AP certified (GBCI No. 10472919).

Alex Kaufman, P.E., Energy Engineer, brings over 8 years of experience in mechanical design and energy analysis specializing in commercial building energy audits, bill analysis, technical third-party reviews for distributed generation proposals, utility bill rate analysis, and field inspections for various distributed generation technologies. At CSE, Alex supports several programs providing qualification screenings and feasibility studies for facilities considering combined heat and power applications the Department of Energy Pacific Combined Heat & Power Technical Assistance Partnership (TAP) initiative. He represents CSE on the Self-Generation Incentive Program (SGIP) Technical Working Group and is responsible for providing technical assistance, project evaluation and field inspections for newly installed projects under the program. Alex also serves as a technical advisor to the California Electric Vehicle Infrastructure Project (CALeVIP), providing ongoing support in the partnership engagement efforts. Alex specializes in commercial building energy audits, technical third-party reviews for distributed generation proposals, utility bill rate analysis, and field inspections for various distributed generation systems. He collects site evaluation information to develop comprehensive, cost-effective technical solutions that increase operational and energy efficiency. Prior to joining CSE, Alex's Mechanical Engineering responsibilities included design of industrial mechanical HVAC and Plumbing systems with Hazen and Sawyer in Columbus, Ohio and worked as an Application Engineer at Kinetics Noise Control in Dublin, Ohio. Alex holds a B.S. in

Mechanical Engineering from Miami University (Ohio) is a Licensed Professional Engineer (CA Lic. No M 37760) and an Association of Energy Engineers Certified Energy Manager (CEM).

Arnab Pal, Director, DER Strategy & Innovation, brings 10 years of experience conducting and utilizing research and analytics strategically to advance a mission. At CSE, Arnab is developing innovative distributed energy projects that decentralize, decarbonize, democratize energy systems and lead to resilient infrastructure assets in communities. Prior to CSE, Arnab was a Principal Economist for San Diego Gas & Electric (SDG&E), leading the utility's deep decarbonization economic study as well as creating optimization models to reach a cost-effective energy efficiency portfolio. Arnab also worked for Pacific Gas and Electric where he developed the utility's first time-of-use (TOU) rate participant motivation research report, which was used to increase TOU program participation. Prior to his time at PG&E, Arnab worked as an air pollution specialist for the California Air Resource Board's Cap-Trade-Program where he developed and managed the ozone depleting substances and livestock offset protocols. Arnab holds an MBA specializing in Economics and Analytics from UCLA, an MESC in Environmental Science from Yale and a B.A. in Economics with a Minor in Public Policy from UCLA.

Jonathan Hart, Specialist, Distributed Energy Resources, provides regulatory and technical subject matter expertise to multiple research and development projects and the California Public Utility Commission (CPUC) Self-Generation Incentive Program (SGIP), for which CSE serves as program administrator. The research and development projects incorporate a suite of distributed energy resources (DER) technologies and applications, including aggregating and bidding DERs into the California wholesale market, microgrid development, automated demand response and DER fleet management systems. Jonathan has presented at numerous conferences regarding energy storage and distributed energy resources, including ACEEE Summer Studies 2016, Energy Storage North America 2016, CA DER Summit 2016 and 2017, International Renewable Energy Storage 2017 and Energy Storage Association 2017. Jonathan holds a Masters of Energy Regulation and Law from Vermont Law School and a B.A. in Political Science from Brigham Young University.

Jeanne Fricot, Energy Codes and Standards Senior Specialist, Distributed Energy Resources, has over 30 years of experience in building energy analysis. Jeanne leads multiple CSE training initiatives and serves as a technical advisor on codes and standards for CSE's demonstration and education projects. As the Codes and Standards Specialist Jeanne is responsible for teaching public sector building department officials about the energy code and modeling required for Title 24 compliance. She has specialized experience in developing Home Performance curriculum to train contractors and raters in energy modeling, including in-field data collection, classroom computer instruction and mentoring in person and by telephone. Prior to joining CSE, Ms. Fricot was the principal at Energy and Green Consulting, where she modeled and rated buildings to ensure maximum energy efficiency and compliance with state and local energy code and standards. Jeanne has been a Certified Energy Analyst for 26 years, working on a wide range of project types including residential, multi-family, high-rise residential and commercial buildings. Jeanne holds a B.A. in Industrial Technology from San Diego State University, and holds numerous certifications: BPI, Inc. Certified (Building Analyst and Building Envelope Professional; Multifamily Building Analyst Professional); CALCert Certified (HERS I and HERS II Rater); California Association of Building

Energy Consultants (CABEC) Certified: Energy Analyst, Certified Energy Plans Examiner for Residential & Commercial Buildings.

The team above will be facilitated by an experienced Project Manager who will ensure effective communications between the CSE team and the District during the project and develop a communications plan based on information needs and requirements. The plan will include guidelines for status meetings, project team meetings, and reporting and project communications, to track progress, performance and budget objectives.

Rationale for Why District Should Select CSE

As a non-profit with no vested interest in any particular equipment provider or installation of specific products, we leverage over 20 years of deep technical expertise in energy efficiency, distributed generation, utility rate structures, non-utility revenue streams, and alternative financing methods, as well as integrated renewable energy technologies such as solar + energy storage to optimize the design and implementation and operation of clean energy projects. We have a long and well-established track record of maintaining an unbiased and objective view of energy efficiency and renewable energy projects, and how to best help clients meet their energy goals. CSE's project teams have experience helping public agencies and municipalities define projects and create a roadmap to lower energy costs and GHG emissions in connection with our own mission of decarbonization.

Public Agency Clients

- Department of Energy, as part of our administration of the Western Combined Heat and Power Technical Assistance Partnership (CHP TAP)
- County of San Diego, as part of a zero net energy portfolio planning project
- The Charter School of San Diego, as part of energy efficiency audits
- City of Del Mar, as part of a distributed energy resource technology demonstration project funded by the California Energy Commission
- City of San Diego, as part of a multiyear project to test, verify and publicize the integration of energy efficiency, on-site renewable power and other demand side resources to convert three public libraries into zero net energy (ZNE) or near-ZNE buildings
- Dozens of school districts, municipalities, water districts and public transit agencies

Similar Project Experience

Client: City of Del Mar

Project Description: CSE assisted the City of Del Mar in their energy enhancement efforts for the City's new civic center. CSE helped to deploy high efficiency photovoltaic (PV) panels and state-of-the-art energy storage equipment on their new civic center complex. The city received a \$389,000 grant for a 62.5-kilowatt PV system and a 100-kWh energy storage system from the California Energy Commission under a program to demonstrate the effectiveness of distributed energy resource technologies in municipal and commercial buildings. The storage and PV pairing will provide the City with utility savings as well as enhance the resiliency of their building by providing emergency backup support. Data on the system's

performance will be widely distributed to inspire project replication and to help overcome adoption barriers and concerns, including return on investment, long-term energy costs and system efficiency in a coastal environment. CSE provided system design support, prepared the Request for Proposal process, and is leading education and outreach activities, and is conducting system performance measurement and verification.

Key Project Deliverables:

- Solar and Energy Storage Performance Assessment Report
- Technical Criteria for the Request for Proposals
- Four Quarterly Performance Assessment Reports
- Final Performance Summary Report
- Public Education and Outreach Plan

Client: The Charter School of San Diego

Project Description: CSE provided benchmarking and energy audit analysis to facilitate the development of energy initiatives at multiple Charter School-owned facilities/schools. Findings were used to identify feasible measures for implementation and develop an Energy Expenditure Plan (EEP) to request Proposition 39 allocations. CSE provided technical support to help the Charter Schools complete and submit the EEP to the California Energy Commission. Through this work, CSE identified 107,000kWh and 35.2kW worth of electric energy offsets, which would save about \$24,600 in the first year. CSE also qualified and requested \$202,000 of Energy Commission Prop 39 funds to implement energy conservation measures.

CSE's role included:

- Developing characteristic energy profiles, energy use and cost metrics, and comparing them to similar facilities/schools to assess the potential for energy performance improvement
- Conducting physical site walkthrough and survey with onsite staff and facility personnel
- Analyzing individual energy-using systems of each facility/school (e.g. building envelope, lighting, HV AC, plug loads, etc.)
- Performing cost-benefit analysis of each potential energy conservation measure
- Identifying all practical energy conservation measures and modifications to operations and maintenance practices that meet constraints and economic criteria, prioritized by recommended order of implementation
- Preparing utility disclosure and benchmarking information documents and applicable Prop 39 EEP forms

Client: City of San Diego

Project: CSE, in partnership with the City of San Diego and the California Energy Commission, is engaged in a multiyear project to test, verify and publicize the integration of energy efficiency, on-site renewable power and other demand side resources to convert three public libraries (Serra Mesa-Kearny Mesa, Valencia Park/Malcolm X and Point Loma) into zero net energy (ZNE) or near-ZNE buildings. This project will achieve energy efficiency savings while testing innovative financing mechanisms for integrated demand-side management strategies. Energy conservation measures to be implemented include LED

lighting, lighting controls and HVAC controls. The project will also educate library staff and community members on sustainable energy and associated environmental benefits. CSE worked with City staff to develop the project concept in response to an Energy Commission EPIC funding solicitation and is providing subcontractor oversight and general project management, including reporting to the Commission. CSE is also performing energy modeling on the three libraries to assess existing conditions and post-retrofit performance. CSE will work with project partners to determine the viability of financing, demand response-related revenue models, sustainable energy savings and ZNE operations, and share the results across California.

Key Project Deliverables

- Collect and evaluate baseline energy use
- Energy models
- Identify and implement energy conservation measures
- Commissioning and retrocommissioning
- Post-retrofit measurement & verification
- Pre- and post-retrofit occupant behavior and comfort analysis
- In-library educational kiosks
- Knowledge transfer of lessons learned



CABRILLO UNIFIED SCHOOL DISTRICT

498 Kelly Avenue, Half Moon Bay, California, 94019 • 650 712-7100 • Fax 650 726-0279 • www.cabrillo.k12.ca.us

SUPERINTENDENT

Sean McPhetridge, Ed.D.

GOVERNING BOARD

Mary Beth Alexander
Lizet Cortes
Kimberly Hines
Sophia Layne
Freya McCamant

MEMORANDUM

MEETING DATE: December 12, 2019
TO: Members of the Governing Board
FROM: Sean McPhetridge, Ed.D., Superintendent
CATEGORY: Consent
RECOMMENDATION: Approve Minutes of the January 16, 2020 Regular Governing Board Meeting and Amendment of Minutes of the November 21, 2019 Special Governing Board Meeting

BACKGROUND INFORMATION

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

REPORT/PROPOSAL

The unadopted minutes of the January 16, 2020 Regular Governing Board meeting and the amended minutes of the November 21, 2019 Special Governing Board meeting are included in this Board packet for consideration.

FINANCIAL IMPACT

There is no financial impact to the General Fund.



Governing Board Meeting Agenda

(Unadopted) Meeting Minutes

CABRILLO UNIFIED SCHOOL DISTRICT

District Office Board Room
498 Kelly Avenue, Half Moon Bay, CA 94109
January 16, 2020 7:00 PM
(Closed Session 6:00 PM)

Board Members Present: Ms. Kimberly Hines, President
Ms. Lizet Cortes, Vice President
Ms. Mary Beth Alexander, Clerk to the Governing Board
Ms. Freya McCamant, Member
Ms. Sophia Layne, Member

Administrators at the Table: Dr. Sean McPhetridge, Ed.D., Superintendent
Dr. Leticia Bhatia, Ed.D., Assistant Superintendent
Dr. Holly Wade, Ph.D., Assistant Superintendent
Mr. Jesus Contreras, Chief Business Officer

Student Board Representative: Miss Lauren DuBose, Student Board Representative

1. CALL TO ORDER – 7:00 PM

2. ROLL CALL / QUORUM

___ Ms. Kimberly Hines, President
___ Ms. Lizet Cortes, Vice President
___ Ms. Mary Beth Alexander, Clerk to the Governing Board
___ Ms. Freya McCamant, Member
___ Ms. Sophia Layne, Member

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Miss Lauren DuBose, Student Board Representative.

4. ADOPTION OF AGENDA AS PRESENTED / AMENDED

Motion to approve the agenda as presented/amended by Member Mary Beth Alexander and seconded by Member Freya McCamant.

(M-01) Passed 5-0 with Student Representative voting aye

5. STUDENT / STAFF / COMMUNITY RECOGNITION

None.

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

Ms. Erendida Gonzalez, Ms. Cecilia Peñaloza, and Ms. Pati Gonzalez, ALAS representatives, came to talk to the board about student busing and Moonridge families' equitable opportunities.

Mr. Jim Ward, Half Moon Bay High School teacher, came to talk to the Board about the teachers' compensation.

Ms. Alvis Calhoun, Hatch Elementary teacher, spoke to the Board in support of competitive compensation to retain qualified teachers.

Mr. Sean Riordan, Half Moon Bay High School teacher, spoke to the Board in support of competitive compensation for teachers.

Ms. Laura Sanders, Cabrillo Unified School District parent, spoke to the Board in support of the science teacher position and compensation for teachers.

Ms. Claire Conlon, El Granada Elementary parent, spoke to the Board about competitive compensation for teachers, district budget, and budget cut recommendations.

Ms. Claudia Lunstroth, Cabrillo Unified School District teacher, spoke to the Board about respect for students and teachers' compensation.

Dr. Tracy Yerby, Cabrillo Unified School District teacher, spoke to the Board in support of competitive compensation to retain qualified teachers.

Ms. Christina Tackett, El Granada Elementary parent, came to talk to the Board about budget cut recommendations and teachers' compensation.

Ms. Abby Foster, Hatch Elementary teacher, came to talk to the Board about the recommendation to reduce school busing and Moonridge families' enrollment.

Ms. Shannon Murray, Hatch Elementary teacher and parent, came to talk to the Board about recommendation to reduce school busing and Moonridge families' enrollment.

Ms. Breanna Lafontaine, El Granada Elementary parent and PTO President, came to talk to the Board about recommendation to reduce school busing

Ms. Kathleen Wall, Hatch Elementary teacher, came to talk to the Board about the recommendation to reduce school busing and students' enrollment.

Ms. Christy Walker, Cabrillo Unified School District parent, came to talk to the Board about the teachers' compensation.

Ms. Misty Veloso, Hatch Elementary School parent, came to talk to the Board about district communication.

7. REPRESENTATIVE REPORTS

a. CUTA Representatives

CUTA Co-President Ramon Macias spoke about the negotiation meeting and the condition of schools' facilities. Mr. Macias also spoke about budget cuts and how that will affect school functions.

CUTA Co-President Heidi Mills asked the teachers to stand up and asked the Governing Board to support teachers.

b. CSEA Representatives

CSEA President Stig Lynne spoke about the CSEA elections that took place in November and provided the Board an update on the new representatives. Mr. Lynne also said that everybody needs a better pay and he will work to keep classified jobs to support the district.

8. REPORTS / INFORMATION / PRESENTATIONS

a. Academic Performance Indicators: Are We Meeting the Needs of All Students?

Dr. Holly Wade, Assistant Superintendent, Educational Support Services and Dr. Leticia Bhatia, Assistant Superintendent, Curriculum and Instruction presented Academic Performance Indicators: Are We Meeting the Needs of All Students?

b. Audit Report for Year Ending June 30, 2019

Mr. Jesus Contreras, Chief Business Officer, presented the Audit Report for Year Ending June 30, 2019

9. DISCUSSION ITEMS

None.

10. COMMUNICATIONS

a. Board Members

Member Sophia Layne said that more conversations need to happen on equity and to align its meaning to the practice especially in the cost constrained environment. Ms. Layne also quoted CSBA President Emma Turner "Top of mind for every board should be making equity-driven decisions that take into account opportunity gaps that often begin before students even enter the public school system. Often, students of color and low-income students have more limited access to opportunities that can ensure they graduate from high school ready for college, career and life success." Ms. Layne reassured that all students all welcome regardless of enrollment choices and thanked Dr. Belinda Arriaga for voicing community concerns.

Member Mary Beth Alexander said she acknowledges all the work to come for teachers and administrators by implementing the approved budget cuts and finding alternative ways to do it. Ms. Alexander also acknowledged the activity the community is doing at the state level to support full a fair funding.

Member Lizet Cortes thanked the public for staying to hear all the information presented. Ms. Cortes said that it was hard to make the budget cuts decision but the hard work is to come by implementing those cuts. Ms. Cortes said she also acknowledges and appreciates all the hard work the teachers do.

Member Freya McCamant thanked teachers for coming to the meeting. Ms. McCamant talked about the current financial situation of the district and not being funded enough by the state. Ms. McCamant invited the public to work together and advocate for AB 39 and fair funding.

President Kimberly Hines said she echoes the appreciation for all the teachers. Ms. Hines also said that the district is still in the process of interpreting incoming funding from the state and implementing the budget cuts. Ms. Hines also shared she attended the Visual and Performing Arts kickoff at the County. Ms. Hines also said that Dr. McPhetridge is working with community organizations to offset some of the budget cuts.

b. Student Board Member

Student Board Member Lauren DuBose provided the Board and the public an update on Farallone View Elementary, Kings Mountain Elementary, Hatch Elementary, El Granada Elementary, Cunha Intermediate, Half Moon Bay High School, and La Costa Adult School's events and activities.

c. Superintendent

Superintendent McPhetridge said tonight's report shows we have more work to do particularly with English Language Learners and socio-economically disadvantaged students. Dr. McPhetridge said the district received a Lack of Going Concern letter from the County saying the district has to cut \$2.6 million and the district brought a demographer report showing declining enrollment meaning less funding over time. Dr. McPhetridge shared he has a responsibility to the Board, community, staff, and families to make sure the district is fiscally healthy and solvent, and this requires difficult decisions. Dr. McPhetridge also said bargaining

teams mutually agreed to continue negotiation in late March once the Board approves the Second Interim report.

At 9:55 PM Board President Kimberly Hines requested motion to continue past the 10:00 PM curfew. Motion made by Member Sophia Layne and seconded by Member Freya McCamant.

(M-02) Passed 5-0 with Student Representative voting aye

11. CONSENT ITEMS

- a. Approve Trip for Half Moon Bay High School Future Farmers of America to Seaside, California, January 24-25, 2020
- b. Approval of Certificated Personnel Report
- c. Approval of Classified Personnel Report
- d. Acceptance of Donations to Cabrillo Unified School District
- e. Approval of Approve Quarterly Report on Williams Uniform Complaints
- f. Approval and Adoption of Minutes of December 12, 2019 Regular Governing Board Meeting
- g. Approval of Cabrillo Unified School District Governing Board Policy Updates and Adopt the Proposed Revisions as Recommended by the California School Boards Association
- h. Approval of Changes to Non-Bargaining Unit Salary Schedule due to 2020 Minimum Wage

Motion to approve consent items was made by Member Freya McCamant and seconded by Member Mary Beth Alexander.

(M-03) Passed 5-0 with Student Representative voting aye

12. ACTION ITEMS

- a. Adoption of Proclamation of February 2020 as African American History Month

Motion to adopt Proclamation of February 2020 as African American History Month made by Member Lizet Cortes and seconded by Member Sophia Layne.

(M-04) Passed 5-0

ROLL CALL

Ms. Kimberly Hines, President - aye
Ms. Lizet Cortes, Vice President - aye
Ms. Mary Beth Alexander, Clerk to the Governing Board - aye
Ms. Freya McCamant, Member - aye
Ms. Sophia Layne, Member - aye

- b. Approval of Proposed Digital Art and Design Course Adoption

Motion to approve proposed Digital Art and Design course adoption made by Member Freya McCamant and seconded by Member Mary Beth Alexander.

(M-05) Passed 5-0 with Student Representative voting aye

- c. Approval of Proposed Positive Psychology Course Adoption

Motion to approve proposed Positive Psychology course adoption made by Member Mary Beth Alexander and seconded by Member Lizet Cortes.

(M-06) Passed 5-0 with Student Representative voting aye

- d. Adoption of Resolution No. 01-20 Reducing and/or Discontinuing of Classified Positions

Motion to adopt Resolution No. 01-20 Reducing and/or Discontinuing of Classified Positions made by Member Freya McCamant and seconded by Member Sophia Layne.

(M-07) Passed 5-0

ROLL CALL

Ms. Kimberly Hines, President - aye
Ms. Lizet Cortes, Vice President - aye
Ms. Mary Beth Alexander, Clerk to the Governing Board - aye
Ms. Freya McCamant, Member - aye
Ms. Sophia Layne, Member - aye

- e. Approval of Audit Report for Year Ending June 30, 2019

Motion to approve Audit Report for Year Ending June 30, 2019 made by Member Mary Beth Alexander and seconded by Member Sophia Layne.

(M-08) Passed 5-0 with Student Representative voting aye

- f. Approval of Phase II of the Facilities Master Plan

Motion to approve Phase II of the Facilities Master Plan made by Member Sophia Layne and seconded by Member Freya McCamant.

(M-09) Passed 5-0 with Student Representative voting aye

- g. Adoption of Resolution No. 02-20 Supporting Application for Eligibility Determination and Funding Authorization to Sign Applications and Associated Documents

Motion to approve Resolution No. 02-20 Supporting Application for Eligibility Determination and Funding Authorization to Sign Applications and Associated Documents made by Member Freya McCamant and seconded by Member Sophia Layne.

(M-10) Passed 5-0

ROLL CALL

Ms. Kimberly Hines, President - aye
Ms. Lizet Cortes, Vice President - aye
Ms. Mary Beth Alexander, Clerk to the Governing Board - aye
Ms. Freya McCamant, Member - aye
Ms. Sophia Layne, Member - aye

- h. Approval of Agreement with SSA Landscape Architects for Half Moon Bay High School

Motion to approve Agreement with SSA Landscape Architects for Half Moon Bay High School made by Member Freya McCamant and seconded by Member Sophia Layne

(M-11) Passed 5-0 with Student Representative voting aye

18. RETURN TO CLOSED SESSION

President Hines announced that the Governing Board will return to closed session and adjourned open session at 10:29 PM.

19. ADJOURNMENT OF THE MEETING

Motion to adjourn the meeting made by Member Freya McCamant and seconded by Member Lizet Cortes.

(M-12) Passed 5-0

Meeting was adjourned at 11:15 PM

Minutes prepared by Rosibel Acosta, Administrative Assistant to the Superintendent.

Minutes presented by Sean McPhetridge, Ed.D., Secretary to the Governing Board.

Certified by:

Mary Beth Alexander
Clerk to the Governing Board

Date



Special Governing Board Meeting Agenda

(Amendment) Meeting Minutes

CABRILLO UNIFIED SCHOOL DISTRICT

District Office Board Room
498 Kelly Avenue, Half Moon Bay, CA 94109
November 21, 2019 7:00 PM
(Closed Session 6:00 PM)

Board Members Present: Ms. Sophia Layne, President
Ms. Kimberly Hines, Vice President
Ms. Lizet Cortes, Clerk to the Governing Board
Ms. Mary Beth Alexander, Member
Ms. Freya McCamant, Member

Administrators at the Table: Dr. Sean McPhetridge, Ed.D., Superintendent

1. CALL TO ORDER – 6:00 PM

2. ROLL CALL / QUORUM

Ms. Sophia Layne, President
Ms. Kimberly Hines, Vice President
Ms. Lizet Cortes, Clerk to the Governing Board
Ms. Mary Beth Alexander, Member
Ms. Freya McCamant, Member

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

4. RECESS TO CLOSED SESSION – 6:01 PM

The Governing Board authorized initiation of litigation with a 5-0 vote in closed session.

5. RECONVENE OPEN SESSION – 7:04 PM

6. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by President Sophia Layne.

7. ADOPTION OF AGENDA AS PRESENTED / AMENDED

Motion to approve the agenda as presented/amended by Member Mary Beth Alexander and seconded by Member Freya McCamant.

(M-52) Passed 5-0

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

Miss Taylor Mills, El Granada Elementary student, came to talk to board about her appreciation and gratitude to CUSD teachers.

9. DISCUSSION ITEMS

a. Receive Financial Overview Update and Revised List of Potential Cut Recommendations

Dr. Sean McPhetridge, Superintendent, presented the Financial Overview Update and Revised List of Potential Cut Recommendations.

Ms. Alvis Calhoun, El Granada Elementary Teacher, spoke to the Board in support of keeping full time School/Community Liaison positions.

Ms. Lizette Solis and Ms. Brenda Carrasco, Latino Community Representatives, spoke to the Board in support of keeping full time School/Community Liaison positions.

Mr. Ramon Macias, Cunha Intermediate Teacher, spoke to the Board in support of keeping full time School/Community Liaison positions.

Ms. Erica Krein, El Granada Elementary Teacher, spoke to the Board in support of teachers and keeping full time School Community Liaison positions.

Mr. Tim Lugo, Cunha Intermediate Teacher and Athletic Director, spoke to the Board in support of maintaining the Cunha afterschool athletic program.

Mr. Frederic Garner, CUSD parent, came to address the board regarding the purchase of solar panels.

Ms. Kayla Sutro, Kings Mountain Elementary Alumni, read a book written by Kings Mountain Writers Workshop students.

Ms. Robin Soult, Kings Mountain Elementary Paraprofessional, spoke to the Board in support of keeping Kings Mountain Elementary open.

Ms. Debbie Silveria, Kings Mountain Elementary Teacher, read a letter to the Board on behalf of Maile Springer, Kings Mountain Elementary Teacher, in support of keeping Kings Mountain Elementary open.

Ms. Amber Stariha, Co-Founder of Coastsiders for Better Education Fund, spoke to the Board in support of the 24:1 student-to-teacher ratio in order to keep Kings Mountain Elementary open.

Ms. Marina Stariha, Kings Mountain community member, spoke to the Board in support of keeping Kings Mountain Elementary open.

Ms. Christy Walker, Kings Mountain Association Liaison and Kings Mountain School Site Council President, spoke to the Board in support of keeping Kings Mountain Elementary open. Ms. Walker also spoke about the efforts of the Kings Mountain School community and other organizations to provide transportation to Kings Mountain students.

Ms. Cindy Phelps, Kings Mountain community member, spoke to the Board in support of keeping Kings Mountain Elementary open.

Ms. Emily Phelps, Kings Mountain Elementary alumni, spoke to the Board in support of keeping Kings Mountain Elementary open.

Mr. Marty Phelps, Kings Mountain community member, spoke to the Board in support of the middle ground recommendation in order to keep Kings Mountain Elementary open.

Mr. Victor Khedr, Kings Mountain Elementary parent, spoke to the Board in support of keeping Kings Mountain Elementary open.

Mr. Taj Polonchek, Half Moon Bay student and Kings Mountain Elementary alumni, spoke to the Board in support of keeping Kings Mountain Elementary open.

Ms. Maria Polonchek, CUSD parent, spoke to the Board in support of keeping Kings Mountain Elementary open.

Miss Malia Menary, Cunha Intermediate student and Kings Mountain Elementary alumni, spoke to the Board in support of keeping Kings Mountain Elementary open.

Ms. Breanna Lafontaine, El Granada PTO President, spoke to the Board in support of teachers' salary increase, free breakfast for elementary students, and Kings Mountain Elementary.

Mr. Bob Baer, Kings Mountain Elementary parent, spoke to the Board in support of the middle ground recommendation in order to keep Kings Mountain Elementary open.

Ms. Erin O'Connor-Brown, Cunha Dean of Students, spoke to the Board in support of maintaining the Dean of Students position.

Ms. Megan Wilson, Farallone View Elementary parent, spoke to the Board about budget equality among the schools.

Ms. Nicole Smithson, Kings Mountain Elementary parent, spoke to the Board in support of the middle ground recommendation in order to keep Kings Mountain Elementary open.

Mr. Tyler Macniven, Kings Mountain community member, spoke to the Board in support of the middle ground recommendation in order to keep Kings Mountain Elementary open.

Ms. Laura Sanders, El Granada PTO Vice President, spoke to the Board about PTO enrichment programs funding. Ms. Sander also spoke in support of keeping Kings Mountain Elementary open and maintaining incredible teachers.

Mr. Chris Reynolds, Kings Mountain Elementary parent, read a letter to the Board on behalf of the community in support of keeping Kings Mountain open and the having a middle ground.

At 9:53 PM President Sophia Layne requested motion to continue past the 10:00 PM curfew. Motion made by Member Freya McCamant and seconded by Member Kimberly Hines.

(M-53) Passed 5-0

Ms. Robin Inglis-Arkell, Hatch Elementary Teacher, spoke to the Board in support of teachers, School Community Liaisons, and Attendance Clerks positions.

Mr. Elpidio Pedroza, Hatch Elementary parent, spoke to the Board in support of teachers and keeping full time School Community Liaison positions.

Ms. Maria Portello-Swagel, Band Director, spoke to the Board in support of the 5th grade band program.

10. ACTION ITEMS

- a. Adopt Authorization to Change from the San Mateo County Schools Insurance Group to the Alameda County Schools Insurance Group for the Purchase of Dental and Vision Insurance, and Authorize the Superintendent or Designee to Sign all Agreements

Motion made by Member Kimberly Hines and seconded by Member Lizet Cortes.

(M-54) Passed 5-0

- b. Adopt Resolution No. 28-19 Approving Purchase of Solar Facilities from Solar City in Accordance with Provisions and Intent of Bond Measures to Increase Operational Efficiency and Maximize Cost Savings

Motion made by Member Freya McCamant and seconded by Member Lizet Cortes.

(M-55) Passed 5-0

ROLL CALL

Ms. Sophia Layne, President - aye
Ms. Kimberly Hines, Vice President - aye
Ms. Lizet Cortes, Clerk to the Governing Board - aye
Ms. Mary Beth Alexander, Member - aye
Ms. Freya McCamant, Member - aye

c. Approve Resolution No. 29-19 Accepting Agreement for Termination of Lease and Quit Claim Deed

Motion made by Member Freya McCamant and seconded by Member Mary Beth Alexander.

(M-56) Passed 5-0

ROLL CALL

Ms. Sophia Layne, President - aye
Ms. Kimberly Hines, Vice President - aye
Ms. Lizet Cortes, Clerk to the Governing Board - aye
Ms. Mary Beth Alexander, Member - aye
Ms. Freya McCamant, Member - aye

12. ADJOURNMENT OF THE MEETING

Motion to adjourn made by Member Lizet Cortes and seconded by Member Freya McCamant.

(M-57) Passed 5-0

Meeting was adjourned at 11:45 PM.

Minutes prepared by Rosibel Acosta, Administrative Assistant to the Superintendent

Minutes presented by Sean McPhetridge, Ed.D., Secretary to the Governing Board

Certified by:

Mary Beth Alexander
Clerk to the Governing Board

Date



CABRILLO UNIFIED SCHOOL DISTRICT

498 Kelly Avenue, Half Moon Bay, California 94019 • 650 712-7100 • Fax 650 726-0279 • www.cabrillo.k12.ca.us

SUPERINTENDENT

Sean McPhetridge, Ed.D.

GOVERNING BOARD

Mary Beth Alexander
Lizet Cortes
Kimberly Hines
Sophia Layne
Freya McCamant

MEMORANDUM

MEETING DATE: February 13, 2020
TO: Members of the Governing Board
FROM: Sean McPhetridge, Ed.D., Superintendent
CATEGORY: Consent
RECOMMENDATION: Approve Cabrillo Unified School District Governing Board Policy Updates and Adopt the Proposed Revisions as Recommended by the California School Boards Association

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, Board Policy 0460, 0520, 0520.1, 6142.2, and 6179 are provided for adoption. These Board Policies 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.

FINANCIAL IMPACT

There is no financial impact to the General Fund.

POLICY GUIDE SHEET

February 13, 2020

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. Districts and county offices of education should review the sample materials and modify their own policies accordingly.

BP/AR 0460 - Local Control and Accountability Plan (BP/AR revised)

Policy updated to delete the section on "Technical Assistance/Intervention," as that material is now addressed in BP 0520 - Intervention for Underperforming Schools. Paragraph added to generally address actions that may be taken whenever a school or a numerically significant student subgroup is not making sufficient progress toward the goals in the local control and accountability plan (LCAP). Regulation updated to reflect NEW LAW (AB 1240) which adds, as a measure of student achievement, the percentage of students who have successfully completed both college entrance courses and career technical education courses.

BP 0520 - Intervention for Underperforming Schools (BP added)

New policy contains material formerly in BP 0460 - Local Control and Accountability Plan regarding interventions to support the continuous improvement of student performance within the priorities identified in the district's LCAP. Paragraph added to reference interventions that will be provided to schools identified by the California Department of Education (CDE) for comprehensive support and improvement (CSI), targeted support and improvement (TSI), and additional targeted support and improvement (ATSI).

BP 0520.1 - Comprehensive and Targeted Support and Improvement (BP added)

New policy addresses the state's accountability system, developed in response to federal Title I requirements, to provide interventions to schools identified by CDE for CSI, TSI, or ATSI. Policy includes criteria for the identification of schools, requirements for a school improvement plan, and actions to be taken if implementation of the school plan is unsuccessful after a specified period of years.

BP/AR 6142.2 - World Language Instruction (BP/AR revised)

Policy and regulation retitled to be consistent with terminology used in the Education Code pursuant to NEW LAW (AB 2319, 2018). Policy and regulation updated to reflect NEW STATE CONTENT STANDARDS for world language instruction adopted by the State Board of Education in January 2019. Policy also reflects University of California guidance stating that American Sign Language courses may be used to satisfy world language coursework requirements for college admission, and reflects state regulations which require districts to establish a process for receiving and responding to input from parents/guardians and other stakeholders regarding the world language in which instruction will be provided in any program sufficient to produce proficiency in a world language. Regulation also reflects state regulation requiring districts to establish a process for receiving and responding to parent/guardian requests to establish a language acquisition program not currently offered at the school.

BP 6179 - Supplemental Instruction (BP revised)

Policy updated to reflect current law requiring the provision of remedial instruction to students who are recommended for retention or are identified as being at risk for retention. Policy also deletes reference to federal Title I program improvement which is no longer operational, and clarifies that schools identified for comprehensive or targeted school improvement may, but are not required to, offer supplemental instruction.

Cabrillo USD

Board Policy

Local Control And Accountability Plan

BP 0460

Philosophy, Goals, Objectives and Comprehensive Plans

The Governing Board desires to ensure the most effective use of available funding to improve outcomes for all students. A comprehensive, data-driven planning process shall be used to identify annual goals and specific actions which are aligned with the district budget and facilitate continuous improvement of district practices.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0415 - Equity)

The Board shall adopt a districtwide local control and accountability plan (LCAP), based on the template adopted by the State Board of Education (SBE), that addresses the state priorities in Education Code 52060 and any local priorities adopted by the Board. The LCAP shall be updated on or before July 1 of each year and, like the district budget, shall cover the next fiscal year and two subsequent fiscal years. (Education Code 52060, 52064; 5 CCR 15494-15497)

(cf. 3100 - Budget)

The LCAP shall focus on improving outcomes for all students, particularly those who are "unduplicated students" or are part of any numerically significant student subgroup that is at risk of or is underperforming.

Unduplicated students include students who are eligible for free or reduced-price meals, English learners, and foster youth, as defined in Education Code 42238.01 for purposes of the local control funding formula (LCFF). (Education Code 42238.02)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English Learners)

Numerically significant student subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, when there are at least 30 students in the subgroup or at least 15 foster youth or homeless students. (Education Code 52052)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

(cf. 6173 - Education for Homeless Children)

The Superintendent or designee shall review the school plan for student achievement (SPSA) submitted by each district school pursuant to Education Code 64001 to ensure that the specific actions included in the LCAP are consistent with strategies included in the SPSA. (Education Code 52062)

(cf. 0420 - School Plans/Site Councils)

The LCAP shall also be aligned with other district and school plans to the extent possible in order to minimize duplication of effort and provide clear direction for program implementation.

(cf. 0400 - Comprehensive Plans)
(cf. 0440 - District Technology Plan)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 5030 - Student Wellness)
(cf. 6171 - Title I Programs)
(cf. 7110 - Facilities Master Plan)

As part of the LCAP adoption and annual update to the LCAP, the Board shall separately adopt an LCFF budget overview for parents/guardians, based on the template developed by the SBE, which includes specified information relating to the district's budget. The budget overview shall be adopted, reviewed, and approved in the same manner as the LCAP and the annual update. (Education Code 52064.1)

Any complaint that the district has not complied with legal requirements pertaining to the LCAP may be filed pursuant to AR 1312.3 - Uniform Complaint Procedures. (Education Code 52075)

(cf. 1312.3 - Uniform Complaint Procedures)

Plan Development

The Superintendent or designee shall gather data and information needed for effective and meaningful plan development and present it to the Board and community. Such data and information shall include, but not be limited to, data regarding the number of students in student subgroups, disaggregated data on student achievement levels, and information about current programs and expenditures.

The Board shall consult with teachers, principals, administrators, other school personnel, employee bargaining units, parents/guardians, and students in developing the LCAP. Consultation with students shall enable unduplicated students and other numerically significant student subgroups to review and comment on LCAP development and may include surveys of students, student forums, student advisory committees, and/or meetings with student government bodies or other groups representing students. (Education Code 52060; 5 CCR 15495)

(cf. 1220 - Citizen Advisory Committees)
(cf. 4140/4240/4340 - Bargaining Units)
(cf. 6020 - Parent Involvement)

Public Review and Input

The Board shall establish a parent advisory committee to review and comment on the LCAP. The committee shall be composed of a majority of parents/guardians and shall include parents/guardians of unduplicated students as defined above. (Education Code 52063; 5 CCR 15495)

Whenever district enrollment includes at least 15 percent English learners, with at least 50 students who are English learners, the Board shall establish an English learner parent advisory committee composed of a majority of parents/guardians of English learners to review and comment on the LCAP. (Education Code 52063; 5 CCR 15495)

The Superintendent or designee shall present the LCAP to the committee(s) before it is submitted to the Board for adoption, and shall respond in writing to comments received from the committee(s). (Education Code 52062)

The Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP. The notification shall be provided using the most efficient method of notification possible, which may not necessarily include producing printed notices or sending notices by mail. All written notifications related to the LCAP shall be provided in the primary language of parents/guardians when required by Education Code 48985. (Education Code 52062)

(cf. 5145.6 - Parental Notifications)

As part of the parent/guardian and community engagement process, the district shall solicit input on effective and appropriate instructional methods, including, but not limited to, establishing language acquisition programs to enable all students, including English learners and native English speakers, to have access to the core academic content standards and to become proficient in English. (Education Code 305-306)

The Superintendent or designee shall consult with the administrator(s) of the special education local plan area of which the district is a member to ensure that specific actions for students with disabilities are included in the LCAP and are consistent with strategies included in the annual assurances support plan for the education of students with disabilities. (Education Code 52062)

(cf. 0430 - Comprehensive Local Plan for Special Education)

The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP. The public hearing shall be held at the same meeting as the budget hearing required pursuant to Education Code 42127 and AR 3100 - Budget. (Education Code 42127, 52062)

(cf. 9320 - Meetings and Notices)

Adoption of the Plan

The Board shall adopt the LCAP prior to adopting the district budget, but at the same public meeting. This meeting shall be held after the public hearing described above, but not on the same day as the hearing. (Education Code 52062)

The Board may adopt revisions to the LCAP at any time during the period in which the plan is in effect, provided the Board follows the process to adopt the LCAP pursuant to Education Code 52062 and the revisions are adopted in a public meeting. (Education Code 52062)

Submission of Plan to County Superintendent of Schools

Not later than five days after adoption of the LCAP, the district budget, and the budget overview for parents/guardians, the Board shall file the LCAP, the budget, and the budget overview with the County Superintendent of Schools. (Education Code 42127, 52064.1, 52070)

If the County Superintendent sends, by August 15, a written request for clarification of the contents of the LCAP, the Board shall respond in writing within 15 days of the request. If the County Superintendent then submits recommendations for amendments to the LCAP within 15 days of receiving the Board's response, the Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations. (Education Code 52070)

If the County Superintendent does not approve the district's LCAP, the Board shall accept technical assistance from the County Superintendent focused on revising the plan so that it can be approved. (Education Code 52071)

Monitoring Progress

The Superintendent or designee shall seek and/or accept technical assistance or other intervention that may be required pursuant to Education Code 52071 or 52072 when a school or a numerically significant student subgroup is not making sufficient progress toward the goals in the LCAP.

(cf. 0520 - Intervention for Underperforming Schools)

(cf. 0520.1 - Comprehensive and Targeted Support and Improvement)

Technical Assistance/Intervention

~~At its discretion, the Board may submit a request to the County Superintendent for technical assistance, including, but not limited to: (Education Code 52071)~~

- ~~1. Assistance in identifying district strengths and weaknesses in regard to state priorities, which includes the review of performance data on the state and local indicators included in the Dashboard and other relevant local data, and in identifying effective, evidence-based programs or practices that address any areas of weakness.~~
- ~~2. Assistance from an academic, programmatic, or fiscal expert, or team of experts, in identifying and implementing effective programs and practices that are designed to improve performance in any identified areas of weakness. The district may engage other service providers, including, but not limited to, other school districts, county offices of education, or charter schools, to provide such assistance.~~

~~In the event that the County Superintendent requires the district to receive technical assistance based on one or more numerically significant student subgroups meeting the criteria established pursuant Education Code 52064.5, the Board shall work with the County Superintendent, or another service provider at district expense, and shall provide the County Superintendent timely documentation of the district's completion of the activities listed in items #1-2 above or substantially similar activities. (Education Code 52071)~~

~~If referred to the California Collaborative for Educational Excellence by either the County Superintendent or the Superintendent of Public Instruction (SPI), the district shall implement the recommendations of that agency in order to accomplish the goals set forth in the district's LCAP. (Education Code 52071, 52074)~~

~~If the SPI identifies the district as needing intervention, the district shall cooperate with any action taken by the SPI or any academic advisor appointed by the SPI, which may include one or more of the following: (Education Code 52072)~~

- ~~1. Revision of the district's LCAP~~
- ~~2. Revision of the district's budget in accordance with changes in the LCAP~~
- ~~3. A determination to stay or rescind any district action that would prevent the district from improving outcomes for all student subgroups, provided that action is not required by a collective bargaining agreement~~

Legal Reference:

EDUCATION CODE

305-306 English language education

17002 State School Building Lease-Purchase Law, including definition of good repair

33430-33436 Learning Communities for School Success Program; grants for LCAP implementation

41020 Audits

41320-41322 Emergency apportionments

42127 Public hearing on budget adoption

42238.01-42238.07 Local control funding formula

44258.9 County superintendent review of teacher assignment

47604.33 Submission of reports by charter schools

47606.5 Charter schools, local control and accountability plan

48985 Parental notices in languages other than English

51210 Course of study for grades 1-6

51220 Course of study for grades 7-12

52052 Numerically significant student subgroups

52059.5 Statewide system of support

52060-52077 Local control and accountability plan

52302 Regional occupational centers and programs

52372.5 Linked learning program

54692 Partnership academies

60119 Sufficiency of textbooks and instructional materials; hearing and resolution

60605.8 California Assessment of Academic Achievement; Academic Content Standards Commission

64001 School plan for student achievement

99300-99301 Early Assessment Program

WELFARE AND INSTITUTIONS CODE

300 *Dependent child of the court*
CODE OF REGULATIONS, TITLE 5
4600-4670 *Uniform complaint procedures*
15494-15497 *Local control and accountability plan and spending requirements*
UNITED STATES CODE, TITLE 20
6311 State plan
6312 *Local educational agency plan*
6826 *Title III funds, local plans*

Management Resources:

CSBA PUBLICATIONS

The California School Dashboard and Small Districts, October 2018

Promising Practices for Developing and Implementing LCAPs, Governance Brief, November 2016

LCFF Rubrics, Issue 1: What Boards Need to Know About the New Rubrics, Governance Brief, rev. October 2016

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

California School Dashboard

LCFF Frequently Asked Questions

Local Control and Accountability Plan and Annual Update (LCAP) Template

Family Engagement Framework: A Tool for California School Districts, 2014

California Career Technical Education Model Curriculum Standards, 2013

California Common Core State Standards: English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects, rev. 2013

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS (continued)

California Common Core State Standards: Mathematics, rev. 2013

California English Language Development Standards, 2012

WEB SITES

CSBA: <http://www.csba.org>

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

California School Dashboard: <http://www.caschooldashboard.org>

Policy CABRILLO UNIFIED SCHOOL DISTRICT

adopted: December 12, 2013 Half Moon Bay, California

revised: February 8, 2018

revised: March 14, 2019

revised: TBD

Cabrillo USD

Board Policy

Intervention For Underperforming Schools

BP 0520

Philosophy, Goals, Objectives and Comprehensive Plans

The Governing Board desires that all district schools provide a high-quality educational program that maximizes the achievement of each district student. The district shall provide assistance to schools to support the continuous improvement of student performance within the priorities identified in the district's local control and accountability plan (LCAP) and to enhance the achievement of low-performing student subgroups.

(cf. 0460 - Local Control and Accountability Plan)

(cf. 0500 - Accountability)

At its discretion, the Board may submit a request to the County Superintendent of Schools for technical assistance regarding the following: (Education Code 52071)

- 1. Identifying the district's strengths and weaknesses in regard to state priorities addressed in the LCAP, including collaboration between the district and County Superintendent to review performance data on the state and local indicators included in the California School Dashboard and other relevant local data and to identify effective, evidence-based programs or practices that address any areas of weakness**
- 2. Securing assistance from an academic, programmatic, or fiscal expert, or team of experts, to identify and implement effective programs and practices that are designed to improve performance in any areas of weakness identified by the district**

In the event that the County Superintendent requires the district to receive technical assistance based on a determination that one or more numerically significant student subgroups in a district school meet the performance criteria established pursuant Education Code 52064.5, the Board shall work with the County Superintendent and shall provide the County Superintendent timely documentation of the district's completion of the activities listed in items #1-2 above or substantially similar activities. (Education Code 52071)

With the approval of the County Superintendent, the district may, at its own expense, engage another service provider, including, but not limited to, another school district, the county office of education, or a charter school, to act as a partner to the district in filling the district's need for technical assistance. (Education Code 52071)

If referred to the California Collaborative for Educational Excellence by either the County Superintendent or the Superintendent of Public Instruction (SPI), the district shall implement the recommendations of that agency in order to accomplish the goals set forth in the district's LCAP. (Education Code 52071, 52074)

If the SPI identifies the district as needing intervention, the district shall cooperate with any action taken by the SPI or any academic advisor appointed by the SPI, which may include one or more of the following: (Education Code 52072)

1. Revision of the district's LCAP
2. Revision of the district's budget, in conjunction with changes in the LCAP, that would allow the district to improve the outcomes for all student subgroups in regard to state and local priorities
3. A determination to stay or rescind any district action that would prevent the district from improving outcomes for all student subgroups, provided that action is not required by a collective bargaining agreement

In addition, any school identified by the California Department of Education for comprehensive support and improvement, targeted support and improvement, or additional targeted support and improvement shall develop and implement a school plan in accordance with 20 USC 6311. Such schools may be required to partner with an external entity, agency, or individual with demonstrated expertise and capacity to identify and implement more rigorous interventions.

(cf. 0420 - School Plans/Site Councils)

(cf. 0520.1 - Comprehensive and Targeted Support and Improvement)

Legal Reference:

EDUCATION CODE

52052 Numerically significant student subgroups

52059.5 Statewide system of support

52060-52077 Local control and accountability plan

60640-60649 California Assessment of Student Performance and Progress

64001 School plan for student achievement

UNITED STATES CODE, TITLE 20

6311-6322 Improving basic programs for disadvantaged students, especially:

6311 State plans

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Dashboard

CSI/TSI/ATSI Frequently Asked Questions

California ESSA Consolidated State Plan, 2017

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Non-Regulatory Guidance: Using Evidence to Strengthen Education Investments, 2016

WEB SITES

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

California School Dashboard: <http://www.caschooldashboard.org>

U.S. Department of Education: <https://www.ed.gov>

Policy CABRILLO UNIFIED SCHOOL DISTRICT
adopted: TBD Half Moon Bay, California

Cabrillo USD

Board Policy

Comprehensive And Targeted Support And Improvement

BP 0520.1

Philosophy, Goals, Objectives and Comprehensive Plans

The Governing Board is committed to enabling all district students to meet state academic achievement standards. The district shall provide support and assistance to increase student achievement in all district schools, especially any school that has been identified by the California Department of Education (CDE) as in need of comprehensive support and improvement (CSI), targeted support and improvement (TSI), or additional targeted support and improvement (ATSI).

(cf. 0500 - Accountability)

(cf. 0520 - Intervention for Underperforming Schools)

(cf. 6011 - Academic Standards)

(cf. 6171 - Title I Programs)

When any school is identified for CSI, TSI, or ATSI, the Superintendent or designee shall notify the school community, including the principal, teachers, and parent/guardians of students of the school, of the identification and, if applicable, shall inform the school of the student subgroup(s) which are consistently underperforming at the school.

School Plan

Upon receiving notification from CDE that a district school has been identified as eligible for CSI, TSI, or ATSI, the district shall, in partnership with principals, other school leaders, teachers, and parents/guardians, develop and implement a plan to improve student outcomes at the school. The plan shall: (20 USC 6311)

- 1. Be based on all state indicators in the California School Dashboard, including student performance against state-determined long-term goals, except that any school subject to the state's Dashboard Alternative School Status that has fewer than 100 students may focus on the state indicators that are more applicable to the nature of its program**
- 2. Be based on a school-level needs assessment**
- 3. Include evidence-based interventions**
- 4. If the school is identified for CSI or ATSI, identify resource inequities, which may include a review of district and school-level budgets, to be addressed through implementation of the plan**

(cf. 0400 - Comprehensive Plans)

The school plan for student achievement developed pursuant to Education Code 64001 may serve as the school improvement plan required for CSI, TSI, or ATSI, provided that the plan meets the requirements of 20 USC 6311. (Education Code 64001)

(cf. 0420 - School Plans/Site Councils)

The school improvement plan shall be submitted to the Board for approval. (20 USC 6311)

If any district school is identified for CSI, the district's local control and accountability plan shall include descriptions of how the district provides support to CSI school(s) in developing the CSI plan and how the district will monitor and evaluate the implementation and effectiveness of the CSI plan to support student and school improvement.

(cf. 0460 - Local Control and Accountability Plan)

Monitoring and Intervention

The Board and the Superintendent or designee shall regularly review the performance of each school identified for CSI, TSI, or ATSI.

After two years of implementing the school plan, if any such school has been unsuccessful in improving student outcomes to a level that exceeds initial eligibility criteria, the district shall identify the problem and take additional action as necessary.

If a school identified for CSI fails to improve student outcomes within four years to a level that exceeds the CSI eligibility criteria, it shall be subject to more rigorous interventions that include, but are not limited to, partnering with an external entity, agency, or individual with demonstrated expertise and capacity to:

- 1. Conduct a new needs assessment that focuses on systemic factors and conduct a root cause analysis that identifies gaps between current conditions and desired conditions in student performance and progress**
- 2. Use the results of the analysis along with stakeholder feedback to develop a new improvement plan that includes:**
 - a. A prioritized set of evidence-based interventions and strategies**
 - b. A program evaluation component with support to conduct ongoing performance and progress monitoring**

Legal Reference:

EDUCATION CODE

52052 Numerically significant student subgroups

52059.5 Statewide system of support

52060-52077 Local control and accountability plan

64001 School plan for student achievement

UNITED STATES CODE, TITLE 20

6311-6322 *Improving basic programs for disadvantaged students, especially:*

6311 *State plans*

6313 *Eligibility of schools and school attendance areas; funding allocation*

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Dashboard

CSI/TSI/ATSI Frequently Asked Questions

California ESSA Consolidated State Plan, 2017

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Non-Regulatory Guidance: *Using Evidence to Strengthen Education Investments*, 2016

WEB SITES

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

California School Dashboard: <http://www.caschooldashboard.org>

U.S. Department of Education: <https://www.ed.gov>

Policy CABRILLO UNIFIED SCHOOL DISTRICT

adopted: TBD Half Moon Bay, California

Cabrillo USD

Board Policy

World/~~Foreign~~ Language Instruction

BP 6142.2

Instruction

In order to prepare students for global citizenship and to broaden their intercultural understanding and career opportunities, the Governing Board shall provide students with opportunities to develop ~~linguistic proficiency~~ **communicative** and cultural **proficiency and** literacy in one or more world languages ~~in addition to English.~~

The Superintendent or designee shall recommend **a variety of** world languages to be taught in the district's educational program based on student interest, community needs, and available resources. ~~He/she shall also consider providing English learners the opportunity to study their heritage language, when such a course is available, in order to continue developing skills in that language.~~

For any program designed to provide students with instruction in a language other than English to a degree sufficient to produce proficiency in that language, the Superintendent or designee shall establish a process for schools to receive and respond to input from parents/guardians and other stakeholders regarding the non-English language in which instruction will be provided. (5 CCR 11300, 11312)

If American Sign Language courses, if ~~are offered~~, they shall be open to all students regardless of hearing status.

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

The district shall offer a sequential curriculum aligned with the state content standards, state curriculum framework, and, as applicable, California university admission requirements for languages other than English.

~~(cf. 6011 - Academic Standards)~~

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

Instruction in world languages shall be offered to secondary school students beginning no later than grade 7 and shall be designed to develop students' skills in understanding, speaking, reading, and writing the language. (Education Code 51220)

~~(cf. 6143 - Courses of Study)~~

~~Students shall obtain credit toward high school graduation requirements for completion of a one-year course in a world language or American Sign Language during grades 9-12.~~

~~(cf. 5126 - Awards for Achievement)~~

~~(cf. 6146.1 - High School Graduation Requirements)~~
~~(cf. 6146.11 - Alternative Credits Toward Graduation)~~

The district may establish a dual-language immersion program that provides integrated language learning and academic instruction for native speakers of English and native speakers of another language, with the goals of high academic achievement, first and second language proficiency, and cross-cultural understanding. (Education Code 305-306)

~~In order to encourage higher levels of language proficiency throughout a student's education, the district may offer age appropriate language programs in elementary schools. Beginning in the primary grades, the district may deliver language studies through a two-way immersion program in which instruction is delivered in both English and another language to both English-only students and English learners.~~

The Board shall ensure that students have access to high-quality instructional materials in world languages. In accordance with Board policy, teachers shall be encouraged to identify and use supplemental resources, such as literature, technology, newspapers and other media, dictionaries, and volunteers from the community to enhance the world language instructional program.

(cf. 1240 - Volunteer Assistance)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
(cf. 6161.11 - Supplementary Instructional Materials)
(cf. 6163.1- Library Media Centers)

The Superintendent or designee shall provide professional development as necessary to ensure that teachers of world languages have the knowledge and skills they need to implement an effective instructional program that helps students attain academic standards, **including communicative and cultural proficiency and understanding.**

(cf. 4131 - Staff Development)

Students shall obtain credit toward high school graduation requirements completing one year of a world language or American Sign Language course during grades 9-12.

(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.11 - Alternative Credits Toward Graduation)

The district shall determine appropriate measures to assess student proficiency in world languages offered by district schools. Students who have attained a high level of proficiency may receive recognition for their achievement, including the State Seal of Biliteracy for students graduating from high school.

(cf. 5126 - Awards for Achievement)

Legal Reference:

EDUCATION CODE

300-310 Education for English learners

42238.02 Local control funding formula; class size requirements

44253.1-44253.11 Qualifications of teachers of English learners
 44256-44257 Credential requirements, including teachers of ~~foreign~~ world language
 48980 Parental notifications
 51212 Legislative intent to encourage ~~foreign~~ world language instruction in grades 1-6
 51220 Courses of study, grades 7-12
 51225.3 High school graduation requirements
 51243-51245 Alternative credits toward graduation for ~~foreign~~ world language instruction in private school
 60119 Public hearings, instructional materials
 60605.3 Content standards for world language instruction
 60605.5 Revision of state standards for world language instruction
CODE OF REGULATIONS, TITLE 5
 1632 Alternative credits toward graduation for foreign language instruction in private school
11300-11316 Multilingual and English learner education

Management Resources:

CALIFORNIA SCHOOL BOARDS ASSOCIATION CSBA PUBLICATIONS

Proposition 58 Regulations, Fact Sheet, August 2018

English Learners in Focus: The English Learner Roadmap: Providing Direction for English Learner Success, Governance Brief, February 2018

English Learners in Focus, Issue 2: The Promise of Two-Way Immersion Programs, Governance Brief, September 2014

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Two-Way Language Immersion Program Multilingual FAQ

World Languages Framework for California Public Schools, Kindergarten Through Grade Twelve

California Spanish Assessment Fact Sheet, March 2019

World Languages Content Standards for California Public Schools, Kindergarten Through Grade Twelve, adopted January 7, 2009 2019

California English Learner Roadmap: Strengthening Comprehensive Educational Policies, Programs and Practices for English Learners, 2017

Foreign Language Framework for California Public Schools, Kindergarten Through Grade Twelve, 2003

CENTER FOR APPLIED LINGUISTICS PUBLICATIONS

Guiding Principles for Dual Language Education, Second Edition, 2007

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

CL-622 Serving English Learners

NATIONAL EDUCATION ASSOCIATION PUBLICATIONS

21st Century Skills Map: World Languages, January 2011

UNIVERSITY OF CALIFORNIA PUBLICATIONS

A-G Policy Resource Guide

WEB SITES

CSBA: <http://www.csba.org>

American Council on the Teaching of Foreign Languages: <http://www.actfl.org>

California Association for Bilingual Education: <http://www.gocabe.org>

California Department of Education, ~~Foreign~~ World Languages: <http://www.cde.ca.gov/ci/fl>

California Language Teachers' Association: <http://www.clta.net>

California ~~Foreign~~ World Language Project: <http://www.stanford.edu/group/CFLP>

California Language Teachers' Association: <http://www.clta.net>

Center for Applied Linguistics: <http://www.cal.org>

National Education Association, Partnership for 21st Century Skills:
<http://www.nea.org/home/34888.htm>

University of California, ~~a-g Course Approval~~ **A-G Policy Resource Guide:** <http://www.ucop.edu/agguide>

Policy CABRILLO UNIFIED SCHOOL DISTRICT

adopted: June 25, 2009 Half Moon Bay, California

revised: TBD

Cabrillo USD

Board Policy

Supplemental Instruction

BP 6179

Instruction

The Governing Board recognizes that high-quality supplemental instruction can motivate and support students to attain grade-level academic standards, overcome academic deficiencies, and/or acquire critical skills. The district shall offer programs of direct, systematic, and intensive supplemental instruction to meet student needs. Supplemental instruction shall be offered in accordance with law and may be used to assist the district in meeting its goals for student achievement.

(cf. 0460 - Local Control and Accountability Plan)
(cf. 5113.1 - Chronic Absence and Truancy)
(cf. 5147 - Dropout Prevention)
(cf. 6011 - Academic Standards)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.5 - Elementary/Middle School Graduation Requirements)
(cf. 6164.5 - Student Success Teams)

Supplemental instruction may be offered during and outside the regular school day, including during the summer, before school, after school, on Saturday, and/or during intersessions. When supplemental instruction is offered during the regular school day, it shall not supplant the student's instruction in the core curriculum areas or physical education.

(cf. 5148.2 - Before/After School Programs)
(cf. 6111 - School Calendar)
(cf. 6112 - School Day)
(cf. 6142.7 - Physical Education and Activity)
(cf. 6176 - Weekend/Saturday Classes)
(cf. 6177 - Summer Learning Programs)

As appropriate, supplemental instruction may be provided through a classroom setting, individual or small group instruction, technology-based instruction, and/or an arrangement with a community or other external service provider.

~~*(cf. 1020 - Youth Services)*~~

When determined to be necessary by the principal or designee **and when written parent/guardian consent is obtained for the student's participation**, a student may be required to participate in supplemental instruction outside the regular school day. ~~In such cases, written parent/guardian consent shall be obtained for the student's participation.~~

Supplemental instruction ~~shall~~ **may** be offered to students in ~~grades 2-9~~ who ~~have been retained or are~~ recommended for retention, **or are identified as being at risk for retention**, at their current grade level. (Education Code ~~37252.2~~, 48070.5)

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

~~(cf. 5123 - Promotion/Acceleration/Retention)~~

~~(cf. 6162.51 - State Academic Achievement Tests)~~

~~The district shall offer alternative supports designed to increase the academic achievement of socioeconomically disadvantaged students attending schools identified by the California Department of Education for program improvement for two or more consecutive years.~~

~~(cf. 0520.2 - Title I Program Improvement Schools)~~

~~(cf. 0520.3 - Title I Program Improvement Districts)~~

In addition, supplemental instruction may be offered to:

- ~~1. Students who are identified as being at risk for retention based on state assessment results, grades, or other indicators~~

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

~~(cf. 6162.51 - State Academic Achievement Tests)~~

- ~~2.1.~~ Students who demonstrate academic deficiencies that may jeopardize their attainment of academic standards

~~(cf. 6142.6 - Visual and Performing Arts Education)~~

~~(cf. 6142.7 - Physical Education and Activity)~~

~~(cf. 6142.91 - Reading/Language Arts Instruction)~~

~~(cf. 6142.92 - Mathematics Instruction)~~

~~(cf. 6142.93 - Science Instruction)~~

~~(cf. 6142.94 - History-Social Science Instruction)~~

- ~~3.2.~~ High school students who need support to successfully complete courses required for graduation

Legal Reference:

EDUCATION CODE

37200-37202 School calendar

37223 Weekend classes

~~37252-37254.1~~ ~~Supplemental instruction, summer school~~

~~42238.01-42238.07~~ **42238.5** Local control funding formula

46100 Length of school day

~~48070-48070.5-6~~ Promotion and retention

48200 Compulsory education

48985 Translation of notices

51210-51212 Courses of study, elementary schools

51220-51228 Courses of study, secondary schools

52060-52077 Local control and accountability plan

60603 Definitions, core curriculum areas

60640-60649 *California Assessment of Student Performance and Progress*
CODE OF REGULATIONS, TITLE 5
11470-11472 *Summer school*
UNITED STATES CODE, TITLE 20
6311 State plan

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Every Student Succeeds Act 2016-17 School Year Transition Plan, April 2016
WEB SITES
CSBA: <http://www.csba.org>
California Department of Education: <http://www.cde.ca.gov>
U.S. Department of Education: <http://www.ed.gov>

Policy CABRILLO UNIFIED SCHOOL DISTRICT

adopted: December 11, 2008 Half Moon Bay, California
revised: May 8, 2014
revised: August 11, 2016
revised: April 19, 2018
revised: TBD



CABRILLO UNIFIED SCHOOL DISTRICT

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SUPERINTENDENT

Sean McPhetridge, Ed.D.

GOVERNING BOARD

Mary Beth Alexander

Lizet Cortes

Kimberly Hines

Sophia Layne

Freya McCamant

MEMORANDUM

MEETING DATE: February 13, 2020
TO: Members of the Governing Board
FROM: Holly Wade, Ph.D., Assistant Superintendent, Educational Support Services
Jason Owens, Director, Pupil Personnel Services
CATEGORY: Action
RECOMMENDATION: Approve 2019-20 Comprehensive School Site Safety Plans

BACKGROUND INFORMATION

Education Code Section 32282 (d) requires that a comprehensive school safety plan be developed and implemented. The comprehensive school safety plan may be evaluated and amended, as needed, by the school safety planning committee and shall be evaluated at least once a to ensure that the comprehensive school safety plan is properly implemented. An updated file of all safety-related plans and materials shall be readily available for review by the public.

Further, EC 32282 (f) requires that the comprehensive school safety plan, as written and updated by the school site council or school safety planning committee, shall be submitted for approval pursuant to subdivision (a) of Section 32288 to the Governing Board.

Finally, EC 32286 (a) requires that each school shall adopt its comprehensive school safety plan by March 1, 2020, and shall review and update its plan by no later than March 1 thereafter.

The [2019-20 Comprehensive School Safety Plans are linked here](#) and will be maintained at the district level, site level, and available on the district website for public review.

California public schools are required to comply with California Education Code, Section 35294.10 et. seq. and Sections 32280 et. seq, dealing with the preparation of a "Safe School Plan." Key elements of the plans are:

Collaborative Relationships - Students, parents, community organizations, and law enforcement agencies should be actively involved in the development and updating of the safety plan.

Strategies and Programs for School Safety - Appropriate strategies and programs that provide and maintain a high level of school safety need to be identified. An assessment of the current status of school crime committed on the school campus and at school-related functions must be included.

Counseling and Guidance Services - Clear guidelines for the roles and responsibilities of mental health professionals, community intervention professionals, school counselors, and school resource officers should be included to ensure a positive school climate.

Emergency Procedures - The plan must include disaster procedure and earthquake emergency procedures.

Discipline Policies - Discipline policies and procedures, specifically those which lead to suspension and/or expulsion, should be discussed.

REPORT/PROPOSAL

For the 2019-20 school year, it is recommended that the Comprehensive School Site Safety Plans be approved.

FINANCIAL IMPACT

There is no financial impact to the General Fund.



CABRILLO UNIFIED SCHOOL DISTRICT

Every Student. Every Day!

School Safety Plans 2019-20

CUSD Board Meeting

February 13, 2020

Overview of Our Safety Plans

- Established site safety teams
- Developed, reviewed, and approved plans with School Site Council
- Reviewed plans with Safety Consultant
- Scheduled ongoing practice drills to ensure students, staff are ready
- Today: Presenting to BOE for approval



Student/School Safety is Our #1 Priority

- Collaborative Relationships - Students, parents, community organizations, and law enforcement agencies should be actively involved in the development and updating of the safety plan.
- Strategies and Programs for School Safety - Appropriate strategies and programs that provide and maintain a high level of school safety need to be identified. An assessment of the current status of school crime committed on the school campus and at school-related functions must be included.
- Counseling and Guidance Services - Clear guidelines for the roles and responsibilities of mental health professionals, community intervention professionals, school counselors, and school resource officers should be included to ensure a positive school climate.
- Emergency Procedures - The plan must include disaster procedure and earthquake emergency procedures.
- Discipline Policies - Discipline policies and procedures, specifically those which lead to suspension and/or expulsion, should be discussed.



Safety Plan Timeline

2014-2017	2017-2018	2018	2019-20
Big Five created by Coalition Training begins at all school districts in San Mateo County. Training with law enforcement, fire, supervisors, county personnel	CUSD Safety Focus Administrators trained In Suicide Prevention, toolkit, and threat assessment Site safety drills conducted	CUSD Safety Focus District wide: • parent and community Big Five Safety Night • participation in CA Great Shakeout drills for Big Five • review of Safety Plans by outside consultant	Maintain consultant to ensure safety drills, materials, facilities readiness Continue school site safety teams, training, drills Enhance district-wide communication system to ensure timely notification systems are in place Work collaboratively with local law enforcement partners



CUSD

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Every Student. Every Day.

Questions?

Thank you!



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CABRILLO UNIFIED SCHOOL DISTRICT

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SUPERINTENDENT

Sean McPhetridge, Ed.D.

GOVERNING BOARD

Mary Beth Alexander
Lizet Cortes
Kimberly Hines
Sophia Layne
Freya McCamant

MEMORANDUM

MEETING DATE: February 13, 2020
TO: Members of the Governing Board
FROM: Jesus Contreras, Chief Business Officer
CATEGORY: Action
RECOMMENDATION: Receive and Accept the Measure M Facility Bond Citizens' Oversight Committee 2018-19 Annual Report

BACKGROUND INFORMATION

On February 8, 2018, 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, 2018, the voters within the attendance area of the Cabrillo Unified School District approved Measure M to authorize the sale of \$99 million in facility bonds. The project list was organized around three themes:

1. Complete basic upgrades to meet student health and safety concerns
2. Improve schools to meet current academic standards and provide access to modern instructional technology
3. Provide dedicated space for science, math engineering, arts/music instruction, support 21st Century learning, and address specific priorities at individual school sites

The Governing Board appointed members to the District's Measure M Facility Bond Citizens' Oversight Committee (COC). The COC performed an analysis of the District's expenditures that included the review of independent fiscal and performance audits. The COC found the use of the Measure M 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 M Facility Bond Citizens' Oversight Committee met on November 12, 2019 and adopted Resolution No. 02-19 stating the District had, during the 2018-2019 school year, expended Measure M Bond proceeds in a manner consistent with the ballot language. At the meeting, the committee approved the Measure S Facility Bond Citizens' Oversight Committee 2018-2019 Annual Report. Facility Bond Citizens' Oversight Committee Chair Mike Alifano will present this report to the Governing Board.

FINANCIAL IMPACT

There is no impact to the General Fund.

**CABRILLO UNIFIED SCHOOL DISTRICT
MEASURE M BOND BUILDING FUND**

Audited Financial Statements &
Independent Auditor's Report
June 30, 2019



Chavan & Associates, LLP
Certified Public Accountants
1475 Saratoga Ave, Suite 180
San Jose, CA 95129

**CABRILLO UNIFIED SCHOOL DISTRICT
Measure M Bond Building Fund
For the Fiscal Year Ended June 30, 2019**

Table of Contents

	<u>Page No.</u>
FINANCIAL SECTION:	
Independent Auditor's Report.....	1 - 2
Financial Statements:	
Measure M Bond Building Fund Balance Sheet.....	3
Measure M Bond Building Fund Statement of Revenue, Expenditures and Changes in Fund Balance.....	4
Notes to the Basic Financial Statements.....	5 - 13
SUPPLEMENTARY INFORMATION:	
Measure M Bond Building Fund Schedule of Cumulative Expenditures.....	14
Notes to Program Schedule.....	15
Schedule of Findings and Recommendations	16
Schedule of Prior Year Findings and Recommendations	17
OTHER INDEPENDENT AUDITOR'S REPORTS:	
Internal Control:	
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 <i>Government Auditing Standard</i>	18 - 19
Performance and Compliance:	
Independent Auditor's Report on Performance and Compliance with Requirements that could have a Direct and Material Effect on the Measure M Bond Program.....	20 - 22

FINANCIAL SECTION



INDEPENDENT AUDITOR'S REPORT

Measure M 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 M Bond Building Fund of the Cabrillo Unified School District, as of and for the year ended June 30, 2019, 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 M Bond Building Fund of the Cabrillo Unified School District, as of



June 30, 2019, 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.

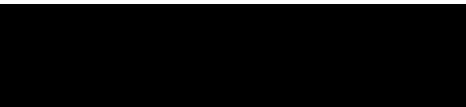
Other Matters

As discussed in Note 1, the financial statements present only the Measure M 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, 2019, 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 M Bond Building Fund of Cabrillo Unified School District's basic financial statements. The Measure M Bond Building Fund Schedule of Cumulative Expenditures is presented for purposes of additional analysis and is not a required part of the basic financial statements. The Measure M Bond Building Fund Schedule 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 M Bond Building Fund Schedule 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 October 7, 2019 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 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.



October 7, 2019
San Jose, California

CABRILLO UNIFIED SCHOOL DISTRICT
Measure M Bond Building Fund
Balance Sheet
June 30, 2019

Assets

Cash and investments	\$ 31,963,148
Interest receivable	<u>205,158</u>

Total Assets	<u><u>\$ 32,168,306</u></u>
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Liabilities and Fund Balance

Liabilities:

Accounts payable	<u>\$ 2,778,935</u>
------------------	---------------------

Total Liabilities	<u>2,778,935</u>
-------------------	------------------

Fund balance:

Restricted for capital projects	<u>29,389,371</u>
---------------------------------	-------------------

Total Fund Balance	<u>29,389,371</u>
--------------------	-------------------

Total Liabilities and Fund Balance	<u><u>\$ 32,168,306</u></u>
------------------------------------	-----------------------------

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

CABRILLO UNIFIED SCHOOL DISTRICT
Measure M Bond Building Fund
Statement of Revenue, Expenditures and Changes in Fund Balance
For the Fiscal Year Ended June 30, 2019

Revenues:	
Interest earnings	\$ 541,410
Total Revenue	541,410
Expenditures:	
Supplies and materials	106,700
Contract services	1,374,416
Capital outlay	4,500,923
Bond issuance costs	313,500
Total Expenditures	6,295,539
Excess (deficiency) of revenues over (under) expenditures	(5,754,129)
Other financing sources (uses):	
Proceeds from sale of bonds	35,000,000
Premium from bond issuance	143,500
Total other financing sources (uses)	35,143,500
Net Changes in Fund Balance	29,389,371
Fund Balance Beginning	-
Fund Balance Ending	\$ 29,389,371

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

CABRILLO UNIFIED SCHOOL DISTRICT
Measure M Bond Building Fund
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2019

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 2018-19, a committee to the District's Governing Board and Superintendent, called the Measure M 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 M 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 M 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 M 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 M Bond Building Fund
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2019

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. To achieve comparability of reporting among California districts, and so as not to distort normal revenue patterns with specific respect to reimbursement grants and correction to state-aid apportionments, the California Department of Education has defined available for district as collectible within one year.

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 (such as cash) are received before revenue recognition criteria have been satisfied. Grants and entitlements received before eligibility requirements (such as qualified expenditures) are met are recorded as liabilities from unearned revenue.

Unavailable Revenue:

In the governmental fund financial statements, receivables associated with non-exchange transactions that will not be collected within the availability period have been recorded as deferred inflows of resources as unavailable 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.

CABRILLO UNIFIED SCHOOL DISTRICT
Measure M Bond Building Fund
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2019

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 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.

CABRILLO UNIFIED SCHOOL DISTRICT
Measure M Bond Building Fund
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2019

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.

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 M 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.

CABRILLO UNIFIED SCHOOL DISTRICT
Measure M Bond Building Fund
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2019

- 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.
- 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. 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, 2019, is as follows:

Deposit or Investment	Carrying Amount	Fair Value
Cash in county treasury investment pool	\$ 31,963,148	\$ 32,046,252
Total cash and investments	<u>\$ 31,963,148</u>	<u>\$ 32,046,252</u>

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.

CABRILLO UNIFIED SCHOOL DISTRICT
Measure M Bond Building Fund
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2019

- 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, 2019:

Investments in the San Mateo County Treasury Investment Pool are not measured using the input levels above because the District's transactions are based on a stable net asset value per share. All contributions and redemptions are transacted at \$1.00 net asset value per share.

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 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 \$222.52 million and an amortized book value of \$221.94 million. The average weighted maturity for this pool is 0.84 years.

CABRILLO UNIFIED SCHOOL DISTRICT
Measure M Bond Building Fund
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2019

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 A-1 by S&P Rating 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.

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 M Bond Building Fund during the year.

CABRILLO UNIFIED SCHOOL DISTRICT
Measure M Bond Building Fund
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2019

NOTE 4 - ACCOUNTS PAYABLE

Accounts payable consisted of the following as of June 30, 2019:

General contractor	\$ 2,167,648
Sub-contractors	459,641
Legal services	73,776
Architect	57,139
Engineers and Inspectors	14,000
Supplies and rentals	6,731
Total	\$ 2,778,935

NOTE 5 - MEASURE M GENERAL OBLIGATION BOND

In September of 2018, the District issued \$35,000,000 in General Obligation Bonds, Series A, to finance the acquisition, construction, furnishing and equipping of District facilities. From the gross proceeds of \$37,509,804, which included a premium of \$2,509,804 and was netted by issuance costs of \$313,500, net proceeds of \$37,196,304 was deposited with the County in the District's name. The balance of \$2,366,304 reported in the Interest and Sinking Fund is reserved to meet the debt reserve requirements of the bond, and consists of the bond premium net of associated issuance costs. The interest rates are fixed per maturity date for both serial and term bonds, resulting in a range of interest rates (from 3.5 to 5%) based on the maturity schedule.

The following schedule summarizes net proceeds from the bond issuance in September of 2018:

Par Value	\$ 35,000,000
Premium	2,509,804
Cost of Issuance Expense	(313,500)
Interest and Sinking Fund	(2,366,304)
Net Proceeds to Building Fund	\$ 34,830,000

The following schedule summarizes the District's Measure M general obligation bonds as of June 30, 2019:

Bond	Original Issue	Outstanding June 30, 2018	Issued	Redeemed	Outstanding June 30, 2019	Current Portion
2018 GOB-A	\$35,000,000	\$ -	\$35,000,000	\$ -	\$35,000,000	\$ -

CABRILLO UNIFIED SCHOOL DISTRICT
Measure M Bond Building Fund
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2019

The following is a summary of the annual debt service requirements as of June 30, 2019:

Fiscal Year	Principal	Interest to Maturity	Total
2020	\$ -	\$ 1,401,978	\$ 1,401,978
2021	3,065,000	1,489,275	4,554,275
2022	450,000	1,418,975	1,868,975
2023	530,000	1,399,375	1,929,375
2024	685,000	1,375,075	2,060,075
2025-2029	895,000	6,742,575	7,637,575
2030-2034	2,675,000	6,393,375	9,068,375
2035-2039	5,100,000	5,631,000	10,731,000
2040-2044	8,415,000	4,269,113	12,684,113
2045-2048	13,185,000	1,763,625	14,948,625
Total	\$ 35,000,000	\$ 31,884,366	\$ 66,884,366

NOTE 6 - COMMITMENTS

Through October 7, 2019, the date on which the financial statements were available to be issued, the District had encumbered \$23,506,357 of the Measure M Bond Building Fund proceeds to be spent on capital projects in the fiscal year ended June 30, 2019.

SUPPLEMENTARY INFORMATION

CABRILLO UNIFIED SCHOOL DISTRICT
Measure M Bond Building Fund
Schedule of Cumulative Expenditures
For the Fiscal Year Ended June 30, 2019

	Fiscal Year Ended June 30, 2019	From Inception Through June 30, 2019
Program Budget:		
Program Proceeds	\$ 11,530,646	\$ 35,143,500
Interest Earnings	541,410	541,410
Total Program Budget	12,072,056	35,684,910
 Site/Project Description:		
Energy Program	26,215	26,215
General Support Expenditures	91,254	91,254
Roofing	17,522	17,522
High School Cafeteria	25,440	25,440
High School Modernization	87,873	87,873
Playground Improvements	129,131	129,131
High School Track Project	53,547	53,547
Hatch Modernization	2,112,769	2,112,769
Cunha Water Infiltration	2,239,464	2,239,464
Cunha Building D Roof	700,961	700,961
Security, Safety Upgrades	20,968	20,968
District Site Improvements	2,180	2,180
Door Lock and Hardware	1,665	1,665
Technology Classroom Based	9,619	9,619
Energy Management	14,800	14,800
Purchases from Bond Interest (Furniture and Equipment)	30,511	30,511
El Granada Repairs	9,241	9,241
HMBHS Lighting	37,003	37,003
Heating Upgrades	371,876	371,876
Bond Issuance Costs	313,500	313,500
Total Expenditures	6,295,539	6,295,539
 (Over) Under Budget/Remaining Budget	 <u>\$ 5,776,517</u>	 <u>\$ 29,389,371</u>

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

CABRILLO UNIFIED SCHOOL DISTRICT
Measure M Bond Building Fund
Notes to the Program Schedule
For the Fiscal Year Ended June 30, 2019

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, 2018, local voters passed Measure M, which generates funding to provide safe, efficient, and modern facilities for Cabrillo Unified School District students and staff. Measure M will generate up to \$99 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 M 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, 2019:

<u>Name</u>	<u>Title/Function</u>
Mike Alifano	Parent of Student Enrolled
Naomi Patridge	Taxpayer Organization
Lisa Zanette	Parent of Student Enrolled
James Marsh	At-Large Member
Abe Jimenez	At-Large Member
Charmion Donegan	Active Senior Citizens
Diane Brosin	At-Large Member
Zachary Bennington	At-Large Member
Leni Liakos	At-Large Member

**SCHEDULE OF FINDINGS
AND
RECOMMENDATIONS**

CABRILLO UNIFIED SCHOOL DISTRICT
Measure M Bond Building Fund
Schedule of Findings and Recommendations
For the Fiscal Year Ended June 30, 2019

This section identifies the deficiencies, significant deficiencies, material weaknesses, and instances of noncompliance related to the financial statements that are required to be reported in accordance with *Government Auditing Standards*.

Our tests resulted in no findings and recommendations.

CABRILLO UNIFIED SCHOOL DISTRICT
Measure M Bond Building Fund
Schedule of Prior Year Findings and Recommendations
For the Fiscal Year Ended June 30, 2019

There were no prior year findings and recommendations to be reported.

**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 M 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 M Bond Building Fund of the Cabrillo Unified School District as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise Cabrillo Unified School District's Measure M Bond Building Fund financial statements, and have issued our report thereon dated October 7, 2019.

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 over financial reporting 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

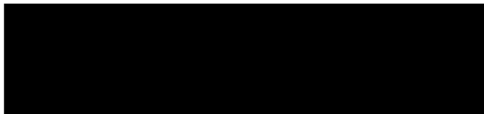
As part of obtaining reasonable assurance about whether the Cabrillo Unified School District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have 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.



October 7, 2019
San Jose, California



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

Measure M 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 M Bond of the June 2018 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 and the enactment of AB 1908 (Chapter 44, Statutes of 2000).

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. 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.

Audit Objectives

Our audit included the following objectives:

1. To obtain reasonable assurance that the proceeds of the sale of the Measure M 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 and the enactment of AB 1908 (Chapter 44, Statutes of 2000). Management is responsible for the District's compliance with these requirements.

Scope and Methodology

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

1. We documented and tested controls over financial reporting and compliance specific to the Measure M Bond Program, which included inquiries about budgetary controls, separation of duties, account coding, and procurement.
2. We verified that bond proceeds were deposited in the District's name and invested in accordance with applicable legal requirements.
3. We selected two (2) out of two (2) contracts and verified their compliance with bid requirements, and that their invoices were paid within the contract terms and with board approval.
4. We tested payments made to the architectural service companies and reviewed the terms of the contract.
5. We tested approximately 68% of the 2018-19 expenditures to ensure they were valid, allowable and accurate.
6. We verified that the funds were generally expended for the construction, renovation, furnishing, and equipping of school facilities constituting authorized bond projects.
7. We verified that the District was in compliance with Assembly Bill 1908 and Ed Code Section 15278, where the District is required to establish a bond oversight committee for Proposition 39 bonds that includes one active member from each of the following sectors: a business organization, senior citizens' organization, bona fide taxpayer's association, and one parent/guardian of a child enrolled in the District and one parent/guardian of a child enrolled in the District who is also a member of a parent teacher association.
8. We verified the Citizens' Oversight Committee met pursuant to Education Code Section 15280.

Results of Procedures Performed

We did not identify any exceptions to the procedures performed above, nor any exceptions to other tests that we conducted related to the Measure M Building Fund. Our audit of compliance was made for the purposes set forth in the Objectives section of this report and would not necessarily disclose all instances of noncompliance.



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 M Bond program for the fiscal year ended June 30, 2019.

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.



October 7, 2019
San Jose, California

Measure M Facilities Bond Citizens' Oversight Committee



Annual Report 2018–2019

CONTENTS

I.	EXECUTIVE SUMMARY	1
II.	FORMATION OF MEASURE M CITIZENS' OVERSIGHT COMMITTEE	2
III.	SUMMARY OF 2018-19 COMMITTEE PROCEEDINGS AND ACTIVITIES	3
IV.	CITIZENS' OVERSIGHT COMMITTEE RESOLUTION	4
V.	APPENDICES	5
	A. FULL BALLOT TEXT	6
	B. TAX RATE STATEMENT	10
	C. COMMITTEE BYLAWS	12
	D. ETHICS STATEMENT	21
	E. COMMITTEE ROSTER	22
	F. INDEPENDENT AUDITOR'S REPORT 2018-19	23

I. EXECUTIVE SUMMARY

On February 8, 2018, the Governing Board of the Cabrillo Unified School District formally approved placing on the June ballot a bond measure to raise \$99 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 M by the County of San Mateo.

Soon after Measure M was approved by a majority of over fifty-five percent on June 5, 2018, 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 M 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 M CITIZENS' OVERSIGHT COMMITTEE

In the fall of 2018, The Governing Board announced its process for recruiting and selecting members to fill the various slots on the Committee.

The Governing Board met on December 13, 2018 and approved the recommended slate of candidates. The following individuals were formally appointed to the District's Measure M Facilities Bond Citizens' Oversight Committee:

- 1) Mike Alifano
- 2) Zachary Bennington
- 3) Diane Brosin
- 4) Charmion Donegan
- 5) Abe Jimenez
- 6) Leni Liakos
- 7) James Marsh
- 8) Naomi Patridge
- 9) Lisa Zanette

VIII. SUMMARY OF 2018-19 COMMITTEE PROCEEDINGS AND ACTIVITIES

Meetings of the Measure M 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 2018-19 fiscal year, the Committee met on the following dates:

- 1) June 10, 2019
- 3) November 12, 2019

At the June and November 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 November 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 November meeting, the Committee reviewed and approved this Annual Report. Chair, Mike Alifano, acknowledged that he would present the Annual Report to the Governing Board on February 13, 2020.

IX. OVERSIGHT COMMITTEE RESOLUTION NO. 02-19

Finding that 2018-19 Measure M Revenues Were Expended Only for the School Facilities Projects Listed in the Bond Project List

WHEREAS, on June 5, 2018 the Cabrillo Unified School District received approval from voters to implement a \$99 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 M Facilities Bond Citizens' Oversight Committee; and

WHEREAS, the Citizens' Oversight Committee reviewed detailed independent performance and financial audit reports of 2018-19 bond expenditures during the course of its regularly scheduled meeting held on November 12, 2019; 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 M Citizens' Oversight Committee has met and reviewed detailed, independent performance and financial audits of 2018-2019 bond expenditures and does find that these proceeds were expended only for the school facilities projects listed in the Bond Project List.

ADOPTED this Twelfth day of November, 2019.

Mike Alifano, Chair
Measure M Facilities Bond Citizens' Oversight Committee

Date

Abe Jimenez, Co-Chair
Measure M Facilities Bond Citizens' Oversight Committee

Date

X. APPENDICES

A) FULL BALLOT TEXT	6
B) TAX RATE STATEMENT	10
C) COMMITTEE BYLAWS	12
D) ETHICS STATEMENT	21
E) COMMITTEE ROSTER	22
F) INDEPENDENT AUDITOR'S REPORT, YEAR 2018-19	23

CABRILLO UNIFIED SCHOOL DISTRICT BOND PROPOSITION
FULL BALLOT TEXT

By approval of this measure by at least fifty-five percent (55%) of the registered voters voting thereon, the Cabrillo Unified School District shall be authorized to issue and sell bonds of up to \$99 million 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.

KEY FINDINGS

- The Cabrillo Unified School District is committed to continuing to provide a strong, high-quality education for all students in all its local elementary, intermediate and high schools; and
- Some Coastside schools have been updated, but others are nearly 50 years old and badly in need of improvements; and
- In 2012, local voters approved a school facilities bond, Measure S, to provide the District with the opportunity to complete basic repairs to education facilities, and a citizens' oversight committee has verified that all funds expended so far were spent in accordance with voter-approved priorities; and
- Though Measure S funding from 2012 made a significant impact, our local schools still have urgent needs that reach beyond of the scope of the District's annual operating budget such that passing this bond measure provides a guaranteed and necessary source of local funding to maintain and improve the Coastside community's local school facilities; and
- The District has conducted a project prioritization process with input from parents, teachers, staff, and members of the community to identify the upgrades needed at each school site in order to meet modern safety standards, to meet the District's goals for supporting current academic standards and to address specific priorities at individual school sites; and
- Addressing urgent needs includes completing identified repairs to replace leaky roofs, keep schools clean, well-maintained and in good condition, perform essential safety repairs and maintenance on classrooms and facilities and upgrade fire and earthquake safety; and

- Upgrades are also needed to update classrooms and science labs for a well-rounded, 21st-century education and equip schools with the learning technology needed to attract and retain the best teachers and staff; and
- Ensuring our Coastside schools provide a high-quality education keeps our property values and community strong; and
- Unlike the District's parcel tax funds, which support the District's educational programs and staffing, bond revenue is the primary means by which the District is able to keep its school buildings and classrooms in good repair, safe, designed and equipped to support changing educational standards, methods and approaches; and
- This bond measure will benefit local schools and no funds can be taken away by the State or other school districts, and by law, no money can be used for administrator salaries or pensions; and
- This bond measure requires strict fiscal accountability protections including mandatory annual audits and an independent citizens' oversight committee comprised of local residents to ensure funds are managed and spent properly.
- Specifically, as further described in the Bond Project List, the Board of Education desires to:
 - acquire, renovate, and update classrooms and other facilities to meet health & safety standards
 - perform essential safety repairs and maintenance on classrooms and facilities
 - fix leaky roofs, paint buildings, address playgrounds, athletic facilities and landscapes
 - equip classrooms with 21st-century learning technology
 - replace aging heating, plumbing, electrical, and other utility infrastructure
 - keep schools clean, well-maintained and in good condition
 - upgrade fire and earthquake safety
 - acquire sites and construct, furnish, and equip classrooms and buildings

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 has identified projects to finance from a local bond measure 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 in accordance with Education Code sections 15278-15282 and applicable Board policy, to ensure bond proceeds are expended only for the school facilities projects listed in the Bond Project List. An existing Citizens' Oversight Committee may be empowered by the Board of Education to oversee the expenditure of bond proceeds from this measure. The committee shall be so empowered, or a new committee established, within sixty (60) days of the date when the Board of Education enters the results of the election in its official 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 described 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 described in the Bond Project List.

Annual Report to Board. Upon approval of this measure 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 on the first January 1 after bonds have been issued and proceeds spent, stating (1) the amount of bond proceeds received and expended in the past fiscal year, and (2) the status of any project funded or to be funded from bond proceeds. The report may be incorporated into the annual budget, annual financial report, or other appropriate routine report to the Board.

BOND PROJECT LIST

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

Proceeds from the sale of bonds authorized by this measure 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.

In order to meet all identified facility needs, the District intends to complete projects using a combination of funding sources. These sources may include joint-use funds, development impact fees, state funds (if available), 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 mainly applied to projects on the Bond Project List or other high priority capital outlay expenditures as permitted in Education Code section 17070.63(c). No project is dependent on the receipt of state funding for completion.

Specific projects to be funded by the bond measure include, without limitation, the following:

I. COMPLETE BASIC UPGRADES TO MEET CURRENT STUDENT HEALTH AND SAFETY STANDARDS

- Update aging classrooms and District facilities, or acquire and rehabilitate existing facilities, to meet current fire, seismic and safety codes
- Fix and/or replace leaking or deteriorating roofs
- Repaint school exteriors and interiors and refresh or replace landscaping
- Resurface playgrounds and asphalt areas
- Remove or replace aging portable buildings and classrooms
- Replace aging, outdated and/or deteriorating utility infrastructure, electrical, lighting, plumbing, heating and ventilation (HVAC) systems
- Acquire and install solar energy systems/equipment and upgrade any existing solar equipment for interconnection
- Repair and replace aging student restrooms and add restrooms in pre-kindergarten and kindergarten classrooms
- Create ADA-compliant access and safe pedestrian paths of travel at schools

- Improve security at schools by providing classroom intrusion alarms, video surveillance cameras, safety locks on classroom doors and exterior lighting for student safety
- Upgrade emergency communications and technology backup systems, signage and fencing
- Improve student safety and traffic circulation by upgrading or providing additional school drop-off areas and parking lots
- Install or repair shade structures on school campuses and create sheltered eating and outdoor learning areas as needed
- Repair, rebuild, equip and furnish school sites in the event of unforeseen emergency

II. IMPROVE SCHOOLS TO MEET CURRENT ACADEMIC STANDARDS AND PROVIDE ACCESS TO MODERN INSTRUCTIONAL TECHNOLOGY

- Provide updated classroom audio/visual technology for content delivery and presentation, which may include projectors and/or large format flat-screen monitors and sound and voice amplification systems
- Acquire and install centrally manageable, networked loudspeaker/bell/clock systems
- Acquire computer hardware for student use in the classroom that is current and up-to-date
- Improve school site network infrastructure in order to enhance network-based content and curriculum delivery, which may include:
 - Upgrading and improving the routing and network aggregation capabilities for each site in order to support the larger numbers of concurrent network and internet connections
 - Upgrading and improving the network access layer switching capabilities in order to support the larger numbers of devices on our school networks as well as supporting the higher speed requirements
 - Upgrading and improving classroom wiring for both wired and wireless data communication

- upgrading and improving fiber network cabling between data wiring closets
- Furnish classrooms and learning spaces with flexible furniture
- Build new or transform existing spaces to ensure functional kitchens, multi-use rooms and stages to meet District facility standards for elementary, middle and high schools

III. PROVIDE DEDICATED SPACE FOR SCIENCE, MATH, ENGINEERING, ARTS/MUSIC INSTRUCTION, SUPPORT 21ST-CENTURY LEARNING AND ADDRESS SPECIFIC PRIORITIES AT INDIVIDUAL SCHOOL SITES

- To accommodate 21st-century learning methods, acquire sites and construct, furnish and equip and/or renovate, modernize, upgrade, repair, replace, furnish and equip:
 - classrooms and buildings, including relocatable or modular buildings
 - school libraries
 - middle and high school performing arts and music spaces and venues
 - multipurpose rooms and play areas
 - food service facilities, community centers, meetings spaces, workrooms and parent/student support service areas
 - track and athletic facilities

Projects listed may be completed at any and all school sites and facilities where such project is determined by the Board to be necessary or required, and projects are authorized to be performed at each and all of the District's schools and sites, including without limitation:

- **El Granada Elementary School,**
400 Santiago Street, El Granada
- **Farallone View Elementary School,**
250 LeConte and Kanoff, Montara
- **Alvin S. Hatch Elementary School,**
490 Miramontes Ave, Half Moon Bay

- **Kings Mountain Elementary School,**
211 Swett Road, Woodside
- **Cunha Intermediate School,**
600 Church St, Half Moon Bay
- **Half Moon Bay High School,**
1 Lewis Foster Drive, Half Moon Bay
- **Pilarcitos High School,**
498 Kelly Ave, Half Moon Bay
- **District Office,**
498 Kelly Ave, Half Moon Bay

Listed projects, repairs, improvements, rehabilitation projects and upgrades will be completed only as needed, and the listing of projects does not imply a particular prioritization among such improvements. Projects may be done in phases, based on Board of Education priorities. Listed projects may be completed at any and all District schools, sites and education buildings where such project is determined necessary. Decisions regarding the scope, timing, prioritization or other facets of project implementation will be made solely by the Board of Education by subsequent action. Where terms such as “renovate,” “upgrade,” “repurpose” and “improve” are used in the Bond Project List, the Board of Education has the discretion to determine the best method for accomplishing the project’s objective. For any listed project involving renovation or modernization of a building or the major portion of a building, the District may proceed with new replacement construction instead (including any necessary demolition), if the District determines that replacement and new construction is more practical than renovation, considering the building’s age, condition, expected remaining life, comparative cost and other relevant factors. In addition, where feasible, projects may be completed in partnership with other agencies on a joint use basis using bond proceeds. Property, buildings and equipment on the bond project list may be acquired through lease, sale, lease-purchase, lease-leaseback or other project delivery or acquisition methods determined appropriate by the Board.

Each project is assumed to include its share of costs of bond issuance, architectural, engineering, legal and similar planning costs, construction management, bond project staff and consultants, staff development and training

expenses associated with learning construction techniques and approaches, new bond-funded equipment and systems and a customary contingency for unforeseen design and construction costs. In addition to the projects listed above, the Bond Project List also includes payment of the costs of preparation of all facilities planning and project implementation studies, feasibility and assessment reviews, master planning, environmental studies, permit and inspection fees and temporary housing and relocation costs for dislocated programs or activities caused or necessitated by construction projects.

The final cost of each project will be determined as plans are finalized 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 or restoration may occur in connection with acquisition of property, new construction, modernization, renovation or remodeling, or installation or removal of modular classrooms, including ingress and egress, removing, replacing or installing irrigation, utility lines, trees and landscaping, relocating fire access roads and acquiring any necessary easements, leases, licenses or rights of way to the property.

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. The bonds may be issued and sold in several series, and in accordance with a financing plan determined by the Board of Education pursuant to requirements of law. When sold, the bonds shall bear interest at an annual rate not exceeding the statutory maximum and with a maximum term not exceeding the statutory maximum, provided that the average useful life of bonds sold will not exceed one hundred twenty percent (120%) of the average life of the projects being financed or as otherwise provided by federal tax law. Bond funds may be used to reimburse the District for Bond Project list expenditures incurred prior to the election and bond issuance, in accordance with federal tax law.

Tax Rate, Estimated Annual Collection Amount, and Duration of Tax. Pursuant to California Elections Code section 13119(b), (i) the rate of the *ad valorem* tax is estimated to be the rate disclosed in the Tax Rate Statement contained in the voter pamphlet and separately provided; (ii) the estimated average amount of the *ad valorem* tax expected to be collected in each year is expected to range from \$3,400,000-9,200,000 per year and will vary from year to year, depending on the amount needed to pay debt service on bonds outstanding in any year; and (iii) the duration of the collection of the *ad valorem* tax is expected to be (a) up to 30 years for each series of bonds authorized under the bond measure and (b) approximately 32 years from the date of issue of the first such series of bonds.

Attention of all voters is directed to the fact that the foregoing information is based upon the District's projections and estimates only, which are not binding upon the District, nor are the summary estimates, if any, provided in the Ballot Label. The actual tax rates, debt service and the years in which they will apply may vary from those presently estimated, due to variations from these estimates in the timing of bond sales, the amount of bonds sold and market interest rates at the time of each sale, and actual assessed valuations over the term of repayment of the bonds. The dates of sale and the amount of bonds sold at any given time will be determined by the District based on need for construction funds and other factors. The actual interest rates at which the bonds will be sold will depend on the bond market at the time of each sale. Actual future assessed valuation will depend upon the amount and value of taxable property within the District as determined by the County Assessor in the annual assessment and the equalization process.

In preparing this information, the District obtained reasonable and informed projections of assessed property valuations that took into consideration projections of assessed property valuations made by the County Assessor, if any, in accordance with Education Code Section 15100(c).

TAX RATE STATEMENT

An election will be held within the boundaries of Cabrillo Unified School District ("School District") on June 5, 2018 to authorize the sale of up to \$99,000,000 in bonds to finance facilities as described in the proposition. If the bonds are approved, the School District expects to sell the bonds in multiple series. Principal and interest on the bonds will be payable from the proceeds of tax levies made upon the taxable property located within the School District. The following information is provided in compliance with Sections 9400 to 9404, inclusive, of the California Elections Code.

1. The best estimate from official sources of the average annual tax rate that would be required to be levied to fund this bond issue over the entire duration of the bond debt service, based on assessed valuations available at the time of the election or a projection based on experience within the same jurisdiction or other demonstrable factors, is estimated to be \$0.0520 per \$100 (\$52.00 per \$100,000). The final fiscal year in which the tax is anticipated to be collected is 2049-2050.
2. The best estimate from official sources of the highest tax rate that would be required to be levied to fund this bond issue, and an estimate of the year in which that rate will apply, based on assessed valuations available at the time of filing this statement or a projection based on experience within the same jurisdiction or other demonstrable factors, is estimated to be \$0.0520 per \$100 (\$52.00 per \$100,000) of assessed valuation in fiscal year 2018-2019.
3. The best estimate from official sources of the total debt service, including the principal and interest, that would be required to be repaid if all the bonds are issued and sold will be approximately \$194,000,000, considering the assumptions set forth in paragraphs (1) and (2) above.

Voters should note that the estimated tax rate is based on the ASSESSED VALUE of taxable property on the San Mateo County official tax rolls, not on the property's market value. Property owners should consult their own property tax bills to determine their property's assessed value and any applicable tax exemptions.

Attention of all voters is directed to the fact that the foregoing information is based upon the District's projections and estimates only, which are not binding upon the District. The actual tax rates, debt service and the years in which they will apply may vary from those presently estimated, due to variations from these estimates in the timing of bond sales, the amount of bonds sold and market interest rates at the time of each sale, and actual assessed valuations over the term of repayment of the bonds. The dates of sale and the amount of bonds sold at any given time will be determined by the District based on need for construction funds and other factors. The actual interest rates at which the bonds will be sold

will depend on the bond market at the time of each sale. Actual future assessed valuation will depend upon the amount and value of taxable property within the District as determined by the County Assessor in the annual assessment and the equalization process.

Signed: _____
Jane Yuster, Superintendent
Dated: February 8, 2018

CABRILLO UNIFIED SCHOOL DISTRICT
MEASURE S/M 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. 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

Measure M Facilities Bond COC Annual Report, 2018-19 Page 18

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 M 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: Lisa Zanette

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

At-Large Members (5):
Zachary Bennington
Diane Brosin
Abe Jimenez
Leni Liakos
James Marsh

INDEPENDENT AUDITOR'S REPORT, 2018-19



CABRILLO UNIFIED SCHOOL DISTRICT

498 Kelly Avenue, Half Moon Bay, California, 94019 • 650 712-7100 • Fax 650 726-0279 • www.cabrillo.k12.ca.us

SUPERINTENDENT

Sean McPhetridge, Ed.D.

GOVERNING BOARD

Mary Beth Alexander
Lizet Cortes
Kimberly Hines
Sophia Layne
Freya McCamant

MEMORANDUM

MEETING DATE: February 13, 2020
TO: Members of the Governing Board
FROM: Jesus Contreras, Chief Business Officer
CATEGORY: Action
RECOMMENDATION: Receive and Accept Measure S Facility Bond Citizens' Oversight Committee 2018-19 Annual Report

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

The Governing Board appointed members to the District's Measure S Facility Bond Citizens' Oversight Committee (COC). 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 November 12, 2019 and adopted Resolution No. 01-19 stating the District had, during the 2018-2019 school year, expended Measure S Bond proceeds in a manner consistent with the ballot language. At the meeting, the committee approved the Measure S Facility Bond Citizens' Oversight Committee 2018-2019 Annual Report. Facility Bond Citizens' Oversight Committee Chair Mike Alifano will present this report to the Governing Board.

FINANCIAL IMPACT

There is no impact to the General Fund.

**CABRILLO UNIFIED SCHOOL DISTRICT
MEASURE S BOND BUILDING FUND**

Audited Financial Statements &
Independent Auditor's Report
June 30, 2019



Chavan & Associates, LLP
Certified Public Accounts
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, 2019**

Table of Contents

	<u>Page No.</u>
FINANCIAL SECTION:	
Independent Auditor's Report	1 - 2
Financial Statements:	
Measure S Bond Building Fund Balance Sheet.....	3
Measure S Bond Building Fund Statement of Revenue, Expenditures and Changes in Fund Balance.....	4
Notes to the Basic Financial Statements.....	5 - 9
SUPPLEMENTARY INFORMATION:	
Measure S Bond Building Fund Schedule of Cumulative Expenditures.....	10
Notes to Program Schedule.....	11
Schedule of Findings and Recommendations	12
Schedule of Prior Year Findings and Recommendations	13
OTHER INDEPENDENT AUDITOR'S REPORTS:	
Internal Control:	
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 <i>Government Auditing Standard</i>	14 - 15
Performance and Compliance:	
Independent Auditor's Report on Performance and Compliance with Requirements that could have a Direct and Material Effect on the Measure S Bond Program	16 - 18

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, 2019, 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, 2019, 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, 2019, 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.

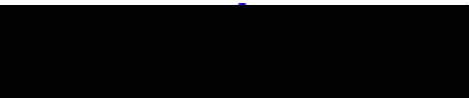
Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Measure S Bond Building Fund of Cabrillo Unified School District's basic financial statements. The Measure S Bond Building Fund Schedule of Cumulative Expenditures is presented for purposes of additional analysis and is not a required part of the basic financial statements. The Measure S Bond Building Fund Schedule 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 Schedule of Cumulative Expenditures is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Prior-Year Comparative Information

We have previously audited the District's Measure S Bond Building Fund fiscal year 2017-18 financial statements, and we expressed unmodified audit opinions on the respective financial statements in our report dated September 12, 2018. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2018, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have issued our report dated October 7, 2019 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 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.



October 7, 2019
San Jose, California

CABRILLO UNIFIED SCHOOL DISTRICT
Measure S Bond Building Fund
Balance Sheet
June 30, 2019

Assets

Total Assets	\$ -
--------------	------

Liabilities and Fund Balance

Total Liabilities	-
-------------------	---

Fund Balance	-
--------------	---

Total Liabilities and Fund Balance	\$ -
------------------------------------	------

The fiscal year ended June 30, 2019 was the last year of the Measure S bond program.

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, 2019

Revenues:	
Interest earnings	\$ 142,476
Total Revenue	142,476
Expenditures:	
Classified salaries	160,773
Classified benefits	69,694
Supplies and materials	365,745
Contract services	232,869
Capital outlay	8,595,682
Total Expenditures	9,424,763
Net Changes in Fund Balance	(9,282,287)
Fund Balance Beginning	9,282,287
Fund Balance Ending	\$ -

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, 2019

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, 2019

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. To achieve comparability of reporting among California districts, and so as not to distort normal revenue patterns with specific respect to reimbursement grants and correction to state-aid apportionments, the California Department of Education has defined available for district as collectible within one year.

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 (such as cash) are received before revenue recognition criteria have been satisfied. Grants and entitlements received before eligibility requirements (such as qualified expenditures) are met are recorded as liabilities from unearned revenue.

Unavailable Revenue:

In the governmental fund financial statements, receivables associated with non-exchange transactions that will not be collected within the availability period have been recorded as deferred inflows of resources as unavailable 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.

CABRILLO UNIFIED SCHOOL DISTRICT
Measure S Bond Building Fund
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2019

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 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. 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 - 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

CABRILLO UNIFIED SCHOOL DISTRICT
Measure S Bond Building Fund
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2019

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

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

CABRILLO UNIFIED SCHOOL DISTRICT
Measure S Bond Building Fund
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2019

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, 2019:

Bond	Original Issue	Outstanding June 30, 2018	Issued	Redeemed	Outstanding June 30, 2019	Current Portion
2012 GOB-A, Meas. S	\$ 18,000,000	\$ 10,005,000	\$ -	\$ 465,000	\$ 9,540,000	\$ 500,000
2012 GOB-B, Meas. S	20,000,000	18,035,000	-	25,000	18,010,000	50,000
2017 GOB-C, Meas. S	20,000,000	20,000,000	-	20,000	19,980,000	20,000
2017 GORB	4,610,000	4,610,000	-	45,000	4,565,000	20,000
<u>Total</u>	<u>\$ 62,610,000</u>	<u>\$ 52,650,000</u>	<u>\$ -</u>	<u>\$ 555,000</u>	<u>\$ 52,095,000</u>	<u>\$ 590,000</u>

The following is a summary of the annual debt service requirements as of June 30, 2019:

Fiscal Year	Principal	Interest to Maturity	Total
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	805,000	1,634,675	2,439,675
2025-2029	5,380,000	7,655,000	13,035,000
2030-2034	7,810,000	7,543,700	15,353,700
2035-2039	11,315,000	5,781,135	17,096,135
2040-2044	14,035,000	2,980,788	17,015,788
2045-2049	10,055,000	1,063,703	11,118,703
<u>Total</u>	<u>\$ 52,095,000</u>	<u>\$ 35,456,076</u>	<u>\$ 87,551,076</u>

SUPPLEMENTARY INFORMATION

CABRILLO UNIFIED SCHOOL DISTRICT
Measure S Bond Building Fund
Schedule of Cumulative Expenditures
For the Fiscal Year Ended June 30, 2019

	Fiscal Year Ended June 30, 2018	Fiscal Year Ended June 30, 2019	From Inception Through June 30, 2019
Program Budget:			
Program Proceeds	\$ 11,476,479	\$ 9,282,287	\$ 59,537,340
Interest Earnings	194,010	142,476	929,156
Total Program Budget	11,670,489	9,424,763	60,466,496
Site/Project Description:			
Facility Master Plan	138,366	-	296,276
Energy Program	-	-	263,940
General Support Expenditures	37,466	21,349	628,810
High School Aquatic Center	40,280	-	47,730
Roofing	-	25,140	42,110
High School Multi-use Theatrical Project	5,782	-	314,008
High School Cafeteria	-	-	58,248
High School Modernization	69,303	-	263,634
Parking Lots	-	-	464,396
Waste Management Equipment	-	-	80,370
Playground Improvements	32,418	-	114,261
Gymnasiums	-	-	9,648
High School Track Project	2,545,603	-	3,585,456
Hatch Modernization	8,188,158	37,036	26,711,890
Cunha Gymnasium Complex	220,700	-	3,176,980
Cunha Water Infiltration	2,078,538	8,704,633	11,231,515
Farallone View Modernization	-	56,690	67,390
Security, Safety Upgrades	3,785	99,357	148,787
Pilarcitos Modernization	391,738	-	6,941,479
Los Listos Portable Building	-	-	169,224
District Site Improvements	-	7,358	30,750
Door Lock and Hardware	4,528	-	546,382
Technology Infrastructure	61,860	-	693,684
Technology Classroom Based	22,780	201,166	2,584,302
Purchases from Bond Interest (Furniture and Equipment)	33,577	41,087	277,288
El Granada Repairs	1,255	-	1,255
Heating Upgrades	68,224	-	68,224
Project Management	374,780	230,947	1,648,459
Total Expenditures	14,319,141	9,424,763	60,466,496
(Over) Under Budget/Remaining Budget	\$ (2,648,652)	\$ -	\$ -

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

CABRILLO UNIFIED SCHOOL DISTRICT
Measure S Bond Building Fund
Notes to the Program Schedule
For the Fiscal Year Ended June 30, 2019

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, 2019:

<u>Name</u>	<u>Title/Function</u>
Mike Alifano	Parent of Student Enrolled
Naomi Patridge	Taxpayer Organization
Lisa Zanette	Parent of Student Enrolled
James Marsh	At-Large Member
Abe Jimenez	At-Large Member
Charmion Donegan	Active Senior Citizens
Diane Brosin	At-Large Member
Zachary Bennington	At-Large Member
Leni Liakos	At-Large Member

**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, 2019

This section identifies the deficiencies, significant deficiencies, material weaknesses, and instances of noncompliance related to the financial statements that are required to be reported in accordance with *Government Auditing Standards*.

Our tests resulted in no findings and recommendations.

CABRILLO UNIFIED SCHOOL DISTRICT
Measure S Bond Building Fund
Schedule of Prior Year Findings and Recommendations
For the Fiscal Year Ended June 30, 2019

There were no prior year findings and recommendations to be reported.

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, 2019, 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 October 7, 2019.

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 over financial reporting 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.



October 7, 2019
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 and the enactment of AB 1908 (Chapter 44, Statutes of 2000).

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. 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.

Audit Objectives

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 and the enactment of AB 1908 (Chapter 44, Statutes of 2000). Management is responsible for the District's compliance with these requirements.

Scope and Methodology

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

1. We documented and tested controls over financial reporting and compliance specific to the Measure S Bond Program, which included inquiries about budgetary controls, separation of duties, account coding, and procurement.
2. We verified that bond proceeds were deposited in the District's name and invested in accordance with applicable legal requirements.
3. We selected two (2) out of two (2) contracts and verified their compliance with bid requirements, and that their invoices were paid within the contract terms and with board approval.
4. We tested payments made to the architectural service companies and reviewed the terms of the contract.
5. We tested approximately 86% of the 2018-19 expenditures to ensure they were valid, allowable and accurate.
6. We verified that the funds were generally expended for the construction, renovation, furnishing, and equipping of school facilities constituting authorized bond projects.
7. We verified that the District was in compliance with Assembly Bill 1908 and Ed Code Section 15278, where the District is required to establish a bond oversight committee for Proposition 39 bonds that includes one active member from each of the following sectors: a business organization, senior citizens' organization, bona fide taxpayer's association, and one parent/guardian of a child enrolled in the District and one parent/guardian of a child enrolled in the District who is also a member of a parent teacher association.
8. We verified the Citizens' Oversight Committee met pursuant to Education Code Section 15280.

Results of Procedures Performed

We did not identify any exceptions to the procedures performed above, nor any exceptions to other tests that we conducted related to the Measure S Building Fund. Our audit of compliance was made for the purposes set forth in the Objectives section of this report and would not necessarily disclose all instances of noncompliance.

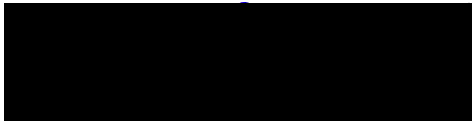


Opinion

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, 2019.

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.



October 7, 2019
San Jose, California

Measure S Facilities Bond Citizens' Oversight Committee



Annual Report 2018–2019

CONTENTS

I.	EXECUTIVE SUMMARY	1
II.	FORMATION OF MEASURE S CITIZENS' OVERSIGHT COMMITTEE	2
III.	SUMMARY OF 2012-13 COMMITTEE PROCEEDINGS AND ACTIVITIES	3
IV.	SUMMARY OF 2013-14 COMMITTEE PROCEEDINGS AND ACTIVITIES	4
V.	SUMMARY OF 2014-15 COMMITTEE PROCEEDINGS AND ACTIVITIES	5
VI.	SUMMARY OF 2015-16 COMMITTEE PROCEEDINGS AND ACTIVITIES	6
VII.	SUMMARY OF 2016-17 COMMITTEE PROCEEDINGS AND ACTIVITIES	7
VIII.	SUMMARY OF 2017-18 COMMITTEE PROCEEDINGS AND ACTIVITIES	8
IX.	SUMMARY OF 2018-19 COMMITTEE PROCEEDINGS AND ACTIVITIES	9
X.	CITIZENS' OVERSIGHT COMMITTEE RESOLUTION	10
XI.	APPENDICES	11
	A. FULL BALLOT TEXT	12
	B. TAX RATE STATEMENT	18
	C. COMMITTEE BYLAWS	19
	D. ETHICS STATEMENT	28
	E. COMMITTEE ROSTER	29
	F. INDEPENDENT AUDITOR'S REPORT 2018-19	30

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 October 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.

VIII. SUMMARY OF 2018-19 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 2018-19 fiscal year, the Committee met on the following dates:

- 1) June 10, 2019
- 2) November 12, 2019

At the June and November 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 November 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 November meeting, the Committee reviewed and approved this Annual Report. Chair, Mike Alifano, acknowledged that he would present the Annual Report to the Governing Board on February 13, 2020.

IX. OVERSIGHT COMMITTEE RESOLUTION NO. 01-19

Finding that 2018-19 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 2018-19 bond expenditures during the course of its regularly scheduled meeting held on November 12, 2019; 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 2018-2019 bond expenditures and does find that these proceeds were expended only for the school facilities projects listed in the Bond Project List.

ADOPTED this twelfth day of November, 2019.

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

Date

Abe Jimenez, Co-Chair
Measure S Facilities Bond Citizens' Oversight Committee

Date

X. APPENDICES

A) FULL BALLOT TEXT	12
B) TAX RATE STATEMENT	18
C) COMMITTEE BYLAWS	19
D) ETHICS STATEMENT	28
E) COMMITTEE ROSTER	29
F) INDEPENDENT AUDITOR'S REPORT, YEAR 2018-19	30

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: Lisa Zanette

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

At-Large Members (5):
Zachary Bennington
Diane Brosin
Abe Jimenez
Leni Liakos
James Marsh

INDEPENDENT AUDITOR'S REPORT, 2018-19



CABRILLO UNIFIED SCHOOL DISTRICT

498 Kelly Avenue, Half Moon Bay, California 94019 • 650 712-7100 • Fax 650 726-0279 • www.cabrillo.k12.ca.us

SUPERINTENDENT

Sean McPhetridge, Ed.D.

GOVERNING BOARD

Mary Beth Alexander
Lizet Cortes
Kimberly Hines
Sophia Layne
Freya McCamant

MEMORANDUM

MEETING DATE: February 13, 2020
TO: Members of the Governing Board
FROM: Jesus Contreras, Chief Business Officer
James Crawford, Crawford Consulting LLC
CATEGORY: Action
RECOMMENDATION: Approve Syserco's Proposal for the Installation of Alerton Ascent DDC Control System in at Cunha Intermediate School

BACKGROUND INFORMATION

Cabrillo Unified School District has installed a state of the art Alerton Building Automation System at Cunha Intermediate. Standardizing the rest of the school to the new Alerton control will resolve the heating challenges we have experienced in Building C. This proposal will provide the Cabrillo Unified School District with a customized, flexible program that will provide the short and long term support needed to ensure that Cunha facilities operate effectively and efficiently.

REPORT/PROPOSAL

Syserco will install Alerton Ascent DDC Control Systems throughout Cunha Intermediate. Please refer to the accompanying Resolution No. 03-20 for further details.

FINANCIAL IMPACT

There is no financial impact to the General Fund.

**RESOLUTION NO. 03-20
BEFORE THE GOVERNING BOARD
OF THE CABRILLO UNIFIED SCHOOL DISTRICT
SAN MATEO COUNTY, CALIFORNIA**

**RESOLUTION APPROVING AND AUTHORIZING AGREEMENT FOR CONTRACTED SERVICES WITH
SYSERCO, INC. TO COMPLETE HVAC REPAIRS AND ATTESTING TO FUTILITY OF SOLICITING BIDS**

WHEREAS, the Cabrillo Unified School District ("District") seeks a contractor to perform necessary repairs to the District's HVAC system at Building C located at Cunha Intermediate School, including all labor, materials, equipment and supervision necessary to perform inspection, testing, maintenance and repairs to the existing HVAC system ("Project"); and

WHEREAS, Public Contract Code section 20111(a) states that a school district is required to competitively bid any procurement of construction services with a contract value over \$15,000; and

WHEREAS, design of the existing HVAC system is proprietary and Syserco, Inc. is the only authorized contractor capable of providing the required services in connection with the existing HVAC system; and

WHEREAS, notwithstanding Public Contract Code section 20111, California law provides that, "Where competitive proposals work an incongruity and are unavailing as affecting the final result or where they do not produce any advantage . . . the statute requiring competitive bidding does not apply." (*Hiller v. City of Los Angeles* (1961) 197 Cal.App.2d 685, 694.) Accordingly, public entities need not comply with competitive bidding processes where to do so would be impractical or futile and would not serve the purposes of competitive bidding. (See *Los Angeles Dredging Company v. City of Long Beach* (1930) 2 Cal. 348; *Graydon v. Pasadena Redevelopment Agency* (1980) 104 Cal.App.3d 631); and

WHEREAS, based on the foregoing, it would be incongruous, futile, and unavailing to solicit public bids for the Project, because as the current service provider of inspection, maintenance and repair of the existing system, Syserco, Inc., has special knowledge of how the existing system was installed as well as its regular operation which means it can perform the desired services in a more efficient and less costly manner than other vendors; and

WHEREAS, publicly bidding the procurement of the designated Project provided by Syserco, Inc. will not produce an advantage to the District due to the absence of other qualified competitors capable of providing the required services in connection with the proprietary designs;

NOW THEREFORE, the Cabrillo Unified School District Governing Board hereby resolves, determines, and finds the following:

- | | |
|--------------------------|---|
| <u>Section 1.</u> | That the foregoing recitals and the findings are true. |
| <u>Section 2.</u> | That public bidding of the product and accompanying services provided by Syserco, Inc. related to the Project would not produce an advantage to the District, and would produce a net burden and distinct disadvantages to the District. |
| <u>Section 3.</u> | That it would be incongruous, futile, and unavailing to publicly bid the contract because Syserco, Inc. is the only authorized contractor capable of providing the required services in connection with the existing HVAC system. |
| <u>Section 4.</u> | That the District's Superintendent, or designee, is authorized to enter into on behalf of the District, without advertising for or inviting of bids, a contract with Syserco, Inc. for the Project for the contract price of \$105,773.00 , and to take all steps and perform all actions necessary to execute and implement the contract and to carry out, give effect to, and comply with the terms and intent of this Resolution. |

PASSED AND ADOPTED by the Governing Board of the Cabrillo Unified School District, this 13th day of February, 2020, by the following vote:

Mary Beth Alexander:	☐ Aye	☐ No	☐ Abstain	☐ Absent
Lizet Cortes:	☐ Aye	☐ No	☐ Abstain	☐ Absent
Kimberly Hines:	☐ Aye	☐ No	☐ Abstain	☐ Absent
Sophia Layne:	☐ Aye	☐ No	☐ Abstain	☐ Absent
Freya McCamant:	☐ Aye	☐ No	☐ Abstain	☐ Absent

Certified by:

Mary Beth Alexander
Clerk to the Governing Board
Cabrillo Unified School District

Attest by:

Sean McPhetridge, Ed.D.
Secretary to the Governing Board
Cabrillo Unified School District

1/23/2020

RE: Cunha Bldg C Replacement

**Cabrillo USD
Cunha Intermediate School
600 Church St, Half Moon Bay, CA 94019**

Syserco Inc. is pleased to present the following proposed pricing and associated scope of work for the installation of an Alerton Ascent DDC Control System. Syserco Inc. will provide design, controls installation by IBEW Union electricians, and startup of an Alerton Ascent DDC Control System as follows.

Scope of Work:

- 1) DDC Control of (1) Boiler
 - a) Boiler Enable
 - b) Secondary Hot Water Pump Enable
 - c) Secondary Hot Water Pump Status
 - d) HWS and HWR Temperature Sensors

- 2) DDC Control of (18) FCU
 - a) Economizer Damper Command and Feedback
 - b) Return Air Temperature
 - c) HW Open and Close
 - d) Supply Fan Status
 - e) Supply Air Temperature
 - f) Outside Air Temperature

General Scope of Work:

- 1) Install Alerton EMS.
- 2) Update operator summary, scheduling, alarming, and trending.
- 3) Update operator graphic floor plans
- 4) Provide start-up and functional testing for scope of work.
- 5) Update record set engineering for the scope of work.

Assumptions/Clarifications:

1. Pricing is based upon a single phase project. Multiple phases or extensions to schedule may constitute a change in scope.
2. The Sequence of Operations will be reused.
3. VFDs are to be supplied with BACNet MS/TP Protocol Communications.
4. Any equipment specified to be integrated to the BAS are to be supplied with appropriate BACNet MS/TP Open Protocol translator for integration to Alerton BAS.
5. Ethernet Connectivity to all "Global" controllers to be provided by others prior to startup activities.
6. All concealed tubing is FR Poly.
7. All wire in walls and concealed areas is ran exposed in plenum cable. Wire in exposed areas is enclosed in ¾" EMT conduit raceway.
8. Syserco will use Div 15 duct and/or hangers and Div 16 conduit racks to support plenum cable and BAS conduit.

9. If any conditions are found where the system is not functioning properly during the installation and start-up we will make you aware of them immediately; however, the cost of fixing any pre-existing conditions is excluded under this scope of work.
10. All existing devices and wiring to be in functional condition. Any Further labor or material found to be needed in the course of performing this scope will be brought to your attention. We will, upon your decision and approval, perform the supplementary work as an addition to the base contract or as T&M.
11. A one year warranty is included.

Exclusions: We specifically exclude all work not included in our Scope of Work above, including, but not limited to the following:

1. Commissioning Agent support is specifically excluded. This includes generation of TPs/TFs, IQ/OQ and/or PQ documents/procedures and/or execution/execution assistance of said procedures.
2. Syserco to provide DPT sensor / wiring provided by Syserco. Installation of DPT by mechanical contractor.
3. Syserco to provide temperature sensor well, mechanical to provide taps.
4. Point availability from and specific sequences of operation and controllability of Equipment with Manufacturer provided controls is limited by Manufacturer. Syserco does not have the ability to modify Equipment Manufacturer sequences.
5. All control wiring and/or installation of "ship loose" not directly connected to Alerton hardware or Alerton communications network is excluded unless noted above. Existing wiring is assumed to be functioning.
6. Hot Water Supply and Return Temperature Sensors are assumed to be installed and functioning. Syserco will connect sensors only.
7. 120V Power to all control and transformer panels is by Electrical Contractor.
8. Smoke detectors supplied, installed, powered, controlled, interlocked to mechanical equipment by others.
9. Smoke Dampers and Smoke/Fire Dampers supplied, installed, powered and controlled by others.
10. All gauges, thermometers and other indicating devices supplied, installed, tubed by others.
11. Roof Penetrations, flashing, roof repair/patching and Wall/Floor cutting/patching/painting is excluded.
12. Motor Starters, Variable Frequency Drives and their installation is excluded.
13. The installation of all plumbing / inline devices and related items is excluded.
14. If permits are needed they are to be procured by GC/Owner.
15. Overtime is excluded except as specifically noted above.

Terms and Conditions: This quotation is subject to acceptance within 45 calendar days and to all of the terms and conditions contained below.

1. This proposal will constitute the Scope of Work under Client's contract with Syserco Inc.
2. Syserco's quotation specifically excludes any "Pre-Payment" or "Early Payment" discounts. If contractor plans on enforcing any discount clause, the appropriate amount to offset any discount percentage is to be added to Syserco's final contract value.
3. No work will commence on project, including engineering submittals until receipt of mutually agreeable contract that shall include, but not be limited to satisfactory progress payments, no special or limited consequential damages and all other terms no less favorable than the Contractor has with the owner.

Proposed Pricing

Base Scope of Work: \$105,773.00

I appreciate the opportunity to provide you with this proposal and look forward to our future involvement on this project. If you have any questions or additional requests, please do not hesitate to call me at (510) 493-1919

Kendra Tulak



February 5, 2020

Sean McPhetridge
Superintendent
Cabrillo Unified School District
498 Kelly Ave
Half Moon Bay, CA 94019

To Whom It May Concern:

This letter will serve to confirm the status of Alerton's Dealer coverage in your area. Alerton control systems are only available through approved Alerton dealers. Syserco is the exclusive Alerton dealer serving in San Mateo County. Syserco is the only company authorized to sell, install and service Alerton systems in this market. Additionally, customer service, training, and warranty service for Alerton Systems is only available through approved Alerton Dealers.

As the Alerton dealer for this area, Syserco has factory-trained personnel on staff, and has access to proprietary products and information that are part of the Alerton Building Management System. Syserco has demonstrated that they possess the management, financial and technical resources necessary to install and provide exceptional service for the markets that they serve.

Thank you for your business and for the opportunity to serve on future projects. Please let me know if you have further questions. I can be reached at (269) 234-3110 or by email at andrew.ordway@Alerton.com.

Sincerely,

Andrew Ordway
National Account Manager / Regional Sales Manager
Alerton

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