



Mission Valley ROP

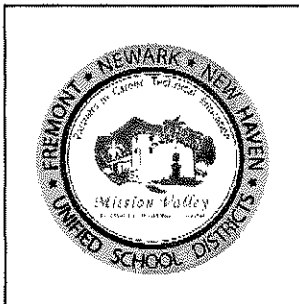
Tuesday, September 17, 2013

Governing Council Meeting

4 p.m.

MVROP Board Room

(510) 657-1865 Ext. 15141



Agenda

Regular Meeting of the Governing Council
Mission Valley Regional Occupational Center/ Program
ROP Board Room
Tuesday, September 17, 2013
Regular Meeting (Open Session) – 4p.m.

Call to order _____p.m.

Pledge of Allegiance

Roll Call:

_____ Jonas Dino, President
_____ Larry Sweeney, Vice President
_____ Nancy Thomas, Clerk
_____ Other

Approval of Agenda:

Motion: _____
Second: _____
Vote: _____

Communication:

- a. Items from the Staff
- b. Oral Communication
 - *2013-2014 MVROP Program and Facilities Update Presentation*
- c. Written Communication
 - *Letter from Alameda County Office of Education re: Public Disclosures- 2012-13 Proposed Salary Agreements for Certificated Non-management, Classified Non-management, Certificated Management and Classified Management Units*
- d. Items from the Board
- e. Public Comment
 - Blue Speaker Card – Items on the agenda
 - Green Speaker Card – Items not on the agenda

Consent Calendar:

- a. **Minutes:**
Approve minutes from the Governing Council meeting on June 20, 2013.
- b. **Business and Finance:**
 - B&F#1 Approve Purchase Orders over \$5,000
 - B&F#2 Approve Warrants \$5,000 and above
 - B&F#3 Approve Memorandum of Understanding between MVROP and Kennedy High School (KHS)
 - B&F#4 Approve Memorandum of Understanding between MVROP and Newark Memorial High School (NMHS)
 - B&F#5 Approve Contract for Actuarial Valuation Services
 - B&F#6 Adopt Resolution #1-1314
Surplus Inventory

- B&F#7 Adopt Resolution #2-1314
Accept Donations to Mission Valley ROP
- B&F#8 Adopt Resolution # 3-1314
2012/13 Year End Transfer
Project Lead the Way Donation
- B&F#9 Approve 2013-14 Payroll Reimbursements for Fremont,
Newark, and New Haven Unified School District
Employees Teaching and Supporting ROP Classes
- B&F#10 Approve Authorized Agents and Signatures
Resolution #4-1314
Signature Card- Authorized Agents, Payroll Warrants and
Disbursements
Resolution #5-1314
Signature Card-Authorized Agents, Official Documents
and Reports

c. Curriculum and Instruction

- C&I#1 Approve MVROP Master Course List for High School and
Adult Programs for the School Year 2013/ 2014
- C&I#2 Approve Textbooks for 2013/2014 School Year

d. Employment and Personnel:

- E&P#1 Approve Report of Certificated Personnel Actions
- E&P#2 Approve Report of Classified Personnel Actions

End of Consent Calendar:

Motion: _____

Second: _____

Vote: _____

Board comments on Consent Calendar:

Business and Finance #1

Information

Review Budget Modification Plan

Business and Finance #2

Information/ Action

Review and Approve Report on Fiscal Year 2012-2013 Unaudited Actuals

Motion: _____

Second: _____

Vote: _____

Business and Finance #3

Information/ Action

Review and Approve Services Agreement between Fremont Unified School
District and Mission Valley ROP

Motion: _____
Second: _____
Vote: _____

Board of Education #1

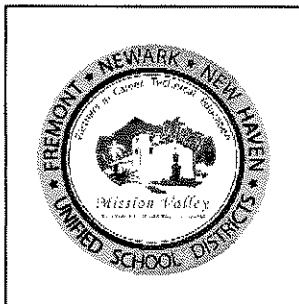
Information/ Action

Approve Variable Term Waiver Requests

Motion: _____
Second: _____
Vote: _____

Board Requests

Meeting adjourned: _____pm



Communication



Alameda County Office of Education

Sheila Jordan
Superintendent

Damon Smith
Associate Superintendent
of Business

L. Karen Monroe
Associate Superintendent
of Education

BOARD OF EDUCATION

Joaquin Rivera
Trustee Area 1

Marlon L. McWilson
Trustee Area 2

Ken Berrick
Trustee Area 3

Aisha Knowles
Trustee Area 4

Fred Sims
Trustee Area 5

Eileen McDonald
Trustee Area 6

Yvonne Cerrato
Trustee Area 7

July 1, 2013



Jonas Dino, President
Board of Education
Mission Valley ROP
5019 Stevenson Blvd.
Fremont, CA 94538

RE: Public Disclosures – 2012-13 Proposed Salary Agreements for Certificated
Non-management, Classified Non-management, Certificated Management
and Classified Management Units

Dear President Dino:

We have reviewed the Public Disclosure of Proposed Salary Agreements (the Agreements) for the Mission Valley ROP Units listed above covering the period beginning July 1, 2012 and ending June 30, 2013. The Governing Board approved the Agreements on June 20, 2013. The purpose of our review is to determine whether these Agreements will have a material impact on the financial condition of the ROP in the current and subsequent two fiscal years.

For each unit listed above, the proposal outlines a 5.48% one-time off-schedule salary payment for the base salary earned in the 2012-13 school year (excluding stipends, extra duty pay, etc.).

The ROP estimates the proposal will result in an approximate \$237,191 increase to the deficit for 2012-13.

Based on the information submitted by the ROP, it appears that the ROP will be able to maintain at least a three percent reserve requirement for 2012-13 and the subsequent two fiscal years.

Future Labor Negotiations

Should the ROP negotiate any other tentative agreements, please submit new Public Disclosure documents to our office 10 days prior to the date the Governing Board will take action.

313 W. Winton Ave.
Hayward, California
94544-1136

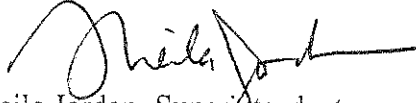
(510) 887-0152

www.acoe.org



If you have any questions, please call me at (510) 670-4140 or Damon Smith at (510) 670-4270.

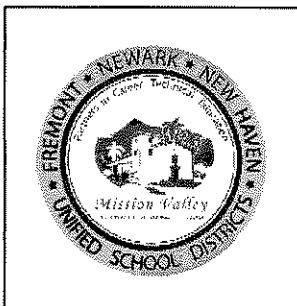
Sincerely,

A handwritten signature in black ink, appearing to read 'Sheila Jordan', with a long horizontal stroke extending to the right.

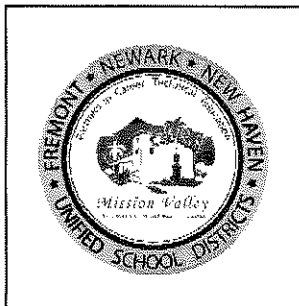
Sheila Jordan, Superintendent
Alameda County Office of Education

SJ:slm

cc: Board of Education, Mission Valley ROP
Pete Murchison, Superintendent, Mission Valley ROP
Marie dela Cruz, Director of Business Services, Mission Valley ROP
Damon R. Smith, Associate Superintendent of Business Services, ACOE
Jeffrey B. Potter, Executive Director, ACOE



Consent Calendar



Minutes

**Regular Meeting of the Governing Council
Mission Valley Regional Occupational Center/ Program
Thursday, June 20, 2013**

Member Dino called the meeting to order at 4:02 p.m.

Present:

Jonas Dino, President
Larry Sweeney, Vice President
Nancy Thomas, Clerk
Ray Rodriguez, NUSD Alternate

Adjourn to Closed Session at 4:02 p.m.

Open Session was reconvened at 4:46 p.m.

No formal action was taken during closed session.

Approval of Agenda:

Member Thomas made a motion to approve all items on the June 20, 2013 agenda. Member Sweeney made a second to approve the motion. Members voted 3-0 to approve all items on the June 20, 2013 agenda.

Communication:

a. Items from Staff:

Food Truck Mafia to Change Location

MVROP Superintendent Murchison shared that the Fremont Chamber event with the Food Truck Mafia, which has taken place in the MVROP parking lot on Friday evenings, will change its location after June 28.

CAROCP Conference

Outgoing MVROP Superintendent Murchison shared that incoming MVROP Superintendent Thomas Hanson would be attending the upcoming CAROCP Conference in Southern California with Margie Trujillo, Director of Educational Services for MVROP.

Budget Update

MVROP Superintendent Murchison informed the Governing Council MVROP would be receiving excess property taxes again this year. This is good news as it is never guaranteed.

b. Oral Communication:

Margie Trujillo, MVROP Director of Educational Services, gave a presentation honoring the retirement of Superintendent Pete Murchison.

c. Written Communication:

MVROP PR Administrator, Allison Aldinger, shared the following items with the Governing Council:

- *Letter from Alameda County Office of Education re: 2012-13 Second Interim Report, May 14, 2013*
- *"MVROP Names Thomas Hanson as New Superintendent" MVROP Press Release, June 6, 2013*
- *"Thomas Hanson Named New MVROP Superintendent" Tri-City Voice Newspaper, June 12, 2013*

d. Items from the Board:

Member Dino shared the retirement announcement for NHUSD Superintendent Kari McVeigh. NHUSD will now begin a superintendent search. Member Dino also shared he would like to continue to share opportunities for MVROP to work with NASA.

e. Public Comment:

None

Consent Calendar:

Member Sweeney pulled Employment and Personnel Item #1 to recognize the hiring of Thomas Hanson as the incoming Superintendent for MVROP. Member Sweeney stated he looked forward to a smooth transition and to working with Mr. Hanson in his new position. The other Board Members echoed these sentiments.

Member Thomas made a motion to approve all items in the Consent Calendar. Member Sweeney made a second to approve the motion. Members voted 3-0 to approve all items in the Consent Calendar.

Business and Finance #1

Review Budget Modification Plan

Marie dela Cruz, MVROP Business Services Director, reviewed Business and Finance Item #1 and answered subsequent Board inquiries regarding the status of the state budget and how it may affect MVROP.

This item is information only.

Business and Finance #2

Approve One-Time Off Schedule Salary Payment for 2012-2013

Marie dela Cruz, MVROP Business Services Director, reviewed Business and Finance Item #2 and answered subsequent Board inquiries.

Member Thomas made a motion to approve Business and Finance #2, Approve One-Time Off Schedule Salary Payment for 2012-2013. Member Sweeney made a second to approve the motion. Members voted 3-0 to approve Business and Finance #2, Approve One-Time Off Schedule Salary Payment for 2012-2013

Business and Finance #3

Public Hearing and Action on the 2013-2014 Adopted Budget

The Public Hearing opened at 5:04 p.m.

MVROP Director of Business Services, Marie dela Cruz, reviewed Business and Finance #3 and answered subsequent Board inquiries regarding the 2013-2014 Adopted Budget.

There was no public comment.

The Public Hearing closed at 5:04 pm.

There was no Board discussion.

Member Thomas made a motion to approve Business and Finance #3, Public Hearing and Action on the 2013-2014 Adopted Budget. Member Sweeney made a second to approve the motion. Members voted 3-0 to approve Business and Finance #3, Public Hearing and Action on the 2013-2014 Adopted Budget.

Board of Education #1

Review and Approve Fall 2013 Governing Council Meeting Dates

MVROP PR Administrator, Allison Aldinger, reviewed Board of Education Item #1 and answered subsequent Board inquiries on the item.

Member Sweeney made a motion to approve Board of Education #1, Review and Approve Fall 2013 Governing Council Meeting Dates. Member Thomas made a second to approve the motion. Members voted 3-0 to approve Board of Education #1, Review and Approve Fall 2013 Governing Council Meeting Dates.

Board Requests:

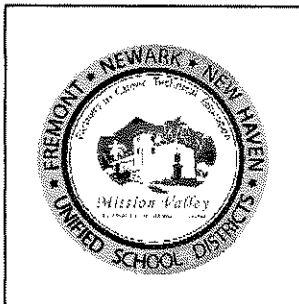
Member Rodriguez inquired when the last time MVROP compared its salary pay scales to their ROP and JPA District counterparts took place. He requested for the Governing Council Members to be sent this information. Member Thomas echoed this request.

The meeting was adjourned at 5:27 p.m.

Jonas Dino, President

Larry Sweeney, Vice President

Nancy Thomas, Clerk



Business and Finance

MISSION VALLEY ROP
PURCHASE ORDER REPORT
PURCHASE ORDERS OVER \$5,000
BOARD MEETING - SEPTEMBER 17, 2013
PO PERIOD: JULY 1, 2013 - SEPTEMBER 9, 2013
AGENDA ITEM - B&F #1

PO NUMBER	VENDOR NAME & ACCOUNT CODE	DESCRIPTION	AMOUNT
111827	Critical Solutions Inc. 81-0635-0-6999-8501-6261-661-6430	Construction Management Building 4, Prop 1D (rollover)	\$ 28,283.57
133494	LCA Architects 81-0635-0-6706-8501-6221-660-6440	Building 6 Awning Project	\$ 14,687.00
140064	Canon Business Solutions Inc. 81-0635-0-6999-1001-5675-660-6013 81-0635-0-0000-9101-7438-660-6013 81-0635-0-0000-9101-7439-660-6013	Oce Copiers	\$ 18,249.60
140137	New Haven Unified School District 81-0635-0-6999-1001-5880-667-6013	Transportation	\$ 30,000.00
140202	Office Depot 81-0635-0-6999-2701-4310-660-6013 81-0635-0-6999-1001-4310-660-6998	Materials and Supplies	\$ 28,000.00
140225	California Landscapes 81-0635-0-69699-8201-5671-660-6013	Landscape Services	\$ 9,540.00
140228	Administrative Software 81-0635-0-0000-7701-5830-660-6013	Student Attendance System	\$ 16,381.00
140376	Keep It Simple Computer Ctr 81-0635-0-0000-7701-5830-660-6005	Network and Data Services	\$ 15,000.00
140527	Fry's Electronics 81-0635-0-6005-1001-4315-660-6005	Computer Supplies	\$ 6,000.00
140528	Computer Pro 81-0635-0-6005-1001-4315-660-6005	Computer Supplies	\$ 10,000.00
140921	Home Depot 81-0635-0-6706-8501-6211-660-6440	Building 6 Awning Project	\$ 7,000.00

PO NUMBER	VENDOR NAME & ACCOUNT CODE	DESCRIPTION	AMOUNT
140922	Hulbert Lumber and Supply 81-0635-0-6706-8501-6211-660-6440	Building 6 Awning Project	\$ 8,000.00
141074	Niles Electric Co. Inc. 81-0635-0-6703-8111-5671-660-6013	Auto Tech Electrical Repairs	\$ 6,800.00
141225	Napa Auto Parts 81-0635-0-6703-1001-6410-660-6998 81-1100-0-6703-1001-4410-660-6998 81-1100-0-6703-1001-4310-660-6998	Auto Tech Equipment	\$ 13,397.62
141231	Klein Educational Systems Inc. 81-1100-0-6703-1001-5846-660-6998 81-1100-0-6703-1001-4310-660-6998 81-1100-0-6703-1001-5847-660-6998	Auto Tech Software	\$ 17,245.64
141376	Tech Supply 81-1100-0-6703-1001-5846-660-6998 81-1100-06703-1001-4310-660-6998	Auto Tech Supplies	\$ 7,306.21
141480	Smart and Final 81-1100-0-6621-1001-4310-652-6998	Culinary Materials and Supplies Kennedy High School	\$ 7,000.00
141481	Smart and Final 81-1100-0-6621-1001-4310-656-6998	Culinary Materials and Supplies American High School	\$ 7,000.00
141513	Folger Graphics Inc. 81-0635-0-6010-7180-5870-660-6010	Printing Services	\$ 5,000.00
141652	Troxell Communications 81-0635-0-6999-2701-4410-660-6013 81-0635-0-6999-2701-4430-660-6013 81-0635-0-6999-2701-4315-660-6013	Audio/Visual System Board Room	\$ 20,516.95
141772	Smart and Final 81-1100-0-6621-1001-4310-664-6998	Culinary Materials and Supplies Newark Memorial High School	\$ 5,000.00
141847	Comcast 81-0635-0-0000-7601-5940-660-6005	Network Services	\$ 7,461.10
902392	LCA Architects Inc. 81-0635-0-6999-8501-6221-661-6420	Architect Services Prop 1D/ Buildings 5, 9, 9A (Rollover)	\$ 5,649.10

Mission Valley ROP
Warrants \$5,000 and above
From 7/1/13 - 9/9/13
Fiscal Year 13/14

B&F #2
September 17, 2013

Date	Warrant #	Vendor	Purpose	Amount	PO number
07/01/13	50253565	New Haven USD	CalWORKs Apportionment 12/13	\$ 5,375.00	136853
07/09/13	50253792	New Haven USD	Transportation	\$ 6,220.06	130730
07/09/13	50253797	PG&E	Electricity	\$ 10,318.16	
07/16/13	50253861	Keenan and Associates	Liability Insurance for 13/14	\$ 47,376.00	140605
07/16/13	50253902	New Haven USD	June 2013 payroll	\$ 7,219.55	131879
07/23/13	50254086	ASAP	13/14 Maintenance	\$ 11,980.00	140279
07/23/13	50254094	Dannis, Woliver, Kelley	Legal services	\$ 6,783.00	130639
07/23/13	50254069	Ray Weaver, Contractor	Replace wall in Auto Tech shop bldg 2	\$ 9,840.00	140031
07/24/13	50254195	Canon Business Solution	Lease, Océ copiers	\$ 11,813.42	140064
08/06/13	50254419	Apple Computer	9 Computers, Video Production class	\$ 24,150.69	140644
08/06/13	50254258	JM Stewart	Marquee upgrade	\$ 23,007.38	135576
08/13/13	50254477	PG&E	Electricity	\$ 9,749.67	
08/26/13	50254829	Newark USD	12/13 Salaries	\$ 16,800.66	133100
08/26/13	50254769	Premier Garage	Flooring for Auto Tech shop bldg 2	\$ 11,292.00	140020
08/26/13	50254770	Troxell	Projector systems for bldg 2, 401, & 502	\$ 14,555.37	141135
09/03/13	50298563	Palace Office Interiors	Furniture for Auto Tech shop bldg 2	\$ 8,798.44	141079

<u>X</u>	Information
<u>X</u>	Action

**MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM
BOARD OF EDUCATION**

AGENDA ITEM

B&F #3

Date of Board Meeting: **September 17, 2013**

TITLE: **Approve Memorandum of Understanding between Mission Valley ROP (MVROP) and Kennedy High School (KHS)**

Background:

Mission Valley ROP has agreed to provide a teacher to teach one 85-minute block for the Building Green Building Smart (BGBS) California Partnership Academy at Kennedy High School for the 2013-2014 school year.

Current Status:

Mission Valley ROP and the Kennedy High School have created a Memorandum of Understanding specifying the details of the agreement for this instructor.

Recommendation:

Mission Valley ROP administrative staff recommends approval of the Memorandum of Understanding between Mission Valley ROP (MVROP) and Kennedy High School (KHS).

<u>Margie Trujillo</u>	<u>Administration</u>	<u>Thomas Hanson</u>
Staff Contact	Department	Superintendent, Mission Valley ROP

Memorandum of Understanding
(MOU)

By this agreement made and entered into the 16th day of August 2013, between Mission Valley Regional Occupational Program (ROP) (hereinafter referred to as MVROP), Fremont Unified School District-Kennedy High School (hereinafter referred to as KHS), in consideration of mutual covenants, the parties hereto agree as follows:

- A. **DESCRIPTION OF SERVICES:** MVROP has agreed to allow Steve Bui, an employee of MVROP to serve as an instructor for the Building Green-Building Smart Academy (BGBS) for one 85-minute block during the 2013-2014 school year. For such services, KHS agrees to reimburse MVROP for salary, benefits, and other incidental costs related to his employment. MVROP has also agreed to allow Steve Bui to serve as the Building Green-Building Smart Academy (BGBS) budget coordinator for KHS for a stipend of \$2,000 during the 2013-2014 school year. For such services, KHS agrees to reimburse MVROP for the stipend of \$2,000.
- B. **PURPOSE OF MOU:** The purpose of this MOU is to provide an additional credentialed staff member to teach one 85-minute block for a California Partnership Academy and serve as budget coordinator at KHS for the Building Green-Building Smart Academy (BGBS).
- C. **DUTIES OF KHS:** KHS agrees to reimburse MVROP .3 FTE based upon MVROP's 6-hour salary schedule for said teaching assignment and \$2,000 for said budget coordinator assignment.
- D. **MVROP OBLIGATIONS:** MVROP agrees to release Steve Bui for an 85-minute block instructional assignment and to serve as the BGBS budget coordinator for KHS.
- E. **COMPENSATION:** For the period of this agreement, KHS shall pay MVROP as billed. Total amount not to exceed: \$16,639 (Instructional) + \$2,000 (Stipend) = \$18,639.

Budget Code:

Type	Fund	Resource	Yr	Goal	Function	Object	School	CCtr
Instructional	01	6386	5	1130	1001	1140	052	2472
Stipend	01	6386	5	1130	1001	1140	052	2472

- F. **PERIOD OF MOU:** This MOU will be in effect for 184 days of employment during the period August 20, 2013 through June 13, 2014.
- G. **INSURANCE:** MVROP warrants appropriate insurance coverage for employees of MVROP.
- H. **GENERAL TERMS AND CONDITIONS:**

1. **INDEMNIFICATION:** KHS and MVROP agree to indemnify, defend, and save harmless the other local education agency's officers, agents, employees, and volunteers from any and all claims and losses accruing or resulting to any and all persons, firms, or corporations furnishing or

supplying work, services, materials, or supplies in connection with the performance of this agreement and from any and all claims and licenses resulting to any person, firm, or corporation who may be injured or damaged by KHS or MVROP in the performance of this agreement.

2. **INSURANCE:** KHS and MVROP will maintain general liability insurance, automobile coverage, and workers compensation coverage in such an amount as may be reasonably necessary to assure compliance with the Indemnification provision, herein above.
3. **NON-DISCRIMINATION:** No discrimination shall be made in the employment of persons under this agreement because of race, religion, sex, age, national origin, ancestry, political affiliations, disability, medical condition, marital status, or sexual orientation.
4. **SUCCESSORS AND ASSIGNS:** This agreement shall be binding on the administrators, successors, and assigns of the respective parties.
5. **FINGERPRINTING AND CRIMINAL RECORDS CHECK:** MVROP and KHS shall comply with the provisions of Education code section 45125.1 regarding the submission of employee fingerprints with the California Department of Justice and the completion of criminal background investigations of its employees.
6. **HEALTH EXAMINATIONS:** No person shall be initially allowed to interact with students unless he/she has placed on file with the appropriate local education agency a certificate from a licensed physician indicating that a tuberculosis examination in accordance with education Code 49406.
7. **CHANGES OR ALTERATIONS:** No changes, alterations, or variations of any kind to this agreement are authorized without the written consent of both local education agencies.

- I. **COMMUNICATIONS:** Communications between the parties to this Agreement may be sent to the appropriate local education agency's main office addressed as follows:

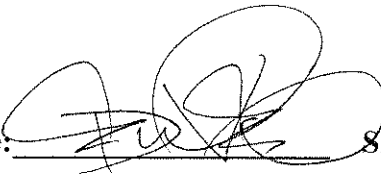
Eddie Velez
Principal
John F. Kennedy High School
39999 Blacow Road
Fremont, CA 94538

Margie Trujillo
Director of Educational Services
Mission Valley ROP
5019 Stevenson Boulevard
Fremont, CA 94538

- J. **UNDERSTANDING AND ACCEPTANCE OF THE PARTIES:** This Agreement constitutes the entire understanding of the parties. KHS and MVROP signatures below signify both an understanding and acceptance of the contract provisions.

K. **KHS REPRESENTATIVE**

MVROP REPRESENTATIVE

Signature: 

Print Name: EDDIE VELEZ

Title: Principal

Date Signed: 8/16/13

Signature: Margie Trujillo

Print Name: Margie Trujillo

Title: Director of Educational Services

Date Signed: 8/16/13

X Information
X Action

**MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM
BOARD OF EDUCATION**

AGENDA ITEM

B&F #4

Date of Board Meeting: September 17, 2013

TITLE: Approve Memorandum of Understanding between MVROP
and Newark Memorial High School (NMHS)

Background:

Mission Valley ROP has agreed to provide two teachers to teach a total of four sections in the Arts, Media, and Entertainment industry sector at Newark Memorial High School for the 2013-2014 school year.

Current Status:

Mission Valley ROP and the Newark Memorial High School have created a Memorandum of Understanding specifying the details of the agreement for these instructors.

Recommendation:

Mission Valley ROP administrative staff recommends approval of the Memorandum of Understanding between Mission Valley ROP (MVROP) and Newark Memorial High School (NMHS).

Margie Trujillo
Staff Contact

Administration
Department

Thomas Hanson
Superintendent, Mission Valley ROP

Memorandum of Understanding
(MOU)

By this agreement is entered into the 29th day of July, between Mission Valley Regional Occupational Program (ROP) (hereinafter referred to as MVROP), Newark Unified School District (hereinafter referred to as NUSD), in consideration of mutual covenants, the parties hereto agree as follows:

- A. **PURPOSE OF MOU:** The purpose of this MOU is to provide credentialed staff to teach 4 one-hour sections at Newark Memorial High School.
- B. **DESCRIPTION OF SERVICES:** MVROP has agreed to allow Barbara Feist and Ray McDonell, employees of MVROP, to teach four one-hour sections at Newark Memorial High School during the 2013-2014 school year. MVROP will provide the salary, benefits, and other incidental costs related to their employment. Instruction will be provided for Newark Memorial High School students only.
- C. **MVROP OBLIGATIONS:** MVROP agrees to release Barbara Feist 2.4 hours per day for said assignment to teach Digital Video Arts 1 and 2 and Television Journalism. MVROP will provide five iMacs for this assignment, which will be returned at the end of the school year. MVROP agrees to release Ray McDonell 2.4 hours per day for said assignment to teach Multimedia 1 and Multimedia 2.
- D. **OBLIGATIONS OF NUSD:** NUSD agrees to provide all equipment and instructional materials required for said assignments for both instructors. NUSD will cover classes as necessary on Fridays due to changes in the bell schedule.
- E. **PERIOD OF MOU:** This MOU will be in effect for 180 instructional days of employment during the period August 26, 2013 through June 12, 2014 as required by the MVROP work schedule for teachers.
- F. **INSURANCE:** MVROP warrants appropriate insurance coverage for employees of the ROP.
- G. **GENERAL TERMS AND CONDITIONS:**
 - 1. **INDEMNIFICATION:** NUSD and MVROP agree to indemnify, defend, and save harmless the other local education agency's officers, agents, employees, and volunteers from any and all claims and losses accruing or resulting to any and all persons, firms, or corporations furnishing or supplying work, services, materials, or supplies in connection with the performance of this agreement and from any and all claims and licenses resulting to any person, firm, or corporation who may be injured or damaged by NUSD or MVROP in the performance of this agreement.

2. **INSURANCE:** NUSD and MVROP will maintain general liability insurance, automobile coverage, and workers compensation coverage in such an amount as may be reasonably necessary to assure compliance with the Indemnification provision, herein above.
 3. **NON-DISCRIMINATION:** No discrimination shall be made in the employment of persons under this agreement because of race, religion, sex, age, national origin, ancestry, political affiliations, disability, medical condition, marital status, or sexual orientation.
 4. **SUCCESSORS AND ASSIGNS:** This agreement shall be binding on the administrators, successors, and assigns of the respective parties.
 5. **FINGERPRINTING AND CRIMINAL RECORDS CHECK:** MVROP and NUSD shall comply with the provisions of Education code section 45125.1 regarding the submission of employee fingerprints with the California Department of Justice and the completion of criminal background investigations of its employees.
 6. **HEALTH EXAMINATIONS:** No person shall be initially allowed to interact with students unless he/she has placed on file with the appropriate local education agency a certificate from a licensed physician indicating that a tuberculosis examination in accordance with education Code 49406.
 7. **CHANGES OR ALTERATIONS:** No changes, alterations, or variations of any kind to this agreement are authorized without the written consent of both local education agencies.
- I. **COMMUNICATIONS:** Communications between the parties to this Agreement may be sent to the appropriate local education agency's main office addressed to the Principal.
- | | |
|---|--|
| Philip Morales
Principal
Newark Memorial High School
39375 Cedar Blvd.
Newark, CA 94560 | Margie Trujillo
Director of Educational Services
Mission Valley ROP
5019 Stevenson Boulevard
Fremont, CA 94538 |
|---|--|
- J. **UNDERSTANDING AND ACCEPTANCE OF THE PARTIES:** this Agreement constitutes the entire understanding of the parties. NUSD and MVROP signatures below signify both an understanding and acceptance of the contract provisions.

K. NUSD REPRESENTATIVE

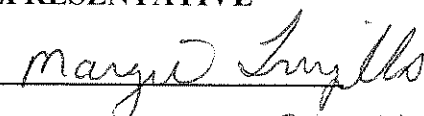
Signature: 

Print Name: Phil Morales

Title: Principal

Date Signed: 7/29/13

MVROP REPRESENTATIVE

Signature: 

Print Name: Margie Trujillo

Title: Director of Educational Services

Date Signed: 7/29/13

X Information
 X Action
 Presentation

**MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM
BOARD OF EDUCATION**

**AGENDA ITEM
B&F #5**

DATE OF BOARD MEETING: September 17, 2013

TITLE: Approve Contract for Actuarial Valuation Services

Background:

GASB 45 requires an assessment of Other Post Employment Benefits (OPEB) liability every 3 years. The last actuarial report completed for Mission Valley ROP was in February 5, 2010 by Total Compensation Systems, Inc. (TCS).

Current Status:

The actuarial study for Mission Valley ROP needs to be updated. Total Compensation Systems, Inc. (TCS) has submitted a proposal to provide the actuarial valuation services for \$2900.

Recommendation:

Staff recommends approval of the contract with Total Compensation Systems, Inc., for actuarial valuation services.

Marie dela Cruz, 657-1865 X15145	ROP Center	Business Services	Thomas Hanson
Staff/Contact Person	Location	Division	Superintendent



TCS Total Compensation Systems, Inc.

August 29, 2013

Marie Dela Cruz
Director of Business Services
Mission Valley ROP
5019 Stevenson Blvd
Fremont, CA 94538-2449

Dear Ms. Dela Cruz,

Thank you for your request for a proposal for GASB 45 actuarial valuation services. Total Compensation Systems, Inc. (TCS) has specialized in health actuarial services for California school employers for more than twenty years. During that time, we have performed retiree health valuations for more than 400 districts. (Our client list is attached).

Because we have performed valuations for so many California school and community college districts, we are able to quote a flat, guaranteed fee for comprehensive services. Our fee would be \$2,900. This fee does not include any on-site meetings. Any required meetings would be billed at an additional fee of \$1,600, which includes all travel and meeting preparation expenses. Meetings are rarely needed to conduct the valuation, but some districts choose to have a meeting for a Board presentation or a presentation to employee groups.

Our comprehensive valuation would include the following items.

- < A ten year projection of the cash outlay to pay for retiree health benefits.
- < An estimate of the "normal cost" - i.e. the value of retiree health benefits earned by active employees in the current year.
- < An estimate of the actuarial accrued liability (AAL) i.e. the cumulative value of earned benefits for both active employees and retirees.
- < Payments that would be required to amortize the unfunded AAL.
- < A discussion of actuarial methods and assumptions.
- < Appendices to assist the employer in complying with applicable GASB accounting standards (i.e. GASB 43 and/or 45).
- < Other information including a glossary, demographic summary, etc.
- < Cost and liability estimates would be separated between active employees and current

retirees where applicable.

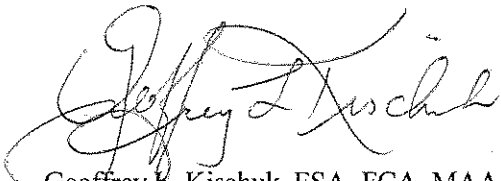
- ◁ Cost and liability estimates would be separated between up to two employee classifications.

To begin a study, we would need several things. First, we would need a description of benefit eligibility which can be provided via relevant sections of bargaining agreements or Board policy. Second, we would need information about the cost of retiree benefits. We would also need the balance of any reserve funds held explicitly for retiree health benefits, along with the "as of" date for the balance.

As far as demographic information, attached are data elements that are typically required to complete a study. We prefer data on CD-ROM or E-mail.

Please let me know if you have any questions about the above or about retiree health benefits, in general.

Sincerely,



Geoffrey L. Kischuk, FSA, FCA, MAAA
Consultant

Total Compensation Systems, Inc.

5699 Kanan Road, #316

Agoura Hills, CA 91301

(805)496-1700

totcomp@aol.com

encl.

<input type="checkbox"/>	Information
<input checked="" type="checkbox"/>	Action
<input type="checkbox"/>	Presentation

MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM
BOARD OF EDUCATION

A G E N D A I T E M

B&F #6

DATE OF BOARD MEETING: September 17, 2013

TITLE: Adopt Resolution No. 1-1314
 Surplus Inventory

Background:

Education Code, Section 17546 states that if the Governing Board, by unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in the value of two thousand, five hundred dollars (\$2500), it may be sold at a private sale without advertising, by a District employee empowered for that purpose by the Board; the property may be donated to a charitable organization, or it may be disposed of in the local public dump.

Current Status:

Mission Valley ROP recently completed an inventory of equipment. We would like to remove these items from the inventory list as noted in the attached report. These items are surplus, broken and/or the cost of repairs would exceed the value of the equipment.

Exhibits: List of Surplus items.

Recommendation:

Approve Resolution No. 1-1314 authorizing disposition of obsolete property and removal of items from inventory.

Marie dela Cruz, 657-1865	ROP Center	Bus. Svcs.	Thomas Hanson
Staff Contact Person	Department	Division	Superintendent

Date of Board Meeting: September 17, 2013

Items to be removed from MVROP's Capital Inventory

<u>Vehicle #</u>	<u>Make & Model</u>	<u>Vehicle ID</u>	<u>License</u>	<u>Reason</u>
R33	Chevrolet Silverado PU	CCL146Z152769	64795	SURPLUS

<u> </u>	Information
<u> X </u>	Action
<u> </u>	Presentation

MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM
BOARD OF EDUCATION

A G E N D A I T E M
B&F #7

DATE OF BOARD MEETING: September 17, 2013

TITLE: Adopt Resolution No. 2-1314
 Accept Donations to Mission Valley ROP

Background:

Education Code 635160 authorizes governing boards of any school district to initiate and carry on any program, activity or to act otherwise in any manner that is not in conflict with or inconsistent with or preempted by any law and that is not in conflict with the purpose for which school districts are established. Acceptance of gifts to the school district is within the permissive authority granted Boards of Education in the permissive code embodied in Education Code 35160.

Current Status:

<u>Donated to</u>	<u>Donated by</u>	<u>Item</u>
Biotech NMHS	Students	\$25.00
Construction	Forest Scientific Corp	CNC Router & Software
Culinary KHS	Students	\$175.00
Culinary NMHS	Students	\$1225.00
Fire Science	City of Santa Clara	Ventilation fan

Recommendation:

Staff recommends acceptance of the aforementioned donations to Mission Valley Regional Occupational Program.

<u>Marie dela Cruz, 657-1865</u>	<u>ROP Center</u>	<u>Bus. Svcs. Thomas Hanson</u>
<u>Staff Contact Person</u>	<u>Department</u>	<u>Division Superintendent</u>

FOR MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM

Sheila Jordan
County Superintendent of Schools
313 West Winton Avenue
Hayward, CA 94544-1198

Fremont, California

Date: September 17, 2013

Pursuant to the provision of the Education Code Section 42600, we, the undersigned, constituting a majority of the members of the governing board of the above-named district, do hereby transmit this resolution requesting an increase in income of said school district for the following reasons:

Local Income

INCOME APPROPRIATION	ACCOUNT NO.	AMOUNT
Local Income	81-0635-0-xxxx-0000-8699-xxx-0000	1,425

EXPENDITURE APPROPRIATION	ACCOUNT NO.	AMOUNT
Biotechnology - Farooq	81-0635-0-6618-1001-4310-664-6998	25
Culinary Kennedy - Moschetti	81-0635-0-6621-1001-4310-652-6998	175
Culinary Newark - Skrocke	81-0635-0-6621-1001-4310-664-6998	1,225
		<hr/> 1,425

Respectfully submitted,

Clerk of the Governing Council
Mission Valley ROP
Alameda County, State of California

_____ Request Approved

_____ Not Approved

Posted by: _____

<u> </u>	Information
<u> X </u>	Action
<u> </u>	Presentation

MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM

BOARD OF EDUCATION

A G E N D A I T E M
B&F #8

DATE OF BOARD MEETING: September 17, 2013

TITLE: Adopt Resolution No. 3-1314
 2012/13 Year End Transfer
 Project Lead the Way Donation

Current Status:

Mission Valley ROP has received a donation check from Lam Research Foundation Fund in the amount of \$20,000 for the Project Lead the Way Program for the 2013/2014 school year.

The donation may be used for training, stipends, travel, conference, supplies, materials, and equipment needed for the Project Lead the Way Program.

Recommendation:

Staff recommends adoption of Resolution 3-1314 authorizing the transfer of Lam Research Foundation donation to reserves for the 2013/14 Project Lead the Way Program.

Marie dela Cruz, 657-1865	ROP Center	Bus. Svcs. Thomas Hanson
Staff Contact Person	Department	Division Superintendent

FOR MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM

Sheila Jordan
County Superintendent of Schools
313 West Winton Avenue
Hayward, CA 94544-1198

Fremont, California

Date: September 17, 2013

Pursuant to the provision of the Education Code Section 42602, we, the undersigned, Constituting a majority of the members of the governing board of the above-named district, do hereby transmit this resolution requesting a transfer in the amount and between the classifications of the budget of said school district indicated herein for the following reasons:

Reserves

TRANSFER FROM	AMOUNT	TRANSFER TO	AMOUNT
81-9601-0-0000-0000-8699-000-0000	20,000	81-9601-0-0000-0000-9790-000-0000	20,000

Respectfully submitted,

Clerk of the Governing Council
Mission Valley ROP
Alameda County, State of California

_____ Request Approved

_____ Not Approved

Posted by: _____

☒ Information
☒ Action
☐ Presentation

**MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM
BOARD OF EDUCATION**

**AGENDA ITEM
B&F #9**

DATE OF BOARD MEETING: September 17, 2013

TITLE: 2013-14 Payroll Reimbursements for Fremont, Newark, and New Haven Unified School District Employees Teaching and Supporting ROP Classes

Background:

Mission Valley ROP reimburses participating districts for a percentage of their employees' base salaries and benefits for teaching and supporting ROP classes. The reimbursement rates are based on the number of assigned classes and a pro rata share of specified support services.

Current Status:

The attached list represents the 2013-14 payroll reimbursement schedules for Fremont, Newark, and New Haven Unified School District employees.

Recommendation:

Staff recommends approval of the 2013-14 payroll reimbursement schedules for Fremont, Newark and New Haven Unified School Districts.

Marie dela Cruz, 657-1865 x15145	ROP Center	Business Services	Thomas Hanson
Staff/Contact Person	Location	Division	Superintendent

**2013-14 PAYROLL REIMBURSEMENT SCHEDULE
FOR FREMONT, NEWARK AND NEW HAVEN SCHOOL DISTRICTS**

FREMONT UNIFIED SCHOOL DISTRICT

Employee Name	Location	Description	FTE Reimbursement
Instructors:			
Bartholomew-Couts, Thomas	American	Digital Photography	0.80
Avina, Amber Lee	Irvington	SHAPE and Sports Psychology	0.40
Burton, Shiloh	Irvington	Digital Photography	0.80
Murray, Tom	Kennedy	Digital Photography	1.00
Career/College Specialist:			
Aldinger, Janet	Mission	Career/College Specialist	0.25
Coleman, Janelle	Kennedy	Career/College Specialist	0.25
Creek, Suzanne	Robertson	Career/College Specialist	0.25
D'Audney, Theresa	American	Career/College Specialist	0.25
Kimmel, Linda	Irvington	Career/College Specialist	0.25
Wittmer, Michelene	Washington	Career/College Specialist	0.25
Total FTEs Fremont			4.50

NEW HAVEN UNIFIED SCHOOL DISTRICT

Employee Name	Location	Description	FTE Reimbursement
Yacco, Richard	Logan	Instructor-TV Broadcast Technology	0.40
Brar, Abhi	Logan	Administrator	0.10
Hart, Barbara	Logan	Career Technician	0.50
Total FTEs New Haven			1.00

NEWARK UNIFIED SCHOOL DISTRICT

Employee Name	Location	Description	FTE Reimbursement
Holguin, Sally	Newark	Career Technician	0.50
Taylor, Krista	Newark	Administrator	0.10
Total FTEs Newark			0.60

☒ Information
☒ Action
☐ Presentation

**MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM
BOARD OF EDUCATION**

**AGENDA ITEM
B&F #10**

DATE OF BOARD MEETING: September 17, 2013

TITLE: Authorized Agents and Signatures

Resolution #04-1314 Signature Card-Authorized Agents, Payroll Warrants and Disbursements

Resolution #05-1314 Signature Card-Authorized Agents, Official Documents and Reports

Background:

Ed Code 42632 requires that signatures of all governing board members and signatures of persons authorized by the governing board to sign orders must be filed with the County Superintendent of Schools.

Current Status:

The following forms required by the Alameda County Office of Education have been updated.

1. Signature Card-Authorized Agents, Payroll Warrants and Disbursements, and Official Documents and Reports
2. Signature Card-Authorized Agents, Official Documents and Reports

Recommendation:

Staff recommends approval of Resolution #04-1314 Signature Card-Authorized Agents, Payroll Warrants and Disbursements and Resolution #05-1314 Signature Card-Authorized Agents, Official Documents and Reports

Marie dela Cruz, 657-1865 X15145	ROP Center	Business Services	Thomas Hanson
Staff/Contact Person	Location	Division	Superintendent

MISSION VALLEY ROP

**SIGNATURE CARD - AUTHORIZED AGENTS
PAYROLL WARRANTS & DISBURSEMENTS**

RESOLUTION NO. #04-1314 , For Fiscal Year: 2013-14

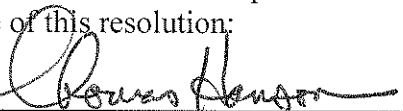

TO THE ALAMEDA COUNTY SUPERINTENDENT OF SCHOOLS:

WHEREAS, pursuant to Education Code Section 42632 for K-12 Education and Section 85232 for Community Colleges, each order drawn on the funds of a school district shall be signed by at least a majority of the members of the Governing Board of the district, or by a person or persons authorized by the Governing Board to sign orders in its name; and

WHEREAS, the Governing Board of each school district shall be responsible for filing such signatures with the County Office of Education per Education Code Section 42633; and

WHEREAS, this resolution supersedes all previous resolutions authorizing such signature(s) on behalf of the Governing Board, and declares said prior resolutions null and void;

NOW, THEREFORE BE IT RESOLVED that the Governing Board of the Mission Valley ROP authorizes and empowers the following person(s) to sign orders in its name effective as of the date of this resolution:

1. <u></u>	<u>Thomas Hanson</u>
Signature	Type Name
<u>Superintendent</u>	
Title	
2. <u></u>	<u>Marie dela Cruz</u>
Signature	Type Name
<u>Director of Business Services</u>	
Title	

PASSED AND ADOPTED by the Governing Board of the Mission Valley ROP on this 17th day of September 2013, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTENTIONS: _____

By approval of this resolution, I hereby certify that the signature(s) appearing above are true and were affixed in my presence.

Date

Signature, Clerk of the Governing Board

MISSION VALLEY ROP

SIGNATURE CARD - AUTHORIZED AGENTS
OFFICIAL DOCUMENTS & REPORTS

RESOLUTION NO. #05-1314, For Fiscal Year: 2013-14

TO THE ALAMEDA COUNTY SUPERINTENDENT OF SCHOOLS:

WHEREAS, the Mission Valley ROP occasionally must provide signature approval on certain official documents and reports, including Local, State and Federal reports, such as Transportation, and Attendance; and

WHEREAS, this resolution supersedes all previous resolutions authorizing such signature(s) on certain official documents and reports, and declares said prior resolutions null and void;

NOW, THEREFORE BE IT RESOLVED that the Governing Board hereby duly authorizes and empowers the following person(s) to sign all documents and reports pertinent to conducting the business of the Mission Valley ROP, effective as of the date of this resolution:

1.  Thomas Hanson
Signature Type Name
Superintendent
Title

2.  Marie dela Cruz
Signature Type Name
Director of Business Services
Title

3.  Margie Trujillo
Signature Type Name
Director of Educational Services
Title

PASSED AND ADOPTED by the Governing Board of the Mission Valley ROP on this 17th day of September 2013, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTENTIONS: _____

By approval of this resolution, I hereby certify that the signature(s) appearing above are true and were affixed in my presence.

Date

Signature, Clerk of the Governing Board



Curriculum & Instruction

Mission Valley ROP 2013-2014 Courses (High School and Adult)

Arts, Media, and Entertainment

2-D Animation
Computer Animation 1, 2
Digital Imaging 1, 2
Digital Photography 1, 2, 3
Digital Sound Design 1, 2
Digital Video Arts Production 1, 2
Game Design/ Interactive Media Arts
Motion Graphics 1, 2
Multimedia 1, 2
Television Broadcasting 1, 2
Television Journalism
Webpage Design

Building and Construction Trades

Algebra 2 in Construction 2
Construction Technology 1, 2*
Geometry in Construction

Education, Child Development and Family Services

Careers in Education 1, 2

Engineering and Architecture

Civil Engineering and Architecture
Introduction to Design
Principles of Engineering

Finance and Business

Business Math/Computer Applications
Computer Applications
Money Management

Health Science and Medical Technology

Anatomy and Physiology
Biotechnology 1
Careers in Biotechnology
Introduction to Biotechnology
Medical and Health Careers
Medical Assisting
Medical Occupations
Nursing Assistant
Personal Fitness Trainer 2 (S.H.A.P.E – PE)
Pharmacy Technology 1, 2
S.H.A.P.E. Seminar
Sports Psychology
Sports Therapy 1, 2 (1-hr. class)
Sports Therapy 1, 2 (2-hr. class)

Hospitality, Tourism, and Recreation

Culinary Arts 1, 2*
Event Planning and Catering
Introduction to Culinary Arts

Information and Communication Technologies

Computer Support Specialist 1, 2*
Network Engineer 1, 2*

Marketing, Sales, and Service

Business Ownership and Management
Marketing/DECA 1, 2
Special Education Marketing

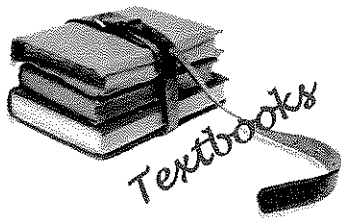
Public Services

Fire Technology 1, 2
Forensic Science 1/Interdisciplinary Forensic Sciences
Forensic Science 2/Forensic Biology
Law Enforcement/Homeland Security

Transportation

Auto Body Painting and Refinishing 1, 2
Automotive Technology 1, 2*
Automotive Technology/Basic Car Care

*introduces green technology concepts



MISSION VALLEY ROP

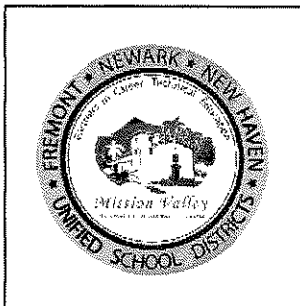
2013-2014 TEXTBOOK LIST

- **Anatomy & Physiology**
Anatomy & Physiology for Health Professionals: An Interactive Journey, 1st Edition, 2006, by Colbert and Ankney
- **Automotive Technology 1 & 2**
Modern Automotive Technology, 7th Edition, by James Duffy, Goodheart-Willcox Publishing, 2009
The Car Care Book, 3rd Edition, by Ron Haefner, Thomson Delmar Learning, 2004
- **Auto Body Painting/ Refinishing**
Auto Body Repairing and Refinishing, 9th Edition by William K. Toboldt and Terry L. Richardson, Goodheart-Willcox, Publishing 2011
- **Biotechnology**
Biotechnology- Science for the New Millennium, 2001, by Ellyn Daugherty
Molecular Biology made simple and fun, by David Clark and Lonnie Russell, Cache River Press
Foundations in Biotechnology (Book and Manual), Energy Concepts Publishing
Career Opportunities in Biotechnology and Drug Development, by Toby Friedman
- **Business Ownership/ Marketing/ Online Business**
Marketing Essentials, The DECA Connection, Farese/ Kimbrell/ Woloszyk
Marketing Essentials Text & Workbook, 6th Edition
Entrepreneurship & Small Business Management, 1st Edition, Glencoe-McGraw Hill Publishing
- **Careers in Education 1& 2**
Working with Young Children, Judy Herr
- **Computer Animation**
Adobe After Effects CS6 Classroom in a Book, Adobe Press/ Peachpit Press
Lightwave 3D 8 Revealed, Thompson Course Technology
- **Computer Operations/ Applications**
Learning Microsoft Office 2007 Deluxe, Pearson/ Prentice Hall
- **Motion Graphics**
Adobe InDesign CS6 Classroom in a Book, Adobe/Peachpit Press
Adobe Photoshop CS6 Classroom in a Book, Adobe/Peachpit Press
Adobe Illustrator CS6 Classroom in a Book, Adobe/Peachpit Press
Adobe Flash CS6 Classroom in a Book, Youngjin Singapore

- **Computer Support Specialist/ Network Technician**
A+ Guide to Managing & Maintaining Your PC, 8th Edition, by Jean Andrews
Electricity and Basic Electronics, 8th Edition, by Jean Andrews
Digital Multimeter Principles, 4th Edition, by Glen A. Mazur
Wireshark Network Analysis: The Official Wireshark Network Analyst Study Guide by Laura Chappell
Practical Packet Analysis: Using Wireshark to Solve Real-World Network Problems by Chris Sanders
Nmap Network Scanning: The Official Nmap Project Guide to Network Discovery and Security
Scanning by Gordon Fayodor Lyon
- **Computerized Accounting/ Business Math/ Money Management**
Business Math, 15th Edition, Thomson Southwest
Activities and Study Guide for Business Math, 15th Edition
NEFE High School Financial Planning Student Guide
National Endowment for Financial Education
Marketing Essentials, Marketing Math Workbook, 2nd Edition, by Lois Farese
- **Construction Technology**
Modern Carpentry, by Willis H. Wagner
Modern Plumbing, by E. Keith Blankenbaker, The Goodheart-Willcox Company, Inc., 2009
Modern Residential Wiring, by Harvey N. Holzman, The Goodheart-Willcox Company, Inc., 2008
Your Role in the Green Environment (Trainee Guide), Contren Learning Series, 2009
Electronic Systems Technician: Level One Trainee Guide, Contren Learning Series, 2009
Core Curriculum: Introductory Crafts Skills (Trainee Guide), Contren Learning Series, 2009
- **Culinary Arts**
The Culinary Professional, Lab Manual and Study Guide, 2009, Goodheart-Willcox Publishing, by John Draz & Christopher Koetke
- **Digital Photography**
Adobe Photoshop CS2, CS3, CS5
Adobe Photoshop CS3: Classroom in a Book, by Adobe Creative Team
Adobe Pro CS3 for Photography: A Professional Image Editors Guide to the Creative Use of Photography for Macintosh and PCs
The Adobe Photoshop Lightroom Book for Photographers, by Scott Kelby
Adobe Flash CS3 Professional Bible, 2007, by Robert Reinhardt and Snow David
Essentials of Photography, Revised 1st Edition, by Paul Hayes and Scott Worton
Photo & Digital Imaging, The Goodheart-Willcox Co., by Jack Klasey
Design Basics, 5th Edition, by David Lauer, Wadsworth Publishing, 1999
Exploring Color Photography, 5th Edition, by Robert Hirsch, Focal Press, 2011
Basic Critical Theory for Photographers, by Ashley la Grange, Focal Press, 2005
The Photographic Eye: Learning to See with a Camera, by Michael O'Brien and Norman Sibley
- **Digital Sound Design**
Adobe Soundbooth CS3 Classroom in a Book, Adobe Press/ Peachpit Press
- **Fire Science/EMS**
First Responder, by J. David Bergeron
Fundamentals of Firefighter Skills, by James Bartlett
Pumping Apparatus Driver/ Engineer Handbook, 2nd Edition, International Fire Service Training Association
American Heart Association Cardio Pulmonary Resuscitation Handbook

- **Game Design/ Interactive Media Arts**
Unreal Game Development, AK Peters, by Ashish Amresh and Alex Okita, 2010
Introducing Autodesk 3ds Max 2011, Sybex, by Dariush Derakshani and Randi Derakshani
- **Forensic Science 1**
Criminalistics: An Introduction to Forensic Science, 8th Edition, By Richard Saferstein, Pearson Prentice Hall, 2004
Crime Scene Investigation & Reconstruction, 2nd Edition, By Robert Ogle, Jr.
- **Forensic Biology/ Forensic Science 2**
Forensic Biology, by Richard Li, CRC Press/ Taylor & Francis Groups, 2008
Forensic Entomology: The Utility of Anthropods in Legal Investigations, 2010, Byrd/ Castner
- **Law Enforcement /Homeland Security (Administration of Justice)**
Policing America: Methods, Issues, Challenges, 6th Edition, by Kenneth Peak
- **Marketing (Special Education)**
61 Cooperative Learning Activities for Business Classes
The ABC's of Financial Literacy (ANG Newspaper and Summit Bank Foundation)
High School Financial Planning Program Workbook
School Store Operations (DECA)
- **Medical Assisting**
"The Medical Assistant, Administrative and Clinical", 9th Edition
Medical Terminology for Health Professionals, 4th Edition
American Heart Association Cardio Pulmonary Resuscitation Handbook
- **Medical and Health Careers**
Introduction to Health Occupations, 6th Edition, Prentice Hall, 2003
- **Medical Occupations**
Diversified Health Occupations, 7th Edition
Diversified Health Occupations Workbook, 7th Edition
American Heart Association Cardio Pulmonary Resuscitation Handbook
- **Nursing Assistant Program/ HHA (Home Health Aide)**
Nursing Assistant Care: Long Term Care and Home Health , Hartman Publishing Inc.
Taber Medical Dictionary
American Heart Association Cardio Pulmonary Resuscitation Handbook
American Red Cross Review for Competency Examination Text
- **Pharmacy Clerk 1 & 2/ Pharmacy Technology (Adult)**
Sterile Products, 2nd Edition, by Mike Johnson
Dosage Calculations, 8th Edition, by Pickar/Pickar-Abernethy
American Heart Association Cardio Pulmonary Resuscitation Handbook
Lab for Pharmacy Technology, by Jason Sparks
Taber Medical Dictionary

- **SHAPE (Sports, Health, Athletics, Physical Education) Program**
Health Care Technology, by Kathryn A. Booth
- **Sports Therapy**
Principles of Athletic Training, 15th Edition, by William Prentice
American Heart Association Cardio Pulmonary Resuscitation Handbook
Body Structures & Functions, 11th Edition, by Ann Senisi Scott and Elizabeth Fong
- **Video and Broadcast Production (EMP Electronic Media Production)**
Television Production: A Classroom Approach, 2nd Edition, Libraries Unlimited,
by Keith Kyker and Christopher Curchy
Video Communication and Production, 1st Edition, The Goodheart-Wilcox Co.,
Jim Stinson



Employment Personnel

MISSION VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM
GOVERNING COUNCIL

AGENDA ITEM

_____ Information

Date: September 17, 2013

___X___ Action

Title: REPORT OF CERTIFICATED PERSONNEL ACTIONS

Background:

The Governing Council has delegated authority to the ROP staff to take certain actions on its behalf related to Certificated Personnel activities such as appointments, changes of status, resignations, requests for leaves, and retirements.

ROP staff are authorized to take personnel actions in the interest of operational necessity. Following those actions, staff reports to the Governing Council and recommends they approve prior actions.

Current Status:

A report of Certificated Personnel actions is submitted, recommending approval of prior actions taken by ROP staff.

Recommendation:

Approve Certificated Personnel recommendations for: *Employment.*

Margie Trujillo
(510) 657-1865

Certificated Personnel
Division

Thomas Hanson
Superintendent

ECL 1

**CONSENT ITEMS
MISSION VALLEY ROP**

Certificated Personnel

NAME	FTE	6HR/ 7HR	DEPARTMENT	OTHER
Clifford Adams-Hart	1	7 hr	Health Science and Medical Technology	
Jonathan Aiello	1	6 hr	Engineering and Design Industry	
Hector Albizo	1	6 hr	Information Technology	
Daniel Amaral	1	6 hr	Transportation Technology	Additional .5 hour per day paid at instructional hourly rate
Irene Brucker	1	6 hr	Health Science and Medical Technology	Additional .5 hour per day paid at instructional hourly rate
Steve Bui	.6	6 hr	Industrial Technology	
Catherine Cecil-Hunter	1	6 hr	Marketing, Sales, and Service	
Dan Chase	1	6 hr	Arts, Media, and Entertainment	
John Cimino	1	7 hr	Transportation Technology	
Jay Crawford	.8	6 hr	Public Services	
Masiha Farooq	.6	6 hr	Health Science and Medical Technology	
Barbara Feist	1	6 hr	Arts, Media, and Entertainment	
Ngan Ha	.8	6 hr	Health Science and Medical Technology	
Benjamin Hearne	1	7 hr	Industrial Technology	
Salvador Jacquez	.4	6 hr	Public Services	Shared Assignment
Herve LeBiavant	1	7 hr	Hospitality, Tourism, and Recreation	
Lehua Lee	1	7 hr	Health Science and Medical Technology	Additional 1 hour per day paid at instructional hourly rate
Raymond McDonell	1	7 hr	Arts, Media, and Entertainment	
Ebadut Mohamed	1	6 hr	Transportation Technology	
Valerie Montano	1	7 hr	Arts, Media, and Entertainment	
Marianne Moschetti	1	6 hr	Hospitality, Tourism, and Recreation	
Doug Nahale	1	6 hr	Transportation Technology	
Elba Rios	1	6 hr	Arts, Media, and Entertainment	
Jacqueline Rosen	1	6 hr	Hospitality, Tourism, and Recreation	
Janay Shepherd	1	7 hr	Marketing, Sales, and Service	
Christopher Skrocke	1	7 hr	Hospitality, Tourism, and Recreation	
Dhana Uppula	1	6 hr	Health Science and Medical Technology	
Mimi Van Kirk	.8	6 hr	Engineering and Design Industry	
Bruce Voeltz	1	7 hr	Marketing, Sales, and Service	

Hourly

NAME	HOURS	SUBJECT	EFFECTIVE DATE	OTHER
Steve Cortez	Varies	Substitute	8/28/13	
Curtis Denisar	Varies	Substitute	8/28/13	
Bernadette Eichensehr	2.4 hours/ 77 Days	Public Services	8/20/13	Shared Assignment
Brandon Hayward	Varies	Law Enforcement	8/20/13	Shared Assignment
Paul Hughes	Varies	Substitute	8/28/13	
Shubhangi Kulkarni	Varies	Substitute	8/28/13	
Steven Mendez	Varies	Law Enforcement	8/20/13	Shared Assignment
Lois Pilley	Varies	Substitute	8/28/13	
Stan Rodrigues	Varies	Law Enforcement	8/20/13	Shared Assignment
Anuradha Suresh	Varies	Substitute	8/28/13	
Larry Tehero	Varies	Substitute	8/28/13	

**MISSION VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM
GOVERNING COUNCIL**

AGENDA ITEM

_____ Information

Date: September 17, 2013

_____ **X** _____ Action

Title: REPORT OF CLASSIFIED PERSONNEL ACTIONS

Background:

The Governing Council has delegated authority to the ROP staff to take certain actions on its behalf related to Classified Personnel activities such as appointments, changes of status, resignations, requests for leaves, and retirements.

ROP staff are authorized to take personnel actions in the interest of operational necessity. Following those actions, staff reports to the Governing Council and recommends they approve prior actions.

Current Status:

A report of Classified Personnel actions is submitted, recommending approval of prior actions taken by ROP staff.

Recommendation:

Approve Classified Personnel recommendations for: *Employment.*

Marie dela Cruz
(510) 657-1865

Classified Personnel
Division

Thomas Hanson
Superintendent

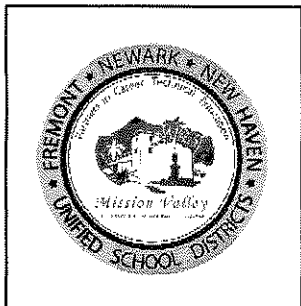
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CONSENT ITEMS
MISSION VALLEY ROP

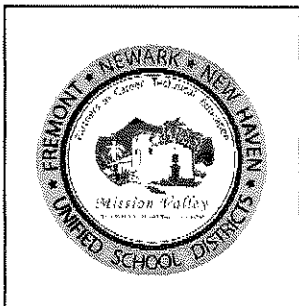
Classified Personnel

NAME	FTE	POSITION	SUPERVISOR	EFFECTIVE DATE
Steve Bui	.25	Technology Specialist	Margie Trujillo/ Stan Hearne	8/28/13
Benjamin Gallagher Jr.	.625	Technology Aide	Margie Trujillo	8/28/13

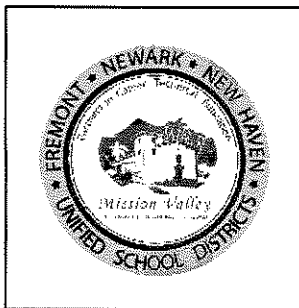
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End of Consent



Business and Finance



Business and Finance #1

MISSION VALLEY ROP
BOARD OF EDUCATION

☒ Information
☐ Action
☐ Presentation

AGENDA ITEM
BUSINESS & FINANCE #1

Date of Board Meeting: September 17, 2013

TITLE: Review Budget Modification Plan

Background:

The budget act in February 2009 included two budget years (2008-09 and 2009-10). MVROP received a 15.4% midyear cut to 2008-09 revenues and an additional 4.5% cut to 2009-10 revenues. The cost of living adjustment was not funded in either year (a loss of 5.66% for 2008-09 and another 4.25% for 2009-10), and due to declining enrollment statewide, ROCs had a negative adjustment of .63% in 2008-09. In addition to these tremendous cuts, ROCs became part of the flexibility provisions in categorical program funding effective 2008-09 through 2014-15.

Superintendent's Council and MVROP Budget Committee have been working with Board, staff, and community members to identify potential budget modifications to address the loss in funding from the State of California. The State budget situation is continually changing due to increasing state budget deficits and uncertain tax receipts.

Current Status:

The Governor signed the 2013-14 State Budget Act (AB 110) on June 27, 2013 and on July 1, he signed education trailer bill AB 97 (and clean-up bill SB 91) which establishes the Local Control Funding formula (LCFF) as the new funding model for public schools.

The enacted budget includes a requirement for school districts to spend no less in 2013-14 and 2014-15 than they did in 2012-13 on Regional Occupational Centers and Programs (ROCs). If funds were received through a joint powers authority (JPA), such as Mission Valley ROP, districts must continue to pass through those funds to the JPA in 2013-14 and 2014-15.

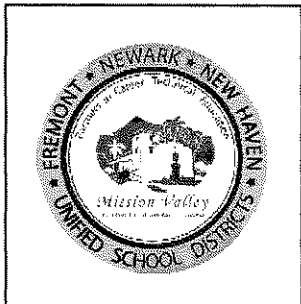
The LCFF requires school districts to adopt a Local Control and Accountability Plan (LCAP) by June 30 prior to the fiscal year for which it is created, starting with 2014-15. MVROP, although not required to develop a LCAP, will be working closely with its member districts to develop a budget plan that is aligned with district goals and State priorities.

Further details for the LCAP will follow upon adoption of regulations by the State Board of Education (SBE) by January 31, 2014. The SBE will then, by March 31, 2014, adopt templates for school districts to use in the development of their accountability plans for 2014-15. Thereafter, any revisions to the template shall be made by the SBE prior to January 31, of each year.

Recommendation:

None. Presented to Governing Board for information only.

Marie dela Cruz, 657-1865 x15145	ROP Center	Business Services	Thomas Hanson
Staff/Contact Person	Location	Division	Superintendent



Business and Finance #2

<u> </u>	Information
<u> X </u>	Action
<u> </u>	Presentation

MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM
BOARD OF EDUCATION

A G E N D A I T E M

Business & Finance #2

DATE OF BOARD MEETING: September 17, 2013

TITLE: Receive report on Fiscal Year 2012/2013
 Unaudited Actuals

Background:

Year-end closing has been completed for fiscal year 2012/2013. A summary of income and expenditures for 2012/2013 is attached.

Current Status:

Review and approve unaudited actuals for 2012/2013.

Marie dela Cruz, 657-1865	ROP Center	Bus. Svcs.	Thomas Hanson
Staff Contact Person	Department	Division	Superintendent

MISSION VALLEY ROP

2012-13 UNAUDITED ACTUALS

YEAR END FINANCIAL REPORT

The Unaudited Actuals is the end of the year financial report. The following report summarizes actual revenues and expenditures for fiscal year 2012-13.

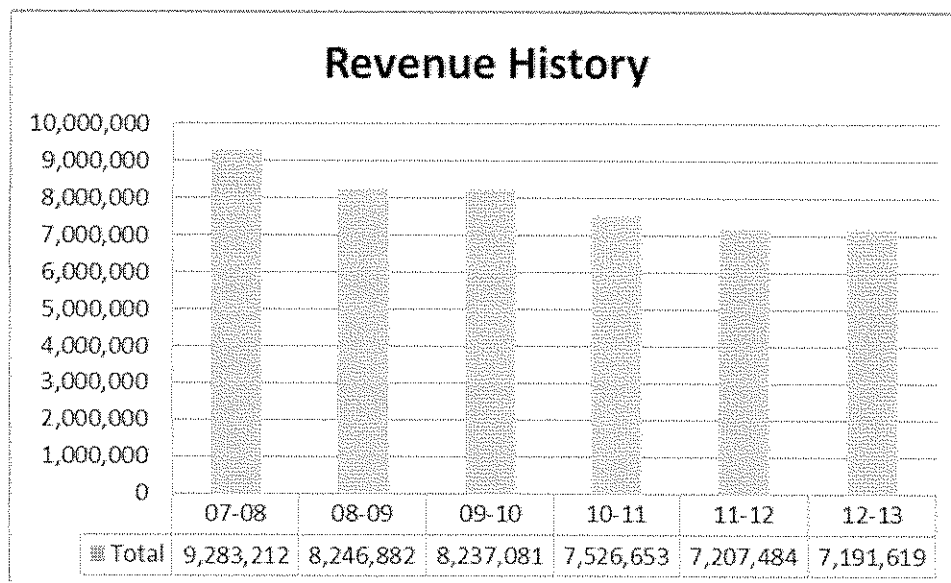
I. REVENUES

Total revenues received for 2012-13 was \$7,191,619. This is \$657,725 (10%) more than revenues projected in the 2013-14 Adopted Budget. The difference is mostly due to excess property tax income and prior year adjustments of \$743,247 which was allocated in June 2013. Projected revenues for the 2013-14 budget do not include excess property tax.

A. 2012-13 UNAUDITED ACTUALS COMPARED TO 2013-14 ADOPTED BUDGET

Revenues	12/13 Unaudited Actuals	13-14 Adopted Budget	Difference	% Change
CalWORKS	129	0	(129)	-100.0%
Staff Development	16,767	16,768	1	0.0%
DSP	27,870	30,000	2,130	7.6%
Interest	13,236	20,000	6,764	51.1%
Fees, Grants, Donations	72,160	142,000	69,840	96.8%
Lottery	398,027	404,943	6,916	1.7%
Revenue Limit	6,663,430	5,920,183	(743,247)	-11.2%
Total	7,191,619	6,533,894	(657,725)	-9.1%

B. REVENUE HISTORY 2007-08 thru 2012-13



Revenue History	07-08	08-09	09-10	10-11	11-12	12-13
Voc Ed/Carl Perkins	29,977	22,358	16,613	0	0	0
CalWORKS	69,648	59,266	0	231,622	0	129
Staff Development	21,081	17,754	16,766	16,773	16,768	16,767
DSP	74,320	133,384	68,175	65,420	20,275	27,870
Interest	222,874	112,985	28,354	21,111	16,886	13,236
Fees, Grants, Donations	563,860	577,063	639,750	433,499	296,835	72,160
Lottery	303,810	322,099	336,124	346,790	390,340	398,027
Revenue Limit	7,997,642	7,001,973	7,131,299	6,411,438	6,466,380	6,663,430
Total	9,283,212	8,246,882	8,237,081	7,526,653	7,207,484	7,191,619

II. ADA

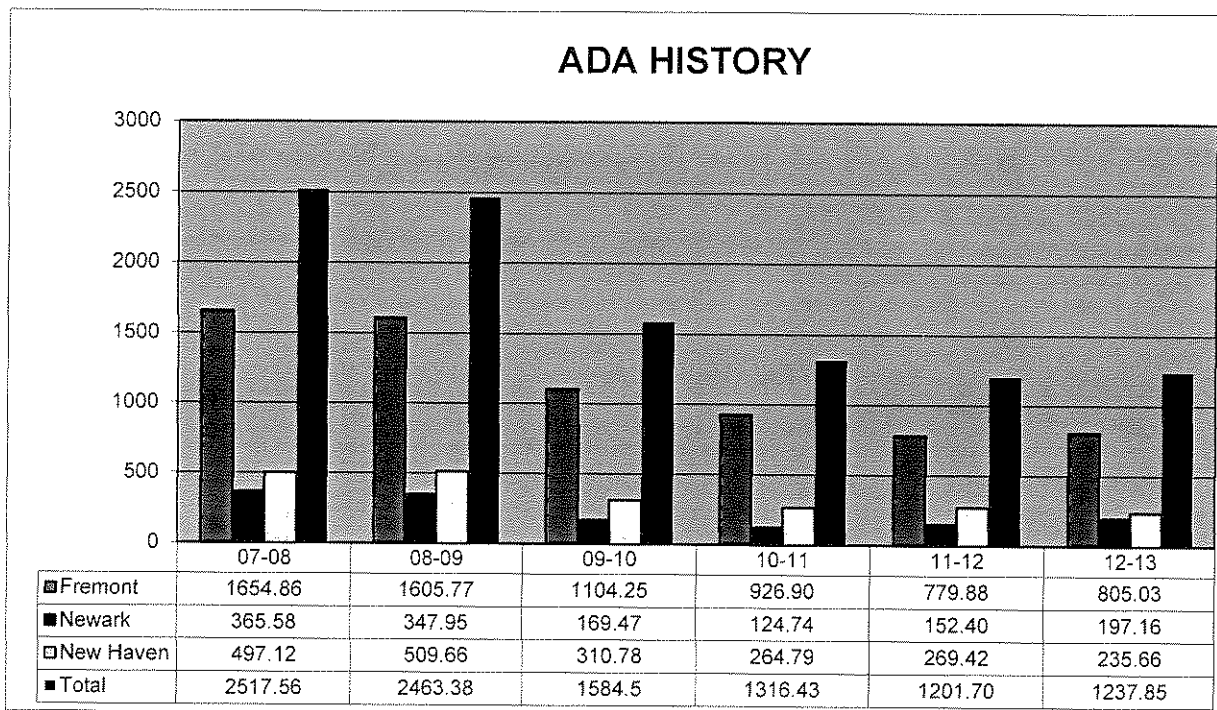
Mission Valley ROP reported an annual ADA of 1237.85 which was 36 more than last year. Adult ADA was 11.35 which represents 1% of total ADA. High School ADA was 1226.50 which represented 99% of total ADA. Fremont generated 65% of the total ADA, Newark 16%, and New Haven 19%.

A. 2012-13 ADA

District	ADA	% Share
Fremont	805.03	65%
Newark	197.16	16%
New Haven	235.66	19%
	<u>1237.85</u>	<u>100%</u>

B. ADA HISTORY 2007-08 to 2012-13

ADA	07-08	08-09	09-10	10-11	11-12	12-13
Fremont	1654.86	1605.77	1104.25	926.90	779.88	805.03
Newark	365.58	347.95	169.47	124.74	152.40	197.16
New Haven	497.12	509.66	310.78	264.79	269.42	235.66
Total	2517.56	2463.38	1584.5	1316.43	1201.70	1237.85

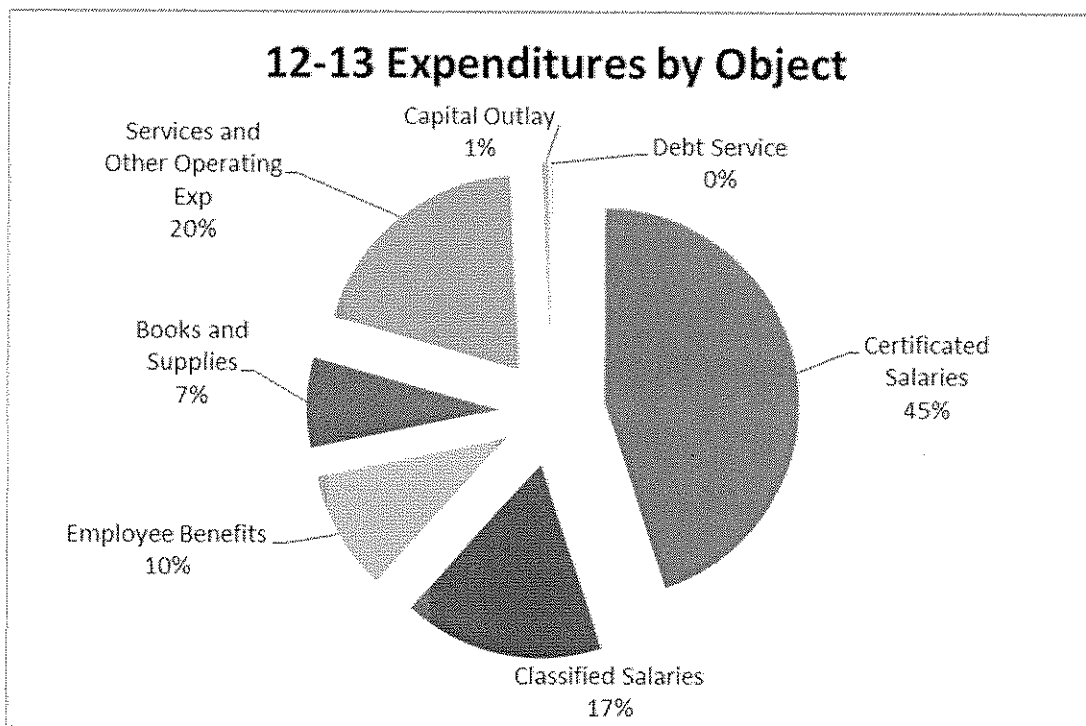


III. EXPENDITURES

Total expenditures for the 2012-13 fiscal year were \$5,872,624. This is \$755,223 less than the 2013-14 budget. Mission Valley ROP spent 73% of its budget on instructional and student services. Salaries and benefits represent 72% of total expenditures.

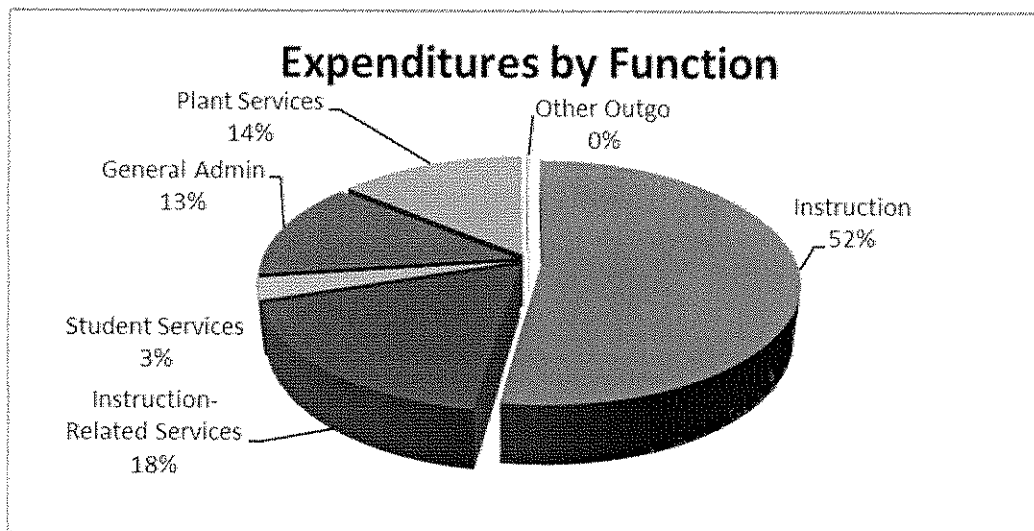
A. 2012-13 UNAUDITED ACTUALS COMPARED TO 2013-14 ADOPTED BUDGET

Expenditures By Object	12-13 Unaudited Actuals	13-14 Adopted Budget	Difference	% Difference
Certificated Salaries	2,637,477	3,013,989	376,512	14.3%
Classified Salaries	985,812	1,029,039	43,227	4.4%
Employee Benefits	590,678	615,229	24,551	4.2%
Books and Supplies	445,941	473,088	27,147	6.1%
Services and Other Operating Exp	1,165,157	1,388,029	222,872	19.1%
Capital Outlay	36,722	97,534	60,812	165.6%
Debt Service	10,838	10,939	101	0.9%
Totals	5,872,624	6,627,847	755,223	12.9%



B. EXPENDITURES BY FUNCTION

Expenditures By Function	Amount	%
Instruction	3,070,448	52%
Instruction-Related Services	1,033,007	18%
Student Services	168,191	3%
General Admin	777,179	13%
Plant Services	812,961	14%
Other Outgo	10,838	
Total	5,872,624	100%



C. 2012-13 HIGHLIGHTS

MVROP highlights of the 2012-13 School Year include:

- Staff Development for all Certificated, Classified and Management staff
- Fall and Spring Open House
- Participation in Alameda County Teacher of the Year Program
- Spring Car Show at Washington High School highlighting work from the Auto Technology and Auto Body Painting/Refinishing programs
- Career Faires and ROP Presentations at High Schools
- 11th Annual Forensic Challenge Event
- CTE Advisory meeting
- E-Waste Recycling event
- Holiday Portraits at Logan High School
- Kennedy Sophomore Tours
- Educators' Brunch
- Student of the Year event at Marriott
- Mission College Articulation Day and Tri-Cities College Night at Ohlone College
- Student Certifications and Graduation in CNA Program

IV. BALANCE- REVENUES LESS EXPENDITURES

Revenues exceed expenditures by \$1,318,995.

Revenues	7,191,619
Expenditures	<u>5,872,624</u>
Balance	<u><u>1,318,995</u></u>

IV. RESERVES/FUND BALANCE

The ending fund balance for 2012-13 is \$7,038,598, an increase of \$1,318,996 from last year.

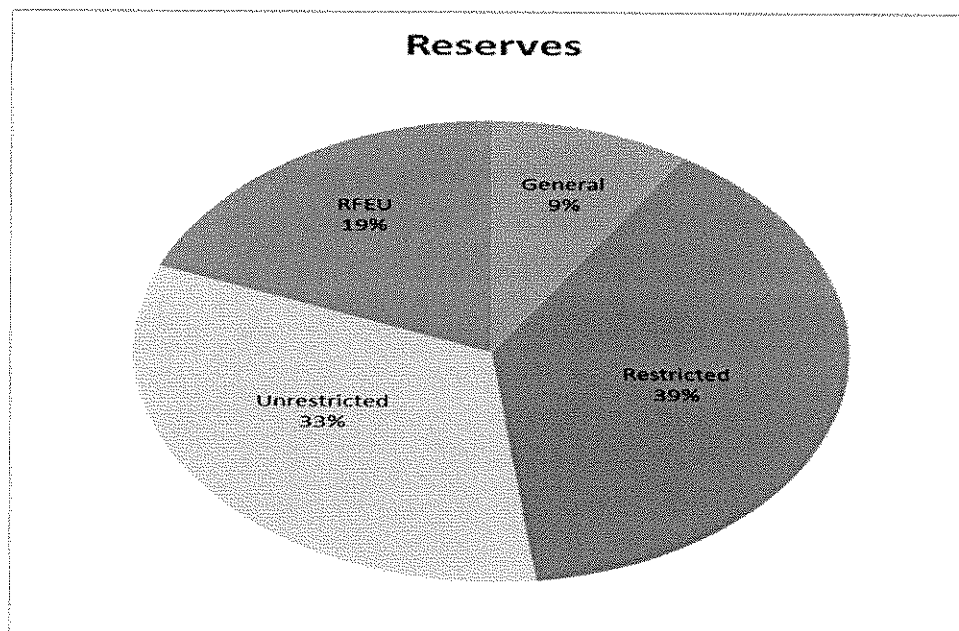
The Reserve for Economic Uncertainties is 23% of expenditures which is above the minimum required amount of 3%.

The components of the ending balance are as follows:

A. 2012-13 UNAUDITED ACTUALS COMPARED TO 2013-14 ADOPTED BUDGET

Fund Balance/Reserves	12-13 Unaudited Actuals	13-14 Adopted Budget	Difference	% Difference
<u>Restricted:</u>				
Prop 1D, Contingency	200,000	200,000	-	0.00%
Equipment Replacement	703,000	703,000	-	0.00%
Building Repairs and Improvements	762,000	762,000	-	0.00%
Lottery Unrestricted – Carryover	426,181	379,340	(46,841)	-10.99%
Lottery Prop 20–Carryover	115,546	113,142	(2,404)	-2.08%
DSP –Carryover	137,716	135,328	(2,388)	-1.73%
PLTW Grant Carryover	20,942	9,891	(11,051)	-52.77%
Retiree Benefits	160,000	160,000	-	0.00%
Prepaid Expenditures	10,066	-	(10,066)	-100.00%
Revolving Cash	7,500	7,500	-	0.00%
Reserve for one-time payment	201,000	201,000		
Total Restricted	2,743,950	2,671,200		
<u>Unrestricted:</u>				
Excess Property Tax Carryover	724,597	724,597	-	0.00%
Excess Property Tax Prior Years	1,600,017	1,600,017	-	0.00%
Total Unrestricted	2,324,614	2,324,614		
General Reserve	634,000	634,000	-	0.00%
Reserve for Economic Uncertainties*	1,336,034	1,314,831	(21,203)	-1.59%
Total Ending Balance	7,038,598	6,944,645	(93,953)	-1.33%

*Reserve for Economic Uncertainties 22.75% 19.84%



G = General Ledger Data; S = Supplemental Data

Form	Description	Data Supplied For:	
		2012-13 Unaudited Actuals	2013-14 Budget
01	General Fund/County School Service Fund	GS	GS
10	Special Education Pass-Through Fund		
11	Adult Education Fund		
12	Child Development Fund		
13	Cafeteria Special Revenue Fund		
14	Deferred Maintenance Fund		
15	Pupil Transportation Equipment Fund		
17	Special Reserve Fund for Other Than Capital Outlay Projects		
18	School Bus Emissions Reduction Fund		
20	Special Reserve Fund for Postemployment Benefits		
21	Building Fund		
35	County School Facilities Fund	G	G
40	Special Reserve Fund for Capital Outlay Projects		
61	Cafeteria Enterprise Fund		
67	Self-Insurance Fund		
71	Retiree Benefit Fund		
95	Student Body Fund		
95A	Changes in Assets and Liabilities (Student Body)		
ASSET	Schedule of Capital Assets	S	
CA	Unaudited Actuals Certification	S	
CAT	Schedule for Categoricals	S	
CHG	Change Order Form		
DEBT	Schedule of Long-Term Liabilities	S	
ICR	Indirect Cost Rate Worksheet	GS	
PCRAF	Program Cost Report Schedule of Allocation Factors	GS	
PCR	Program Cost Report	GS	
SEA	Special Education Revenue Allocations		
SEAS	Special Education Revenue Allocations Setup (SELPA Selection)		
SIAA	Summary of Interfund Activities - Actuals		
TRAN	Annual Report of Pupil Transportation		

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
A. REVENUES					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	44,766.00	46,768.00	4.5%
4) Other Local Revenue		8600-8799	7,146,853.57	6,487,126.00	-9.2%
5) TOTAL, REVENUES			7,191,619.57	6,533,894.00	-9.1%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	2,637,476.74	3,013,989.00	14.3%
2) Classified Salaries		2000-2999	985,812.16	1,029,039.00	4.4%
3) Employee Benefits		3000-3999	590,677.53	615,229.00	4.2%
4) Books and Supplies		4000-4999	445,940.66	473,088.00	6.1%
5) Services and Other Operating Expenditures		5000-5999	1,165,156.93	1,388,029.00	19.1%
6) Capital Outlay		6000-6999	36,721.79	97,534.00	165.6%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	10,838.00	10,939.00	0.9%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			5,872,623.81	6,627,847.00	12.9%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			1,318,995.76	(93,953.00)	-107.1%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			1,318,995.76	(93,953.00)	-107.1%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	5,719,601.90	7,038,597.66	23.1%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			5,719,601.90	7,038,597.66	23.1%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			5,719,601.90	7,038,597.66	23.1%
2) Ending Balance, June 30 (E + F1e)			7,038,597.66	6,944,644.66	-1.3%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	7,500.00	7,500.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	10,065.94	0.00	-100.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	274,203.04	258,359.84	-5.8%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	5,410,794.94	5,363,953.94	-0.9%
Excess Property Tax Carryover	0000	9780	724,597.00		
Prop 1D Contingencies	0000	9780	200,000.00		
Equipment Reserves	0000	9780	703,000.00		
Building Repairs and Improvements	0000	9780	762,000.00		
Retiree Benefits (OPEB)	0000	9780	160,000.00		
Excess Property Tax Carryover, Prior Years	0000	9780	1,600,017.00		
General Reserve	0000	9780	634,000.00		
Reserve for one-time payment	0000	9780	201,000.00		
Lottery carryover, unrestricted	1100	9780	426,180.94		
Excess Property Tax Carryover	0000	9780		724,597.00	
Prop 1D Contingencies	0000	9780		200,000.00	
Equipment Reserves	0000	9780		703,000.00	
Building Repairs & Improvements	0000	9780		762,000.00	
Retiree Benefits (OPEB)	0000	9780		160,000.00	
Excess Property Tax Carryover, Prior Years	0000	9780		1,600,017.00	
General Reserve	0000	9780		634,000.00	
Reserve for one-time payment	0000	9780		201,000.00	
Lottery carryover, unrestricted	1100	9780		379,339.94	
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	1,336,033.74	1,314,830.88	-1.6%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	3,764,724.60		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Fund		9130	7,500.00		
d) with Fiscal Agent		9135	0.00		
e) collections awaiting deposit		9140	1,394.68		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	50,780.01		
4) Due from Grantor Government		9290	3,365,554.10		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	10,065.94		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			7,200,019.33		
H. LIABILITIES					
1) Accounts Payable		9500	161,421.67		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Deferred Revenue		9650	0.00		
6) TOTAL, LIABILITIES			161,421.67		
I. FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 - H6)			7,038,597.66		

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
FEDERAL REVENUE					
Special Education Discretionary Grants		8182	0.00	0.00	0.0%
Child Nutrition Programs		8220	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.0%
Pass-Through Revenues from Federal Sources		8287	0.00	0.00	0.0%
No Child Left Behind	3200, 3205, 4036	8290	0.00	0.00	0.0%
Vocational and Applied Technology Education	3500-3699	8290	0.00	0.00	0.0%
Safe and Drug Free Schools	3700-3799	8290	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.0%
OTHER STATE REVENUE					
Other State Apportionments					
Home-to-School Transportation	7230	8311	0.00	0.00	0.0%
Special Education Transportation	7240	8311	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.0%
All Other State Apportionments - Prior Years		8319	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.0%
All Other State Revenue		8590	44,766.00	46,768.00	4.5%
TOTAL, OTHER STATE REVENUE			44,766.00	46,768.00	4.5%
OTHER LOCAL REVENUE					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	13,236.26	20,000.00	51.1%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
Adult Education Fees		8671	0.00	0.00	0.0%
In-District Premiums/ Contributions		8674	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.0%
Transportation Services	7230, 7240	8677	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.0%
All Other Fees and Contracts		8689	15,390.00	142,000.00	822.7%
Other Local Revenue					
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.0%
All Other Local Revenue		8699	56,770.45	0.00	-100.0%
Tuition		8710	0.00	0.00	0.0%
All Other Transfers in		8781-8783	7,061,456.86	6,325,126.00	-10.4%
Transfers of Apportionments					
Special Education SELPA Transfers From Districts or Charter Schools	6500	8791	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.0%
ROC/P Transfers					
From Districts or Charter Schools	6360	8791	0.00	0.00	0.0%
From County Offices	6360	8792	0.00	0.00	0.0%
From JPAs	6360	8793	0.00	0.00	0.0%
Other Transfers of Apportionments					
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.0%
All Other Transfers in from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			7,146,853.57	6,487,126.00	-9.2%
TOTAL, REVENUES			7,191,619.57	6,533,894.00	-9.1%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
CERTIFICATED SALARIES					
Certificated Teachers' Salaries		1100	2,110,433.75	2,478,200.00	17.4%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	527,042.99	535,789.00	1.7%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			2,637,476.74	3,013,989.00	14.3%
CLASSIFIED SALARIES					
Classified Instructional Salaries		2100	24,568.77	43,542.00	77.2%
Classified Support Salaries		2200	169,351.14	168,297.00	-0.6%
Classified Supervisors' and Administrators' Salaries		2300	311,881.16	315,488.00	1.2%
Clerical, Technical and Office Salaries		2400	457,750.82	472,496.00	3.2%
Other Classified Salaries		2900	22,260.27	29,216.00	31.2%
TOTAL, CLASSIFIED SALARIES			985,812.16	1,029,039.00	4.4%
EMPLOYEE BENEFITS					
STRS		3101-3102	208,263.62	235,550.00	13.1%
PERS		3201-3202	111,079.51	118,246.00	6.5%
OASDI/Medicare/Alternative		3301-3302	107,901.47	113,947.00	5.6%
Health and Welfare Benefits		3401-3402	29,172.20	36,139.00	23.9%
Unemployment Insurance		3501-3502	39,424.57	2,781.00	-92.9%
Workers' Compensation		3601-3602	73,826.00	89,730.00	21.5%
OPEB, Allocated		3701-3702	16,581.76	15,369.00	-7.3%
OPEB, Active Employees		3751-3752	4,029.86	3,267.00	-18.9%
PERS Reduction		3801-3802	174.54	0.00	-100.0%
Other Employee Benefits		3901-3902	224.00	200.00	-10.7%
TOTAL, EMPLOYEE BENEFITS			590,677.53	615,229.00	4.2%
BOOKS AND SUPPLIES					
Approved Textbooks and Core Curricula Materials		4100	15,214.89	40,289.00	164.8%
Books and Other Reference Materials		4200	842.18	0.00	-100.0%
Materials and Supplies		4300	202,149.36	393,799.00	94.8%
Noncapitalized Equipment		4400	227,734.23	39,000.00	-82.9%
Food		4700	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			445,940.66	473,088.00	6.1%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	41,973.31	43,335.00	3.2%
Dues and Memberships		5300	8,280.09	10,250.00	23.8%
Insurance		5400-5450	78,684.00	80,000.00	1.7%
Operations and Housekeeping Services		5500	150,533.05	149,695.00	-0.6%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	323,673.15	408,436.00	26.2%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	551,404.96	683,063.00	23.9%
Communications		5900	10,608.37	13,250.00	24.9%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			1,165,156.93	1,388,029.00	19.1%
CAPITAL OUTLAY					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	22,390.71	76,534.00	241.8%
Equipment		6400	14,331.08	21,000.00	46.5%
Equipment Replacement		6500	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			36,721.79	97,534.00	165.6%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Tuition					
Tuition, Excess Costs, and/or Deficit Payments					
Payments to Districts or Charter Schools		7141	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.0%
Other Transfers Out					
Transfers of Pass-Through Revenues					
To Districts or Charter Schools		7211	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments					
To Districts or Charter Schools	6500	7221	0.00	0.00	0.0%
To County Offices	6500	7222	0.00	0.00	0.0%
To JPAs	6500	7223	0.00	0.00	0.0%
ROC/P Transfers of Apportionments					
To Districts or Charter Schools	6360	7221	0.00	0.00	0.0%
To County Offices	6360	7222	0.00	0.00	0.0%
To JPAs	6360	7223	0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	2,011.00	1,066.00	-47.0%
Other Debt Service - Principal		7439	8,827.00	9,873.00	11.9%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			10,838.00	10,939.00	0.9%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS					
Transfers of Indirect Costs		7310	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.0%
TOTAL, EXPENDITURES			5,872,623.81	6,627,847.00	12.9%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
From: Special Reserve Fund		8912	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
To: Special Reserve Fund		7612	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.0%
To: Deferred Maintenance Fund		7615	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
Transfers of Restricted Balances		8997	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
A. REVENUES					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	44,766.00	46,768.00	4.5%
4) Other Local Revenue		8600-8799	7,146,853.57	6,487,126.00	-9.2%
5) TOTAL, REVENUES			7,191,619.57	6,533,894.00	-9.1%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		3,070,447.91	3,618,573.00	17.9%
2) Instruction - Related Services	2000-2999		1,033,006.72	937,976.00	-9.2%
3) Pupil Services	3000-3999		168,191.38	199,501.00	18.6%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		777,178.65	1,012,717.00	30.3%
8) Plant Services	8000-8999		812,961.15	848,141.00	4.3%
9) Other Outgo	9000-9999	Except 7600-7699	10,838.00	10,939.00	0.9%
10) TOTAL, EXPENDITURES			5,872,623.81	6,627,847.00	12.9%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			1,318,995.76	(93,953.00)	-107.1%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			1,318,995.76	(93,953.00)	-107.1%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	5,719,601.90	7,038,597.66	23.1%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			5,719,601.90	7,038,597.66	23.1%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			5,719,601.90	7,038,597.66	23.1%
2) Ending Balance, June 30 (E + F1e)			7,038,597.66	6,944,644.66	-1.3%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	7,500.00	7,500.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	10,065.94	0.00	-100.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	274,203.04	258,359.84	-5.8%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	5,410,794.94	5,363,953.94	-0.9%
Excess Property Tax Carryover	0000	9780	724,597.00		
Prop 1D Contingencies	0000	9780	200,000.00		
Equipment Reserves	0000	9780	703,000.00		
Building Repairs and Improvements	0000	9780	762,000.00		
Retiree Benefits (OPEB)	0000	9780	160,000.00		
Excess Property Tax Carryover, Prior Years	0000	9780	1,600,017.00		
General Reserve	0000	9780	634,000.00		
Reserve for one-time payment	0000	9780	201,000.00		
Lottery carryover, unrestricted	1100	9780	426,180.94		
Excess Property Tax Carryover	0000	9780		724,597.00	
Prop 1D Contingencies	0000	9780		200,000.00	
Equipment Reserves	0000	9780		703,000.00	
Building Repairs & Improvements	0000	9780		762,000.00	
Retiree Benefits (OPEB)	0000	9780		160,000.00	
Excess Property Tax Carryover, Prior Years	0000	9780		1,600,017.00	
General Reserve	0000	9780		634,000.00	
Reserve for one-time payment	0000	9780		201,000.00	
Lottery carryover, unrestricted	1100	9780		379,339.94	
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	1,336,033.74	1,314,830.88	-1.6%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2012-13 Unaudited Actuals	2013-14 Budget
6300	Lottery: Instructional Materials	115,545.60	113,141.60
6355	ROCP: Direct Support Professional Training Program	137,715.61	135,327.61
9010	Other Restricted Local	20,941.83	9,890.63
Total, Restricted Balance		274,203.04	258,359.84

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
A. REVENUES					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	3.06	0.00	-100.0%
5) TOTAL, REVENUES			3.06	0.00	-100.0%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			0.00	0.00	0.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			3.06	0.00	-100.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			3.06	0.00	-100.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	1,175.98	1,179.04	0.3%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,175.98	1,179.04	0.3%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,175.98	1,179.04	0.3%
2) Ending Balance, June 30 (E + F1e)			1,179.04	1,179.04	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	1,179.04	1,179.04	0.0%
Prop 1D interest income carryover	0000	9780	1,179.04		
Prop 1D interest income carryover	0000	9780		1,179.04	
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	1,178.27		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Fund		9130	0.00		
d) with Fiscal Agent		9135	0.00		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.77		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			1,179.04		
H. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Deferred Revenue		9650	0.00		
6) TOTAL, LIABILITIES			0.00		
I. FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 - H6)			1,179.04		

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
FEDERAL REVENUE					
All Other Federal Revenue		8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.0%
OTHER STATE REVENUE					
School Facilities Apportionments		8545	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.0%
OTHER LOCAL REVENUE					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	3.06	0.00	-100.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
All Other Transfers in from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			3.06	0.00	-100.0%
TOTAL, REVENUES			3.06	0.00	-100.0%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
CLASSIFIED SALARIES					
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.0%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
PERS Reduction		3801-3802	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.0%
BOOKS AND SUPPLIES					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	0.00	0.00	0.0%
Communications		5900	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			0.00	0.00	0.0%
CAPITAL OUTLAY					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Other Transfers Out					
Transfers of Pass-Through Revenues To Districts or Charter Schools		7211	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
TOTAL, EXPENDITURES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
To: State School Building Fund/ County School Facilities Fund From: All Other Funds		8913	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
OTHER SOURCES/USES					
SOURCES					
Proceeds					
Proceeds from Sale/Lease- Purchase of Land/Buildings		8953	0.00	0.00	0.0%
Other Sources					
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
A. REVENUES					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	3.06	0.00	-100.0%
5) TOTAL, REVENUES			3.06	0.00	-100.0%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		0.00	0.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			0.00	0.00	0.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			3.06	0.00	-100.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			3.06	0.00	-100.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	1,175.98	1,179.04	0.3%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,175.98	1,179.04	0.3%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,175.98	1,179.04	0.3%
2) Ending Balance, June 30 (E + F1e)			1,179.04	1,179.04	0.0%
Components of Ending Fund Balance)					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	1,179.04	1,179.04	0.0%
Prop 1D interest income carryover	0000	9780	1,179.04		
Prop 1D interest income carryover	0000	9780		1,179.04	
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2012-13 Unaudited Actuals	2013-14 Budget
Total, Restricted Balance		0.00	0.00

Unaudited Actuals
FINANCIAL REPORTS
2012-13 Unaudited Actuals
Summary of Unaudited Actual Data Submission

01 40402 0000000
Form CA

Following is a summary of the critical data elements contained in your unaudited actual data. Since these data may have fiscal implications for your agency, please verify their accuracy before filing your unaudited actual financial reports.

Form	Description	Value
ICR	Preliminary Proposed Indirect Cost Rate Fixed-with-carry-forward indirect cost rate for use in 2014-15, subject to CDE approval (applicable only if an approved indirect cost rate has been requested).	8.49%
TRAN	Approved Transportation Expense - Home-to-School Approved Transportation Expense - SD/OI For each of these programs, if the amount received exceeds actual costs, the next apportionment is subject to reduction (EC 41851.5[c]).	

UNAUDITED ACTUAL FINANCIAL REPORT:

To the County Superintendent of Schools:

2012-13 UNAUDITED ACTUAL FINANCIAL REPORT. This report was prepared in accordance with Education Code Section 41010 and is hereby approved and filed by the governing board of the JPA pursuant to Education Code sections 41023 and 42100.

Signed _____
Clerk/Secretary of the JPA Governing Board
(Original signature required)

Date of Meeting: Sep 17, 2013

To the Superintendent of Public Instruction:

2012-13 UNAUDITED ACTUAL FINANCIAL REPORT. This report has been verified for accuracy by the County Superintendent of Schools pursuant to Education Code sections 41023 and 42100.

Signed _____
County Superintendent/Designee
(Original signature required)

Date: _____

For additional information on the unaudited actual reports, please contact:

For County Office of Education:

Jeff Potter
Name
Executive Director
Title
510-670-4277
Telephone
jpotter@acoe.org
E-mail Address

For JPA:

Marie dela Cruz
Name
Driector of Business Services
Title
510-492-5145
Telephone
mdelacruz@mvrop.org
E-mail Address

SELECTION OF BUDGET ADOPTION CYCLE:

Pursuant to Education Code Section 42127(i), this JPA elects to use the following budget adoption cycle for the 2014-15 budget year:

(S) Budget Adoption Cycle ('D' for Dual or 'S' for Single)

REQUEST FOR AN APPROVED INDIRECT COST RATE:

JPAs do not receive an approved indirect cost rate unless specifically requested.

(N) Do you want an approved indirect cost rate for use with 2014-15 programs? (Yes/No)

2012-13 Unaudited Actuals
 FEDERAL GRANT AWARDS
 REVENUES, AND EXPENDITURES - ALL FUNDS
 SCHEDULE FOR CATEGORICALS SUBJECT TO DEFERRED REVENUES

01 40402 0000000
 Form CAT

Mission Valley ROC/P
 Alameda County

FEDERAL PROGRAM NAME		TOTAL
FEDERAL CATALOG NUMBER		
RESOURCE CODE		
REVENUE OBJECT		
LOCAL DESCRIPTION (if any)		
AWARD		
1. Prior Year Carryover		0.00
2. a. Current Year Award		0.00
b. Transferability (NCLB)		0.00
c. Other Adjustments		0.00
d. Adj Curr Yr Award		
(sum lines 2a, 2b, & 2c)	0.00	0.00
3. Required Matching Funds/Other		0.00
4. Total Available Award		
(sum lines 1, 2d, & 3)	0.00	0.00
REVENUES		
5. Revenue Deferred from Prior Year		0.00
6. Cash Received in Current Year		0.00
7. Contributed Matching Funds		0.00
8. Total Available (sum lines 5, 6, & 7)	0.00	0.00
EXPENDITURES		
9. Donor-Authorized Expenditures		0.00
10. Non Donor-Authorized Expenditures		0.00
11. Total Expenditures (lines 9 & 10)	0.00	0.00
12. Amounts Included in Line 6 above for Prior Year Adjustments		0.00
13. Calculation of Deferred Revenue or A/P, & A/R amounts (line 8 minus line 9 plus line 12)	0.00	0.00
a. Deferred Revenue		0.00
b. Accounts Payable		0.00
c. Accounts Receivable		0.00
14. Unused Grant Award Calculation (line 4 minus line 9)	0.00	0.00
15. If Carryover is allowed, enter line 14 amount here		0.00
16. Reconciliation of Revenue (line 5 plus line 6 minus line 13a minus line 13b plus line 13c)	0.00	0.00

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2012-13 Unaudited Actuals
 STATE GRANT AWARDS,
 REVENUES, AND EXPENDITURES - ALL FUNDS
 SCHEDULE FOR CATEGORICALS SUBJECT TO DEFERRED REVENUES

01 40402 0000000
 Form CAT

Mission Valley ROC/P
 Alameda County

STATE PROGRAM NAME RESOURCE CODE REVENUE OBJECT LOCAL DESCRIPTION (if any)		TOTAL
AWARD		
1. a. Prior Year Carryover	0.00	0.00
b. Restr Bal Transfers (Obj 8997)		0.00
c. Adjusted Prior Year Carryover (sum lines 1a & 1b)	0.00	0.00
2. a. Current Year Award		0.00
b. Other Adjustments		0.00
c. Adj Curr Yr Award (sum lines 2a & 2b)	0.00	0.00
3. Required Matching Funds/Other		0.00
4. Total Available Award (sum lines 1c, 2c, & 3)	0.00	0.00
REVENUES		
5. Revenue Deferred from Prior Year		0.00
6. Cash Received in Current Year		0.00
7. Contributed Matching Funds		0.00
8. Total Available (sum lines 5, 6, & 7)	0.00	0.00
EXPENDITURES		
9. Donor-Authorized Expenditures		0.00
10. Non Donor-Authorized Expenditures		0.00
11. Total Expenditures (lines 9 & 10)	0.00	0.00
12. Amounts Included in Line 6 above for Prior Year Adjustments		0.00
13. Calculation of Deferred Revenue or A/P, & AVR amounts (line 8 minus line 9 plus line 12)	0.00	0.00
a. Deferred Revenue		0.00
b. Accounts Payable		0.00
c. Accounts Receivable		0.00
14. Unused Grant Award Calculation (line 4 minus line 9)	0.00	0.00
15. If Carryover is allowed, enter line 14 amount here		0.00
16. Reconciliation of Revenue (line 5 plus line 6 minus line 13a minus line 13b plus line 13c)	0.00	0.00

2012-13 Unaudited Actuals
 LOCAL GRANT AWARDS
 REVENUES, AND EXPENDITURES - ALL FUNDS
 SCHEDULE FOR CATEGORICALS SUBJECT TO DEFERRED REVENUES

01 40402 0000000
 Form CAT

Mission Valley ROC/P
 Alameda County

LOCAL PROGRAM NAME RESOURCE CODE REVENUE OBJECT LOCAL DESCRIPTION (if any)		TOTAL
AWARD		
1. a. Prior Year Carryover	0.00	0.00
b. Restr Bal Transfers (Obj 8997)		0.00
c. Adj Prior Year Carryover (sum lines 1a & 1b)	0.00	0.00
2. a. Current Year Award		0.00
b. Other Adjustments		0.00
c. Adj Curr Yr Award (sum lines 2a & 2b)	0.00	0.00
3. Required Matching Funds/Other		0.00
4. Total Available Award (sum lines 1c, 2c, & 3)	0.00	0.00
REVENUES		
5. Revenue Deferred from Prior Year		0.00
6. Cash Received in Current Year		0.00
7. Contributed Matching Funds		0.00
8. Total Available (sum lines 5, 6, & 7)	0.00	0.00
EXPENDITURES		
9. Donor-Authorized Expenditures		0.00
10. Non Donor-Authorized Expenditures		0.00
11. Total Expenditures (lines 9 & 10)	0.00	0.00
12. Amounts Included in Line 6 above for Prior Year Adjustments		0.00
13. Calculation of Deferred Revenue or A/P, & A/R amounts (line 8 minus line 9 plus line 12)	0.00	0.00
a. Deferred Revenue		0.00
b. Accounts Payable		0.00
c. Accounts Receivable		0.00
14. Unused Grant Award Calculation (line 4 minus line 9)	0.00	0.00
15. If Carryover is allowed, enter line 14 amount here		0.00
16. Reconciliation of Revenue (line 5 plus line 6 minus line 13a minus line 13b plus line 13c)	0.00	0.00

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Mission Valley ROC/P
Alameda County

2012-13 Unaudited Actuals
FEDERAL AWARDS,
REVENUES, AND EXPENDITURES - ALL FUNDS
SCHEDULE FOR CATEGORICALS SUBJECT TO RESTRICTED ENDING BALANCES

01 40402 0000000
Form CAT

FEDERAL PROGRAM NAME FEDERAL CATALOG NUMBER RESOURCE CODE REVENUE OBJECT LOCAL DESCRIPTION (if any)		TOTAL
AWARD		
1. Prior Year Restricted Ending Balance		0.00
2. a. Current Year Award		0.00
b. Other Adjustments		0.00
c. Adj Curr Yr Award (sum lines 2a & 2b)	0.00	0.00
3. Required Matching Funds/Other		0.00
4. Total Available Award (sum lines 1, 2c, & 3)	0.00	0.00
REVENUES		
5. Cash Received in Current Year		0.00
6. Amounts Included in Line 5 for Prior Year Adjustments		0.00
7. a. Accounts Receivable (line 2c minus lines 5 & 6)	0.00	0.00
b. Noncurrent Accounts Receivable		0.00
c. Current Accounts Receivable (line 7a minus line 7b)	0.00	0.00
8. Contributed Matching Funds		0.00
9. Total Available (sum lines 5, 7c, & 8)	0.00	0.00
EXPENDITURES		
10. Donor-Authorized Expenditures		0.00
11. Non Donor-Authorized Expenditures		0.00
12. Total Expenditures (line 10 plus line 11)	0.00	0.00
RESTRICTED ENDING BALANCE		
13. Current Year (line 4 minus line 10)	0.00	0.00

STATE AWARDS,
REVENUES, AND EXPENDITURES - ALL FUNDS
SCHEDULE FOR CATEGORICALS SUBJECT TO RESTRICTED ENDING BALANCES

STATE PROGRAM NAME	Prop 20 Lottery	DSP	TOTAL
RESOURCE CODE	6300	6355	
REVENUE OBJECT	8781	8590	
LOCAL DESCRIPTION (if any)			
AWARD			
1. a. Prior Year Restricted Ending Balance	69,106.64	137,833.14	206,939.78
b. Restr Bal Transfers (Obj 8997)			0.00
c. Adj PY Restricted Ending Bal (sum lines 1a & 1b)	69,106.64	137,833.14	206,939.78
2. a. Current Year Award	72,926.24	27,870.00	100,796.24
b. Other Adjustments			0.00
c. Adj Curr Yr Award (sum lines 2a & 2b)	72,926.24	27,870.00	100,796.24
3. Required Matching Funds/Other			0.00
4. Total Available Award (sum lines 1c, 2c, & 3)	142,032.88	165,703.14	307,736.02
REVENUES			
5. Cash Received in Current Year	6,619.14	23,470.00	30,089.14
6. Amounts Included in Line 5 for Prior Year Adjustments			0.00
7. a. Accounts Receivable (line 2c minus lines 5 & 6)	66,307.10	4,400.00	70,707.10
b. Noncurrent Accounts Receivable			0.00
c. Current Accounts Receivable (line 7a minus line 7b)	66,307.10	4,400.00	70,707.10
8. Contributed Matching Funds			0.00
9. Total Available (sum lines 5, 7c, & 8)	72,926.24	27,870.00	100,796.24
EXPENDITURES			
10. Donor-Authorized Expenditures	26,487.28	27,987.53	54,474.81
11. Non Donor-Authorized Expenditures			0.00
12. Total Expenditures (line 10 plus line 11)	26,487.28	27,987.53	54,474.81
RESTRICTED ENDING BALANCE			
13. Current Year (line 4 minus line 10)	115,545.60	137,715.61	253,261.21

LOCAL AWARDS.
REVENUES, AND EXPENDITURES - ALL FUNDS
SCHEDULE FOR CATEGORICALS SUBJECT TO RESTRICTED ENDING BALANCES

LOCAL PROGRAM NAME	PLTW	Altamont Landfill	TOTAL
RESOURCE CODE	9601	9602	
REVENUE OBJECT	8699	8699	
LOCAL DESCRIPTION (if any)		Skills USA	
AWARD			
1. a. Prior Year Restricted Ending Balance	20,000.00	0.00	20,000.00
b. Restr Bal Transfers (Obj 8997)			0.00
c. Adj PY Restricted Ending Bal (sum lines 1a & 1b)	20,000.00	0.00	20,000.00
2. a. Current Year Award	20,000.00	2,741.31	22,741.31
b. Other Adjustments			0.00
c. Adj Curr Yr Award (sum lines 2a & 2b)	20,000.00	2,741.31	22,741.31
3. Required Matching Funds/Other			0.00
4. Total Available Award (sum lines 1c, 2c, & 3)	40,000.00	2,741.31	42,741.31
REVENUES			
5. Cash Received in Current Year	20,000.00	2,741.31	22,741.31
6. Amounts Included in Line 5 for Prior Year Adjustments			0.00
7. a. Accounts Receivable (line 2c minus lines 5 & 6)	0.00	0.00	0.00
b. Noncurrent Accounts Receivable			0.00
c. Current Accounts Receivable (line 7a minus line 7b)	0.00	0.00	0.00
8. Contributed Matching Funds			0.00
9. Total Available (sum lines 5, 7c, & 8)	20,000.00	2,741.31	22,741.31
EXPENDITURES			
10. Donor-Authorized Expenditures	12,527.83	322.85	12,850.68
11. Non Donor-Authorized Expenditures			0.00
12. Total Expenditures (line 10 plus line 11)	12,527.83	322.85	12,850.68
RESTRICTED ENDING BALANCE			
13. Current Year (line 4 minus line 10)	27,472.17	2,418.46	29,890.63

	Unaudited Balance July 1	Audit Adjustments/ Restatements	Audited Balance July 1	Increases	Decreases	Ending Balance June 30	Amounts Due Within One Year
Governmental Activities:							
General Obligation Bonds Payable			0.00			0.00	
State School Building Loans Payable			0.00			0.00	
Certificates of Participation Payable			0.00			0.00	
Capital Leases Payable	40,032.00	(7,841.00)	32,191.00		11,843.00	20,348.00	
Lease Revenue Bonds Payable			0.00			0.00	
Other General Long-Term Debt			0.00			0.00	
Net OPEB Obligation	117,699.00	(1,458.00)	116,241.00	59,411.00	20,612.00	155,040.00	
Compensated Absences Payable	116,156.00		116,156.00	12,415.00		128,571.00	
Governmental activities long-term liabilities	273,887.00	(9,299.00)	264,588.00	71,826.00	32,455.00	303,959.00	0.00
Business-Type Activities:							
General Obligation Bonds Payable			0.00			0.00	
State School Building Loans Payable			0.00			0.00	
Certificates of Participation Payable			0.00			0.00	
Capital Leases Payable			0.00			0.00	
Lease Revenue Bonds Payable			0.00			0.00	
Other General Long-Term Debt			0.00			0.00	
Net OPEB Obligation			0.00			0.00	
Compensated Absences Payable			0.00			0.00	
Business-type activities long-term liabilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Part I - General Administrative Share of Plant Services Costs

California's indirect cost plan allows that the general administrative costs in the indirect cost pool may include that portion of plant services costs (maintenance and operations costs and facilities rents and leases costs) attributable to the general administrative offices. The calculation of the plant services costs attributed to general administration and included in the pool is standardized and automated using the percentage of salaries and benefits relating to general administration as proxy for the percentage of square footage occupied by general administration.

A. Salaries and Benefits - Other General Administration and Centralized Data Processing

1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)
(Functions 7200-7700, goals 0000 and 9000) 312,854.61
2. Contracted general administrative positions not paid through payroll
- a. Enter the costs, if any, of general administrative positions performing services ON SITE but paid through a contract, rather than through payroll, in functions 7200-7700, goals 0000 and 9000, Object 5800. 0.00
- b. If an amount is entered on Line A2a, provide the title, duties, and approximate FTE of each general administrative position paid through a contract. Retain supporting documentation in case of audit.

n/a**B. Salaries and Benefits - All Other Activities**

1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)
(Functions 1000-6999, 7100-7180, & 8100-8400; Functions 7200-7700, all goals except 0000 & 9000) 3,884,530.06

C. Percentage of Plant Services Costs Attributable to General Administration

(Line A1 plus Line A2a, divided by Line B1; zero if negative) (See Part III, Lines A5 and A6) 8.05%

Part II - Adjustments for Employment Separation Costs

When an employee separates from service, the local educational agency (LEA) may incur costs associated with the separation in addition to the employee's regular salary and benefits for the final pay period. These additional costs can be categorized as "normal" or "abnormal or mass" separation costs.

Normal separation costs include items such as pay for accumulated unused leave or routine severance pay authorized by governing board policy. Normal separation costs are not allowable as direct costs to federal programs, but are allowable as indirect costs. State programs may have similar restrictions. Where federal or state program guidelines required that the LEA charge an employee's normal separation costs to an unrestricted resource rather than to the restricted program in which the employee worked, the LEA may identify and enter these costs on Line A for inclusion in the indirect cost pool.

Abnormal or mass separation costs are those costs resulting from actions taken by an LEA to influence employees to terminate their employment earlier than they normally would have. Abnormal or mass separation costs include retirement incentives such as a Golden Handshake or severance packages negotiated to effect termination. Abnormal or mass separation costs may not be charged to federal programs as either direct costs or indirect costs. Where an LEA paid abnormal or mass separation costs on behalf of positions in general administrative functions included in the indirect cost pool, the LEA must identify and enter these costs on Line B for exclusion from the pool.

A. Normal Separation Costs (optional)

Enter any normal separation costs paid on behalf of employees of restricted state or federal programs that were charged to an unrestricted resource (0000-1999) in funds 01, 09, and 62 with functions 1000-6999 or 8100-8400 rather than to the restricted program. These costs will be moved in Part III from base costs to the indirect cost pool. 0.00
Retain supporting documentation.

B. Abnormal or Mass Separation Costs (required)

Enter any abnormal or mass separation costs paid on behalf of general administrative positions charged to unrestricted resources (0000-1999) in funds 01, 09, and 62 with functions 7200-7700. These costs will be moved in Part III from the indirect cost pool to base costs. If none, enter zero. 0.00

Part III - Indirect Cost Rate Calculation (Funds 01, 09, and 62, unless indicated otherwise)

A. Indirect Costs

1. Other General Administration, less portion charged to restricted resources or specific goals (Functions 7200-7600, objects 1000-5999, minus Line B9)	245,089.78
2. Centralized Data Processing, less portion charged to restricted resources or specific goals (Function 7700, objects 1000-5999, minus Line B10)	147,198.60
3. External Financial Audit - Single Audit (Function 7190, resources 0000-1999, goals 0000 and 9000, objects 5000-5999)	0.00
4. Staff Relations and Negotiations (Function 7120, resources 0000-1999, goals 0000 and 9000, objects 1000-5999)	0.00
5. Plant Maintenance and Operations (portion relating to general administrative offices only) (Functions 8100-8400, objects 1000-5999 except 5100, times Part I, Line C)	36,629.23
6. Facilities Rents and Leases (portion relating to general administrative offices only) (Function 8700, resources 0000-1999, objects 1000-5999 except 5100, times Part I, Line C)	21,033.92
7. Adjustment for Employment Separation Costs	
a. Plus: Normal Separation Costs (Part II, Line A)	0.00
b. Less: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
8. Total Indirect Costs (Lines A1 through A7a, minus Line A7b)	449,951.53
9. Carry-Forward Adjustment (Part IV, Line F)	0.00
10. Total Adjusted Indirect Costs (Line A8 plus Line A9)	449,951.53

B. Base Costs

1. Instruction (Functions 1000-1999, objects 1000-5999 except 5100)	3,056,116.83
2. Instruction-Related Services (Functions 2000-2999, objects 1000-5999 except 5100)	1,033,006.72
3. Pupil Services (Functions 3000-3999, objects 1000-5999 except 5100)	168,191.38
4. Ancillary Services (Functions 4000-4999, objects 1000-5999 except 5100)	0.00
5. Community Services (Functions 5000-5999, objects 1000-5999 except 5100)	0.00
6. Enterprise (Function 6000, objects 1000-5999 except 5100)	0.00
7. Board and Superintendent (Functions 7100-7180, objects 1000-5999, minus Part III, Line A4)	384,890.27
8. External Financial Audit - Single Audit and Other (Functions 7190-7191, objects 5000-5999, minus Part III, Line A3)	0.00
9. Other General Administration (portion charged to restricted resources or specific goals only) (Functions 7200-7600, resources 2000-9999, objects 1000-5999; Functions 7200-7600, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	0.00
10. Centralized Data Processing (portion charged to restricted resources or specific goals only) (Function 7700, resources 2000-9999, objects 1000-5999; Function 7700, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	0.00
11. Plant Maintenance and Operations (all except portion relating to general administrative offices) (Functions 8100-8400, objects 1000-5999 except 5100, minus Part III, Line A5)	418,392.25
12. Facilities Rents and Leases (all except portion relating to general administrative offices) (Function 8700, objects 1000-5999 except 5100, minus Part III, Line A6)	240,257.07
13. Adjustment for Employment Separation Costs	
a. Less: Normal Separation Costs (Part II, Line A)	0.00
b. Plus: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
14. Adult Education (Fund 11, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
15. Child Development (Fund 12, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
16. Cafeteria (Funds 13 and 61, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
17. Foundation (Funds 19 and 57, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
18. Total Base Costs (Lines B1 through B12 and Lines B13b through B17, minus Line B13a)	5,300,854.52

C. Straight Indirect Cost Percentage Before Carry-Forward Adjustment

(For information only - not for use when claiming/recovering indirect costs)

(Line A8 divided by Line B18) 8.49%

D. Preliminary Proposed Indirect Cost Rate

(For final approved fixed-with-carry-forward rate for use in 2014-15 see www.cde.ca.gov/fg/ac/ic/)

(Line A10 divided by Line B18) 8.49%

Part IV - Carry-forward Adjustment

The carry-forward adjustment is an after-the-fact adjustment for the difference between indirect costs recoverable using the indirect cost rate approved for use in a given year, and the actual indirect costs incurred in that year. The carry-forward adjustment eliminates the need for LEAs to file amended federal reports when their actual indirect costs vary from the estimated indirect costs on which the approved rate was based.

Where the ratio of indirect costs incurred in the current year is less than the estimated ratio of indirect costs on which the approved rate for use in the current year was based, the carry-forward adjustment is limited by using either the approved rate times current year base costs, or the highest rate actually used to recover costs from any program times current year base costs, if the highest rate used was less than the approved rate. Rates used to recover costs from programs are displayed in Exhibit A.

A. Indirect costs incurred in the current year (Part III, Line A8) 449,951.53

B. Carry-forward adjustment from prior year(s)

1. Carry-forward adjustment from the second prior year 0.00

2. Carry-forward adjustment amount deferred from prior year(s), if any 0.00

C. Carry-forward adjustment for under- or over-recovery in the current year

1. Under-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus (approved indirect cost rate (0%) times Part III, Line B18); zero if negative 0.00

2. Over-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus the lesser of (approved indirect cost rate (0%) times Part III, Line B18) or (the highest rate used to recover costs from any program (0%) times Part III, Line B18); zero if positive 0.00

D. Preliminary carry-forward adjustment (Line C1 or C2) 0.00

E. Optional allocation of negative carry-forward adjustment over more than one year

Where a negative carry-forward adjustment causes the proposed approved rate to fall below zero or would reduce the rate at which the LEA could recover indirect costs to such an extent that it would cause the LEA significant fiscal harm, the LEA may request that the carry-forward adjustment be allocated over more than one year. Where allocation of a negative carry-forward adjustment over more than one year does not resolve a negative rate, the CDE will work with the LEA on a case-by-case basis to establish an approved rate.

Option 1. Preliminary proposed approved rate (Part III, Line D) if entire negative carry-forward adjustment is applied to the current year calculation: not applicable

Option 2. Preliminary proposed approved rate (Part III, Line D) if one-half of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years: not applicable

Option 3. Preliminary proposed approved rate (Part III, Line D) if one-third of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years: not applicable

LEA request for Option 1, Option 2, or Option 3

1

F. Carry-forward adjustment used in Part III, Line A9 (Line D minus amount deferred if Option 2 or Option 3 is selected) 0.00

Approved indirect cost rate: 0.00%
Highest rate used in any program: 0.00%

<u>Fund</u>	<u>Resource</u>	<u>Eligible Expenditures (Objects 1000-5999 except Object 5100)</u>	<u>Indirect Costs Charged (Objects 7310 and 7350)</u>	<u>Rate Used</u>
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	Teacher Full-Time Equivalents				Classroom Units			Pupils Transported
	Instructional Supervision and Administration (Functions 2100-2200)	Library, Media, Technology and Other Instructional Resources (Functions 2420-2495)	School Administration (Function 2700)	Pupil Support Services (Functions 3100-3199 & 3900)	Plant Maintenance and Operations (Functions 8100-8400)	Facilities Rents and Leases (Function 8700)		
A. Amount of Undistributed Expenditures, Funds 01, 09, and 62, Goals 0000 and 9000 (will be allocated based on factors input)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
B. Enter Allocation Factor(s) by Goal: (Note: Allocation factors are only needed for a column if there are undistributed expenditures in line A.)								
Instructional Goals Description								
0001 Pre-Kindergarten								
1110 Regular Education, K-12								
3800 Vocational Education								
4110 Regular Education, Adult								
4630 Adult Vocational Education								
5000-5999 Special Education (allocated to 5001)								
6000 ROC/P					26.00			
Other Goals Description								
7110 Nonagency - Educational								
7150 Nonagency - Other								
8500 Child Care and Development Services								
Other Funds Description								
-- Adult Education (Fund 11)								
-- Child Development (Fund 12)								
-- Cafeteria (Funds 13 & 61)								
C. Total Allocation Factors	0.00	0.00	0.00	0.00	26.00	0.00	0.00	

Unaudited Actuals
2012-13
General Fund and Charter Schools Funds
Program Cost Report

Goal	Program/Activity	Direct Costs			Central Admin Costs (col. 3 x Sch. CAC line E) Column 4	Other Costs (Schedule OC) Column 5	Total Costs by Program (col. 3 + 4 + 5) Column 6
		Direct Charged (Schedule DCC) Column 1	Allocated (Schedule AC) Column 2	Subtotal (col. 1 + 2) Column 3			
Instructional Goals							
0001	Pre-Kindergarten	0.00	0.00	0.00	0.00		0.00
1110	Regular Education, K-12	0.00	0.00	0.00	0.00		0.00
3800	Vocational Education	0.00	0.00	0.00	0.00		0.00
4110	Regular Education, Adult	0.00	0.00	0.00	0.00		0.00
4630	Adult Vocational Education	0.00	0.00	0.00	0.00		0.00
5000-5999	Special Education	0.00	0.00	0.00	0.00		0.00
6000	Regional Occupational Ctr/Prg (ROC/P)	4,987,958.48	0.00	4,987,958.48	777,178.65		5,765,137.13
Other Goals							
7110	Nonagency - Educational	0.00	0.00	0.00	0.00		0.00
7150	Nonagency - Other	0.00	0.00	0.00	0.00		0.00
8500	Child Care and Development Services	0.00	0.00	0.00	0.00		0.00
Other Costs							
100	Food Services					0.00	0.00
	Enterprise					0.00	0.00
	Facilities Acquisition & Construction					96,648.68	96,648.68
	Other Outgo					10,838.00	10,838.00
Other Funds							
	Adult Education, Child Development, Cafeteria, Foundation ([Column 3 + CAC, line C5] times CAC, line E)		0.00	0.00	0.00		0.00
	Indirect Cost Transfers to Other Funds (Net of Funds 01, 09, 62, Function 7210, Object 7350)						0.00
	Total General Fund and Charter Schools Funds Expenditures	4,987,958.48	0.00	4,987,958.48	777,178.65	107,486.68	5,872,623.81

Unaudited Actuals
2012-13
General Fund and Charter Schools Funds
Program Cost Report
Schedule of Direct Charged Costs (DCC)

Goal	Type of Program	Instruction (Functions 1000- 1999)	Instructional Supervision and Administration (Functions 2100- 2200)	Library, Media, Technology and Other Instructional Resources (Functions 2420- 2495)	School Administration (Function 2700)	Pupil Support Services (Functions 3110- 3160 and 3900)	Pupil Transportation (Function 3600)	Ancillary Services (Functions 4000- 4999)	Community Services (Functions 5000- 5999)	General Administration (Functions 7000- 7999, except 7210)*	Plant Maintenance and Operations (Functions 8100- 8400)	Facilities Rents and Leases (Function 8700)	Total
Instructional Goals													
0001	Pre-Kindergarten	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
1110	Regular Education, K-12	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3800	Vocational Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4110	Regular Education, Adult	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4630	Adult Vocational Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
5000-5999	Special Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
6000	ROC/P	3,070,447.91	370,605.81	109,893.93	552,506.98	168,191.38	0.00	0.00			455,021.48	261,290.99	4,987,958.48
Other Goals													
7110	Nonagency - Educational	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7150	Nonagency - Other	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00
8500	Child Care and Development Services	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00
Total Direct Charged Costs		3,070,447.91	370,605.81	109,893.93	552,506.98	168,191.38	0.00	0.00	0.00	0.00	455,021.48	261,290.99	4,987,958.48

* Functions 7100-7199 for goals 8100 and 8500

Goal	Type of Program	Allocated Support Costs (Based on factors input on Form PCRAF)			Total
		Full-Time Equivalents	Classroom Units	Pupils Transported	
Instructional Goals					
0001	Pre-Kindergarten	0.00	0.00	0.00	0.00
1110	Regular Education, K-12	0.00	0.00	0.00	0.00
3800	Vocational Education	0.00	0.00	0.00	0.00
4110	Regular Education, Adult	0.00	0.00	0.00	0.00
4630	Adult Vocational Education	0.00	0.00	0.00	0.00
5000-5999	Special Education (allocated to 5001)	0.00	0.00	0.00	0.00
6000	ROC/P	0.00	0.00	0.00	0.00
Other Goals					
7110	Nonagency - Educational	0.00	0.00	0.00	0.00
7150	Nonagency - Other	0.00	0.00	0.00	0.00
8500	Child Care and Development Svcs.	0.00	0.00	0.00	0.00
Other Funds					
--	Adult Education (Fund 11)		0.00		0.00
--	Child Development (Fund 12)	0.00	0.00	0.00	0.00
--	Cafeteria (Funds 13 and 61)		0.00		0.00
Total Allocated Support Costs		0.00	0.00	0.00	0.00

A. Central Administration Costs in General Fund and Charter Schools Funds		
1	Board and Superintendent (Funds 01, 09, and 62, Functions 7100-7180, Goals 0000-6999 and 9000, Objects 1000-7999)	384,890.27
2	External Financial Audits (Funds 01, 09, and 62, Functions 7190-7191, Goals 0000-6999 and 9000, Objects 1000-7999)	0.00
3	Other General Administration (Funds 01, 09, and 62, Functions 7200-7600 except 7210, Goal 0000, Objects 1000-7999)	245,089.78
4	Centralized Data Processing (Funds 01, 09, and 62, Function 7700, Goal 0000, Objects 1000-7999)	147,198.60
5	Total Central Administration Costs in General Fund and Charter Schools Funds	777,178.65
B. Direct Charged and Allocated Costs in General Fund and Charter Schools Funds		
1	Total Direct Charged Costs (from Form PCR, Column 1, Total)	4,987,958.48
2	Total Allocated Costs (from Form PCR, Column 2, Total)	0.00
3	Total Direct Charged and Allocated Costs in General Fund and Charter Schools Funds	4,987,958.48
C. Direct Charged Costs in Other Funds		
1	Adult Education (Fund 11, Objects 1000-5999, except 5100)	0.00
2	Child Development (Fund 12, Objects 1000-5999, except 5100)	0.00
3	Cafeteria (Funds 13 & 61, Objects 1000-5999, except 5100)	0.00
4	Foundation (Funds 19 & 57, Objects 1000-5999, except 5100) (Not applicable to JPAs)	0.00
5	Total Direct Charged Costs in Other Funds	0.00
D. Total Direct Charged and Allocated Costs (B3 + C5)		4,987,958.48
E. Ratio of Central Administration Costs to Direct Charged and Allocated Costs (A5/D)		15.58%

Unaudited Actuals
2012-13
General Fund and Charter Schools Funds
Program Cost Report
Schedule of Other Costs (OC)

Type of Activity	Food Services (Function 3700)	Enterprise (Function 6000)	Facilities Acquisition & Construction (Function 8500)	Other Outgo (Functions 9000-9999)	Total
Food Services (Objects 1000-5999, 6400, and 6500)	0.00				0.00
Enterprise (Objects 1000-5999, 6400, and 6500)		0.00			0.00
Facilities Acquisition & Construction (Objects 1000-6500)			96,648.68		96,648.68
Other Outgo (Objects 1000-7999)				10,838.00	10,838.00
Total Other Costs	0.00	0.00	96,648.68	10,838.00	107,486.68

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Unaudited Actuals
2012-13 Unaudited Actuals
Technical Review Checks

Mission Valley ROC/P

Alameda County

Following is a chart of the various types of technical review checks and related requirements:

- F - Fatal (Data must be corrected; an explanation is not allowed)
- W/WC - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)
- O - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

IMPORT CHECKS

CHECKFUND - (F) - All FUND codes must be valid.	<u>PASSED</u>
CHECKRESOURCE - (W) - All RESOURCE codes must be valid.	<u>PASSED</u>
CHK-RS-LOCAL-DEFINED - (F) - All locally defined resource codes must roll up to a CDE defined resource code.	<u>PASSED</u>
CHECKGOAL - (F) - All GOAL codes must be valid.	<u>PASSED</u>
CHECKFUNCTION - (F) - All FUNCTION codes must be valid.	<u>PASSED</u>
CHECKOBJECT - (F) - All OBJECT codes must be valid.	<u>PASSED</u>
CHK-FUNDxOBJECT - (F) - All FUND and OBJECT account code combinations must be valid.	<u>PASSED</u>
CHK-FUNDxRESOURCE - (W) - All FUND and RESOURCE account code combinations should be valid.	<u>PASSED</u>
CHK-FUNDxGOAL - (W) - All FUND and GOAL account code combinations should be valid.	<u>PASSED</u>
CHK-FUNDxFUNCTION-A - (W) - All FUND (funds 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations should be valid.	<u>PASSED</u>
CHK-FUNDxFUNCTION-B - (F) - All FUND (all funds except for 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations must be valid.	<u>PASSED</u>
CHK-RESOURCExOBJECTA - (W) - All RESOURCE and OBJECT (objects 8000 through 9999, except for 9791, 9793, and 9795) account code combinations should be valid.	<u>PASSED</u>
CHK-RESOURCExOBJECTB - (O) - All RESOURCE and OBJECT (objects 9791, 9793, and 9795) account code combinations should be valid.	<u>PASSED</u>
CHK-FUNCTIONxOBJECT - (F) - All FUNCTION and OBJECT account code combinations must be valid.	<u>PASSED</u>
CHK-GOALxFUNCTION-A - (F) - Goal and function account code combinations (all goals with expenditure objects 1000-7999 in functions 1000-1999 and 4000-5999)	

must be valid. NOTE: Functions not included in the GOALxFUNCTION table (0000, 2000-3999, 6000-6999, 7100-7199, 7210, 8000-8999) are not checked and will pass the TRC.

PASSED

CHK-GOALxFUNCTION-B - (F) - General administration costs (functions 7200-7999, except 7210) must be direct-charged to an Undistributed, Nonagency, or County Services to Districts goal (Goal 0000, 7100-7199, or 8600-8699).

PASSED

SPECIAL-ED-GOAL - (F) - Special Education revenue and expenditure transactions (resources 3300-3405, 6500-6540, and 7240, objects 1000-8999) must be coded to a Special Education 5000 goal or to Goal 7110, Nonagency-Educational. This technical review check excludes Early Intervening Services resources 3312, 3318, 3322, 3329, 3332, and 3334.

PASSED

BALANCE-FDxRS - (F) - Adjusted Beginning Fund Balance plus Revenues minus Expenditures minus Assets plus Liabilities, must total zero by fund and resource, except for agency funds 76 and 95.

PASSED

PY-EFB=CY-BFB - (F) - Prior year ending fund balance (preloaded from last year's unaudited actuals submission) must equal current year beginning fund balance (Object 9791).

PASSED

PY-EFB=CY-BFB-RES - (F) - Prior year ending balance (preloaded from last year's unaudited actuals submission) must equal current year beginning balance (Object 9791), by fund and resource.

PASSED

BALANCE-FDxRS-AGENCY - (F) - Assets (objects 9100-9499) minus Liabilities (objects 9500-9699) must total zero by fund and resource for agency funds 76 and 95.

PASSED

GENERAL LEDGER CHECKS

INTERFD-DIR-COST - (F) - Transfers of Direct Costs - Interfund (Object 5750) must net to zero for all funds.

PASSED

INTERFD-INDIRECT - (F) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero for all funds.

PASSED

INTERFD-INDIRECT-FN - (F) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero by function.

PASSED

INTERFD-IN-OUT - (F) - Interfund Transfers In (objects 8910-8929) must equal Interfund Transfers Out (objects 7610-7629).

PASSED

DUE-FROM=DUE-TO - (F) - Due from Other Funds (Object 9310) must equal Due to Other Funds (Object 9610).

PASSED

INTRA-FD-DIR-COST - (F) - Transfers of Direct Costs (Object 5710) must net to zero by fund.

PASSED

INTRA-FD-INDIRECT - (F) - Transfers of Indirect Costs (Object 7310) must net to zero by fund.

PASSED

INTRA-FD-INDIRECT-FN - (F) - Transfers of Indirect Costs (Object 7310) must net to zero by function.

PASSED

CONTRIB-UNREST-REV - (F) - Contributions from Unrestricted Revenues (Object 8980) must net to zero by fund.

PASSED

CONTRIB-RESTR-REV - (F) - Contributions from Restricted Revenues (Object 8990) must net to zero by fund. PASSED

RESTR-BAL-TRANSFER - (F) - Transfers of Restricted Balances (Object 8997) must net to zero. PASSED

LOTTERY-CONTRIB - (F) - There should be no contributions (objects 8980-8999) to the lottery (resources 1100 and 6300) or from the Lottery: Instructional Materials (Resource 6300). PASSED

PASS-THRU-REV=EXP - (W) - Pass-through revenues from all sources (objects 8287, 8587, and 8697) should equal transfers of pass-through revenues to other agencies (objects 7211 through 7213, plus 7299 for resources 3327 and 3328), by resource. PASSED

SE-PASS-THRU-REVENUE - (W) - Transfers of special education pass-through revenues are not reported in the general fund for the Administrative Unit of a Special Education Local Plan Area. PASSED

CEFB=FD-EQUITY - (F) - Components of Ending Fund Balance/Net Position (objects 9710-9790, 9796, and 9797) must agree with Fund Equity (Assets [objects 9100-9499] minus Liabilities [objects 9500-9699]). PASSED

EXCESS-ASSIGN-REU - (F) - Amounts reported in Other Assignments (Object 9780) and/or Reserve for Economic Uncertainties (REU) (Object 9789) should not create a negative amount in Unassigned/Unappropriated (Object 9790) by fund and resource (for all funds except funds 61 through 73). PASSED

UNASSIGNED-NEGATIVE - (F) - Unassigned/Unappropriated balance (Object 9790) must be zero or negative, by resource, in all funds except the general fund and funds 61 through 73. PASSED

UNR-NET-POSITION-NEG - (F) - Unrestricted Net Position (Object 9790), in restricted resources, must be zero or negative, by resource, in funds 61 through 73. PASSED

RS-NET-POSITION-ZERO - (F) - Restricted Net Position (Object 9797), in unrestricted resources, must be zero, by resource, in funds 61 through 73. PASSED

EFB-POSITIVE - (W) - All ending fund balances (Object 979Z) should be positive by resource, by fund. PASSED

OBJ-POSITIVE - (W) - All applicable objects should have a positive balance by resource, by fund. PASSED

REV-POSITIVE - (W) - Revenue amounts exclusive of contributions (objects 8000-8979) should be positive by resource, by fund. PASSED

EXP-POSITIVE - (W) - Expenditure amounts (objects 1000-7999) should be positive by function, resource, and fund. PASSED

AR-AP-POSITIVE - (F) - Accounts Receivable (Object 9200), Due from Other Funds (Object 9310), Accounts Payable (Object 9500), and Due to Other Funds (Object 9610) should have a positive balance by resource, by fund. PASSED

CEFB-POSITIVE - (F) - Components of Ending Fund Balance/Net Position (objects 9700-9789, 9796, and 9797) must be positive individually by resource, by fund.

PASSED

SUPPLEMENTAL CHECKS

BDGT-ADOPTION-PRVDED - (F) - In compliance with EC Section 42127(i), selection of a Budget Adoption Cycle must be provided. PASSED

ICRATE-REQST-PRVDED - (F) - JPAs must indicate in the Unaudited Actual Certification (Form CA) whether or not they are requesting a state approved indirect cost rate. PASSED

ASSET-IMPORT - (F) - If capital asset amounts are imported/keyed (Function 8500, Facilities Acquisition and Construction, or objects 6XXX, Capital Outlay; or objects 94XX, Capital Assets, in funds 61-67), then capital asset supplemental data (Form ASSET) must be provided. PASSED

DEBT-IMPORT - (F) - If long-term debt amounts are imported/keyed, the long-term debt supplemental data (Form DEBT) must be provided. PASSED

TRAN-IMPORT - (W) - If Home-to-School and/or Special Education (Severely Disabled/Orthopedically Impaired) transportation amounts are imported in resources 7230 and/or 7240, the Annual Report of Pupil Transportation, Form TRAN, must be completed and saved. PASSED

IC-ADMIN-PLANT-SVCS - (O) - Percentage of plant services costs attributable to general administration should not be zero or exceed 25%. PASSED

IC-PCT - (O) - The straight indirect cost percentage before the carry-forward adjustment (Form ICR, Part III, Line C) is between 2% and 9%. PASSED

IC-POSITIVE - (O) - The indirect cost rate after the carry-forward adjustment (Form ICR, Part III, Line D) should be positive. PASSED

IC-ADMIN-NOT-ZERO - (O) - Other General Administration costs (Part III, Line A1) in Form ICR should not be zero. PASSED

IC-BD-SUPT-NOT-ZERO - (O) - Board and Superintendent costs (Part III, Line B7) in Form ICR should not be zero. PASSED

IC-BD-SUPT-VS-ADMIN - (O) - In Form ICR, the ratio of Board and Superintendent costs (Part III, Line B7) to Other General Administration costs (Part III, Line A1) should not be less than 5%. PASSED

IC-EXCEEDS-LEA-RATE - (O) - The indirect cost rate used in one or more programs (Form ICR, Exhibit A - Rate Used) should not exceed the LEA's approved indirect cost rate. PASSED

TRAN-PUPIL-DATA - (F) - If miles or pupils transported data have been reported in Form TRAN, Schedule I, Line B1 and/or Line C, then costs must be reported in Schedule III, Line K. PASSED

TRAN-NO-PUPIL-DATA - (F) - If costs are reported in Form TRAN, Schedule III, Line K, then the applicable pupil transportation data must be reported in Schedule I. PASSED

TRAN-COST-PER-MILE - (W) - The calculated cost per mile in Form TRAN, Schedule III, Line H1, should not exceed \$12. PASSED

TRAN-COST-PER-PUPIL - (W) - The calculated cost per pupil in Form TRAN, Schedule III, Line H2, should not exceed \$6,500 for Home-to-School or \$12,500 for Severely Disabled/Orthopedically Impaired (SD/OI) transportation. PASSED

PCRAF-UNDISTRIBUTED - (F) - Allocation factors must be entered in Form PCRAF for support functions with costs in undistributed goals (goals 0000 and 9000). PASSED

PCR-ALLOC-NO-DIRECT - (W) - In forms PCR/PCRAF, costs should normally only be allocated to goals that have direct costs. PASSED

PCR-GF-EXPENDITURES - (F) - Total Costs by Program in Form PCR, Column 6 should agree with total expenditures (objects 1000-7999) in funds 01, 09, and 62. PASSED

ASSET-ACCUM-DEPR-NEG - (F) - In Form ASSET, accumulated depreciation for governmental and business-type activities must be zero or negative. PASSED

ASSET-PY-BAL - (F) - If capital asset ending balances were included in the prior year unaudited actuals, the Schedule of Capital Assets (Form ASSET) must be provided. PASSED

DEBT-ACTIVITY - (O) - If long-term debt exists, there should be activity entered in the Schedule of Long-Term Liabilities (Form DEBT) for each type of debt. PASSED

DEBT-POSITIVE - (F) - In Form DEBT, long-term liability ending balances must be positive. PASSED

DEBT-PY-BAL - (F) - If long-term liability ending balances were included in the prior year unaudited actuals data, the Schedule of Long-Term Liabilities (Form DEBT) must be provided. PASSED

EXPORT CHECKS

FORM01-PROVIDE - (W) - Form 01 (Form 01I) must be opened and saved. PASSED

UNAUDIT-CERT-PROVIDE - (F) - Unaudited Actual Certification (Form CA) must be provided. PASSED

CHK-UNBALANCED-A - (W) - Unbalanced and/or incomplete data in any of the forms should be corrected before an official export is completed. PASSED

CHK-UNBALANCED-B - (F) - Unbalanced and/or incomplete data in any of the forms must be corrected before an official export can be completed. PASSED

CHK-DEPENDENCY - (F) - If data have changed that affect other forms, the affected forms must be opened and saved. PASSED

Checks Completed.

SACS2013ALL Financial Reporting Software - 2013.2.0
9/10/2013 3:54:37 PM

01-40402-0000000

Unaudited Actuals
2013-14 Budget
Technical Review Checks

Mission Valley ROC/P

Alameda County

Following is a chart of the various types of technical review checks and related requirements:

- F - Fatal (Data must be corrected; an explanation is not allowed)
- W/WC - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)
- O - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

IMPORT CHECKS

CHECKFUND - (F) - All FUND codes must be valid.	<u>PASSED</u>
CHECKRESOURCE - (W) - All RESOURCE codes must be valid.	<u>PASSED</u>
CHK-RS-LOCAL-DEFINED - (F) - All locally defined resource codes must roll up to a CDE defined resource code.	<u>PASSED</u>
CHECKGOAL - (F) - All GOAL codes must be valid.	<u>PASSED</u>
CHECKFUNCTION - (F) - All FUNCTION codes must be valid.	<u>PASSED</u>
CHECKOBJECT - (F) - All OBJECT codes must be valid.	<u>PASSED</u>
CHK-FUNDxOBJECT - (F) - All FUND and OBJECT account code combinations must be valid.	<u>PASSED</u>
CHK-FUNDxRESOURCE - (W) - All FUND and RESOURCE account code combinations should be valid.	<u>PASSED</u>
CHK-FUNDxGOAL - (W) - All FUND and GOAL account code combinations should be valid.	<u>PASSED</u>
CHK-FUNDxFUNCTION-A - (W) - All FUND (funds 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations should be valid.	<u>PASSED</u>
CHK-FUNDxFUNCTION-B - (F) - All FUND (all funds except for 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations must be valid.	<u>PASSED</u>
CHK-RESOURCExOBJECTA - (W) - All RESOURCE and OBJECT (objects 8000 through 9999, except for 9791, 9793, and 9795) account code combinations should be valid.	<u>PASSED</u>
CHK-RESOURCExOBJECTB - (O) - All RESOURCE and OBJECT (objects 9791, 9793, and 9795) account code combinations should be valid.	<u>PASSED</u>
CHK-FUNCTIONxOBJECT - (F) - All FUNCTION and OBJECT account code combinations must be valid.	<u>PASSED</u>
CHK-GOALxFUNCTION-A - (F) - Goal and function account code combinations (all goals with expenditure objects 1000-7999 in functions 1000-1999 and 4000-5999)	

must be valid. NOTE: Functions not included in the GOALxFUNCTION table (0000, 2000-3999, 6000-6999, 7100-7199, 7210, 8000-8999) are not checked and will pass the TRC. PASSED

CHK-GOALxFUNCTION-B - (F) - General administration costs (functions 7200-7999, except 7210) must be direct-charged to an Undistributed, Nonagency, or County Services to Districts goal (Goal 0000, 7100-7199, or 8600-8699). PASSED

SPECIAL-ED-GOAL - (F) - Special Education revenue and expenditure transactions (resources 3300-3405, 6500-6540, and 7240, objects 1000-8999) must be coded to a Special Education 5000 goal or to Goal 7110, Nonagency-Educational. This technical review check excludes Early Intervening Services resources 3312, 3318, 3322, 3329, 3332, and 3334. PASSED

GENERAL LEDGER CHECKS

INTERFD-DIR-COST - (F) - Transfers of Direct Costs - Interfund (Object 5750) must net to zero for all funds. PASSED

INTERFD-INDIRECT - (F) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero for all funds. PASSED

INTERFD-INDIRECT-FN - (F) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero by function. PASSED

INTERFD-IN-OUT - (F) - Interfund Transfers In (objects 8910-8929) must equal Interfund Transfers Out (objects 7610-7629). PASSED

INTRA-FD-DIR-COST - (F) - Transfers of Direct Costs (Object 5710) must net to zero by fund. PASSED

INTRA-FD-INDIRECT - (F) - Transfers of Indirect Costs (Object 7310) must net to zero by fund. PASSED

INTRA-FD-INDIRECT-FN - (F) - Transfers of Indirect Costs (Object 7310) must net to zero by function. PASSED

CONTRIB-UNREST-REV - (F) - Contributions from Unrestricted Revenues (Object 8980) must net to zero by fund. PASSED

CONTRIB-RESTR-REV - (F) - Contributions from Restricted Revenues (Object 8990) must net to zero by fund. PASSED

RESTR-BAL-TRANSFER - (F) - Transfers of Restricted Balances (Object 8997) must net to zero. PASSED

LOTTERY-CONTRIB - (F) - There should be no contributions (objects 8980-8999) to the lottery (resources 1100 and 6300) or from the Lottery: Instructional Materials (Resource 6300). PASSED

PASS-THRU-REV=EXP - (W) - Pass-through revenues from all sources (objects 8287, 8587, and 8697) should equal transfers of pass-through revenues to other agencies (objects 7211 through 7213, plus 7299 for resources 3327 and 3328), by resource. PASSED

SE-PASS-THRU-REVENUE - (W) - Transfers of special education pass-through revenues are not reported in the general fund for the Administrative Unit of a Special Education Local Plan Area. PASSED

EXCESS-ASSIGN-REU - (F) - Amounts reported in Other Assignments (Object 9780) and/or Reserve for Economic Uncertainties (REU) (Object 9789) should not create a negative amount in Unassigned/Unappropriated (Object 9790) by fund and resource (for all funds except funds 61 through 73). PASSED

UNASSIGNED-NEGATIVE - (F) - Unassigned/Unappropriated balance (Object 9790) must be zero or negative, by resource, in all funds except the general fund and funds 61 through 73. PASSED

UNR-NET-POSITION-NEG - (F) - Unrestricted Net Position (Object 9790), in restricted resources, must be zero or negative, by resource, in funds 61 through 73. PASSED

RS-NET-POSITION-ZERO - (F) - Restricted Net Position (Object 9797), in unrestricted resources, must be zero, by resource, in funds 61 through 73. PASSED

EFB-POSITIVE - (W) - All ending fund balances (Object 979Z) should be positive by resource, by fund. PASSED

OBJ-POSITIVE - (W) - All applicable objects should have a positive balance by resource, by fund. PASSED

REV-POSITIVE - (W) - Revenue amounts exclusive of contributions (objects 8000-8979) should be positive by resource, by fund. PASSED

EXP-POSITIVE - (W) - Expenditure amounts (objects 1000-7999) should be positive by function, resource, and fund. PASSED

CEFB-POSITIVE - (F) - Components of Ending Fund Balance/Net Position (objects 9700-9789, 9796, and 9797) must be positive individually by resource, by fund. PASSED

SUPPLEMENTAL CHECKS

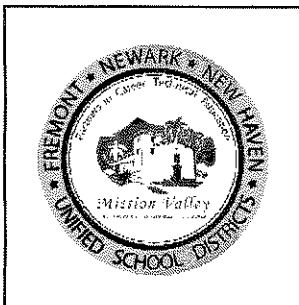
EXPORT CHECKS

CHK-UNBALANCED-A - (W) - Unbalanced and/or incomplete data in any of the forms should be corrected before an official export is completed. PASSED

CHK-UNBALANCED-B - (F) - Unbalanced and/or incomplete data in any of the forms must be corrected before an official export can be completed. PASSED

CHK-DEPENDENCY - (F) - If data have changed that affect other forms, the affected forms must be opened and saved. PASSED

Checks Completed.



Business and Finance #3

**MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM
BOARD OF EDUCATION**

**AGENDA ITEM
Business & Finance #3**

Date of Board Meeting: September 19, 2013

**TITLE: Lease and Services Agreement between Fremont Unified School District
and Mission Valley ROP**

Background:

Mission Valley ROP and Fremont Unified School District (FUSD) executed and signed a 20 year Lease Agreement in November 2005 for the property located at 5019 Stevenson Blvd, Fremont, California. MVROP commenced leasing the property in the 2007-08 school year. A copy of the approved rent payment schedule is attached (Exhibit B).

In addition to the Lease Agreement, FUSD provides services for MVROP as outlined in the attached Services Agreement.

Current Status:

The FUSD Board of Education approved the lease and services agreement at their August 14, 2013 Board Meeting. MVROP's lease payment for 2013-14 is \$270,436.17. This includes a 3.5% increase over last year in accordance with the agreed upon payment schedule.

MVROP and FUSD wish to extend the Services Agreement for the period July 1, 2013 through June 30, 2014. The term remains the same as prior years. The current Services Agreement expired June 30, 2013. MVROP's payment for services for the 2013-14 fiscal year will be \$186,260.

Recommendation:

Staff recommends approval of the annual Services Agreement between Fremont Unified School District and Mission Valley ROP for the 2013-14 school year.

**FREMONT UNIFIED SCHOOL DISTRICT
MISSION VALLEY ROP**

SERVICES AGREEMENT 2013-2014

1. In exchange for the following services, the Mission Valley ROP (MVROP) will pay Fremont Unified School District the sum of \$186,260 for the 2013-2014 school year.

a. Personnel Services	\$ 15,000
b. Financial Services	\$ 65,000
c. Warehousing and Inventory	\$ 8,000
d. Management Information Services	\$ 15,000
e. Fiscal Agency Management Services (includes responsibilities for overall cash management, issuance of purchase orders, and the public bidding process and defense of potential claims against the district as Fiscal Agent)	\$ 32,800
f. Routine maintenance (approximate)	<u>\$ 60,000</u>
Estimated Value of Services	\$195,800
Credit for grounds upkeep	<u>(\$ 9,540)</u>
For the period July 1, 2013 through June 30, 2014	<u>\$186,260</u>

2. If MVROP wishes to use District transportation, they will be charged the average cost per mile at the rate of \$6.93/mile and be billed for this service monthly.
3. If, at any time, the MVROP wishes to purchase any of the items listed under #1 from a different source, this agreement can be renegotiated. Until such time as it is renegotiated or a period of two years from this date elapses, the agreement will continue.
4. This agreement will be fully disclosed to and signed off by both the Board of the MVROP and the Board of Fremont Unified School District.
5. All financial transactions will be in accordance with accepted accounting to governance and accounting practices.

Mission Valley ROP
Board of Education:

President

Vice President

Clerk

Date _____

Fremont Unified School District
Board of Education:

President

Vice President

Clerk

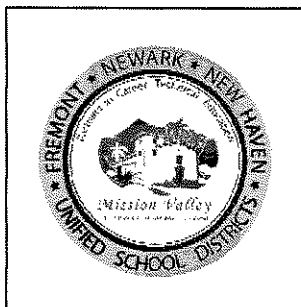
Member

Member

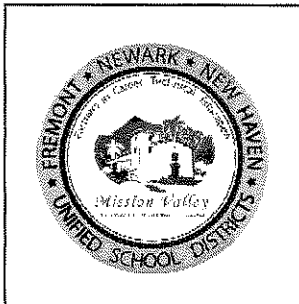
Date _____

Lease Plan for New Building at Kennedy High School

1.035	Year	Fiscal Yr
\$ 220,000.00	1	07-08
\$ 227,700.00	2	08-09
\$ 235,669.50	3	09-10
\$ 243,917.93	4	10-11
\$ 252,455.06	5	11-12
\$ 261,290.99	6	12-13
\$ 270,436.17	7	13-14
\$ 279,901.44	8	14-15
\$ 289,697.99	9	15-16
\$ 299,837.42	10	16-17
\$ 310,331.73	11	17-18
\$ 321,193.34	12	18-19
\$ 332,435.10	13	19-20
\$ 344,070.33	14	20-21
\$ 356,112.79	15	21-22
\$ 368,576.74	16	22-23
\$ 381,476.93	17	23-24
\$ 394,828.62	18	24-25
\$ 408,647.62	19	25-26
\$ 422,950.29	20	26-27



Board of Education



Board of Education #1

X Action

#1

TITLE: Variable Term Waiver Requests



State Of California
Commission On Teacher Credentialing
Certification, Assignment and Waivers Division
Attention: Waiver Unit
1900 Capitol Avenue
Sacramento, CA 95811-4213

Telephone: (916) 323-7136
(voice mail for waivers only)
Email: waivers@ctc.ca.gov

VARIABLE TERM WAIVER REQUEST (WV1 Form)

Requests must be prepared by the employing agency, not the applicant. All materials must be clear enough to photocopy.

1. EMPLOYING AGENCY (include mailing address)	County/District CDS Code	Contact Person: Telephone #: Email:
NPS/NPA (list county code _____)		

2. APPLICANT INFORMATION

Social Security Number

All applicants must answer professional fitness questions (see #11). In addition, if fingerprint clearance is not on file at CTC, a completed LiveScan receipt (41-LS) must be submitted with this waiver request. If needed, a review by the Division of Professional Practices will be concluded before a waiver approval letter will be issued.

Full Legal Name _____
Last First Middle

Former Name(s) _____ Birth Date _____

Applicant's Mailing Address _____

Credential Needed for Waiver Certificate of Completion of Staff Development (CCSD)

(List the specific title and subject area of the credential that authorizes the assignment. Note that the subject must be one that is available under current regulations.)

Assignment _____

Indicate specific position and grade level (e.g. chemistry teacher, grades 11-12)

- For bilingual assignment list LANGUAGE: _____
- Is this a full time position? ☐ Yes ☐ No
- If not, indicate how many periods a day the individual will be teaching the waiver assignment(s) _____
- Is this a subsequent waiver? (see #9 for additional information) ☐ Yes ☒ No

3. EDUCATION CODE OR TITLE 5 SECTION TO BE WAIVED

Specific section(s) covering the assignment: EC 44253.11

4. EFFECTIVE DATES

Waivers are dated effective the beginning date of service. Provide the ending date of your school term, track or year below. A justification *must* be included if the expiration date extends beyond the term, track or year.

Effective Dates (mm/dd/yyyy): ____/____/____ to ____/____/____

Ending date of school term, track, or year: ____/____/____

5. STATEWIDE HIGH INCIDENCE AREA WAIVER REQUESTS:

a. INDICATE THE HIGH INCIDENCE AREA FOR THE ASSIGNMENT

- | | |
|--|--|
| <input type="checkbox"/> Special Education | <input type="checkbox"/> Driver Education and Training |
| <input type="checkbox"/> Clinical or Rehabilitative Services | <input type="checkbox"/> 30-Day Substitute |
| <input type="checkbox"/> Speech-Language Pathology Services | |

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

No copies are necessary if this is a recognized high incidence area.

- | | |
|--|--|
| <input type="checkbox"/> Advertised in local/national newspapers | <input type="checkbox"/> Contacted IHE placement centers |
| <input type="checkbox"/> Advertised in professional journals | <input type="checkbox"/> Distributed job announcements |
| <input type="checkbox"/> Attended job fairs in California | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Attended recruitment out-of-state | |

Other _____

c. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

6. NON STATEWIDE LOW INCIDENCE AREA WAIVER REQUESTS:

a. INDICATE THE LOW INCIDENCE AREA FOR THE ASSIGNMENT

- | | |
|---|--|
| <input type="checkbox"/> Administrative Services | <input type="checkbox"/> Multiple Subject Teaching |
| <input type="checkbox"/> Single Subject Teaching (all subject areas) | <input type="checkbox"/> Pupil Personnel Services: Counseling, Psychology, Social Work |
| <input type="checkbox"/> Designated Subjects – except driver education and training | <input type="checkbox"/> Reading Specialist/Certificate |
| <input type="checkbox"/> Teacher Librarian Services | <input checked="" type="checkbox"/> Teacher of English Learner Students |

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

Copies of announcements, advertisements, web site registration, etc. **must** be attached.

The employer must verify **all** of the following:

- ☐ Distributed job announcements
- ☐ Contacted IHE placement centers
- ☐ Internet (i.e. www.edjoin.org)

Optional recruitment methods:

- ☐ Advertised in local/national newspaper
- ☐ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☐ Advertised in professional journals
- ☐ Other _____

c. PROVIDE DETAILED INFORMATION ABOUT THE RESULTS OF RECRUITMENT EFFORTS. BE SURE TO ANSWER EACH OF THE FOLLOWING QUESTIONS:

How many individuals credentialed in the authorization of the waiver request applied for the position? _____

How many individuals credentialed in the authorization of the waiver request were interviewed? _____

What were the results of those interviews? (Please indicate answers in numbers)

- _____ Applicant(s) withdrew
- _____ Candidate(s) declined job offer
- _____ Candidate(s) found unsuitable for the assignment

d. PROVIDE THE SPECIFIC EMPLOYMENT CRITERIA FOR THE POSITION

What special skills and knowledge are needed to successfully perform in this position? These should also be described in your recruitment advertisements and announcements.

e. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

7. REQUIREMENTS AND TARGET COMPLETION DATES FOR REACHING CREDENTIAL GOAL

List the requirements that the applicant must complete to be eligible for the document named above as the credential goal and a target date by which he or she plans to complete those requirements.

PROGRAM, COURSE, EXAMINATION, EXPERIENCE	TARGET COMPLETION DATE

8. LIST THE NAME AND POSITION OF THE PERSON ASSIGNED TO PROVIDE SUPPORT AND ASSISTANCE TO THE APPLICANT DURING THE TERM OF THIS WAIVER

By assigning this individual, the employing agency makes a commitment to provide orientation, guidance and assistance to the applicant, as feasible, in completing the requirement(s) listed above.

Name _____ Position _____

9. SUBSEQUENT WAIVER REQUESTS

Attached is a copy of a personnel evaluation that verifies the applicant served satisfactorily in the position authorized by the previous waiver.

10. IS THIS EMPLOYING AGENCY GEOGRAPHICALLY ISOLATED?

Would the applicant have to travel more than 1 1/2 hours one-way to attend an institution with an approved program to meet the credential goal?

☐ Yes ☐ No Not applicable (program completion is not a requirement)

11. PROFESSIONAL FITNESS QUESTIONS (to be answered by the applicant)

Answers to the following questions are required. **If you answer yes to any question, you must complete the corresponding *Professional Fitness Explanation Form*.**

Before granting your application, the Commission will review, at a minimum:

- Federal Bureau of Investigation criminal history (rap sheet)
- California Department of Justice criminal history (rap sheet)
- International database of teacher misconduct maintained by the National Association of State Directors of Teacher Education and Certification (NASDTEC)
- Previous reviews by the Commission
- Complaints from others
- Notifications from school districts
- Teacher preparation test score violations

You must disclose misconduct, even if:

- It happened a long time ago
- It happened in another state, federal court, military or jurisdiction outside the United States
- It was a misdemeanor
- The conviction was for reckless driving or driving under the influence
- You did not go to court and your attorney went for you
- You did not go to jail or the sentence was only a fine or probation
- You received a certificate of rehabilitation
- Your conviction was later dismissed (even if under Penal Code section 1203.4), expunged, set aside or the sentence was suspended



Warning: Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your document.

Do you understand:

- these instructions and;
- that you will later declare under penalty of perjury that the information you give is true and correct and;
- the Commission may reject your application if it is incomplete and;
- the Commission may deny your application or take disciplinary action against your document if you do not disclose misconduct?

☐ Yes ☐ No

- ☐ Please check here if you have ever held any credential or license authorizing service in the public schools in another state.

State _____ Type of credential _____

a. Have you ever been:

- dismissed or,
- non-reelected or,
- suspended without pay for more than ten days, or
- retired or,
- resigned from, or otherwise left school

because of allegations of misconduct or while allegations of misconduct were pending?

☐ Yes

☐ No

b. Have you ever been convicted of any felony or misdemeanor in California or any other place?
You must disclose:

- all criminal convictions
- misdemeanors and felonies
- convictions based on a plea of no contest or nolo contendere
- convictions dismissed pursuant to Penal Code Section 1203.4
- driving under the influence (DUI) or reckless driving convictions
- no matter how much time has passed

You do not have to disclose:

- misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction.
- Infractions (DUI or reckless driving convictions are not infractions)

☐ Yes

☐ No

c. Are you currently the subject of any inquiry or investigation by a state or federal law enforcement agency or a licensing agency in California or any other state?

☐ Yes

☐ No

d. Have you *ever been* the subject an inquiry or investigation by a state or federal law enforcement agency or a licensing agency in California or any other state regarding alleged misconduct that involved children or took place on school property?

☐ Yes

☐ No

<p>e. Are any criminal charges currently pending against you?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>
<p>f. Is any disciplinary action now pending against you in any school district or with any other school employer?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>
<p>g. Have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service or teaching, revoked and/or otherwise subjected to any other disciplinary action (including an action that was stayed) for cause in California or any other state or place?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>
<p>h. Have you ever had any professional or vocational (not teaching or educational) license revoked and/or otherwise subjected to any other disciplinary action (including an action that was stayed) for cause in California or any other state or place?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>
<p>i. Have you ever had any application for a credential, including but not limited to, any Certificate of Clearance, permit, credential, license, or other document authorizing public school service or teaching, denied and/or rejected for cause in California or any other state or place?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>

12. PUBLIC NOTICE -- CHECK THE BOX THAT APPLIES

Public School District: Attached is a copy of the agenda item presented to the governing board of the school district in a public meeting showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or his or her designee in item #14 below, the person signing verifies that the board acted upon the item favorably.

By submitting this waiver request the district is certifying that reasonable efforts to recruit a fully prepared teacher for the assignment(s) were made in the following order:

1. A candidate who is qualified to participate in an approved internship program in the region of the school district
2. An individual who is scheduled to complete initial preparation requirements within six months

County Office of Education, State Agency, or Nonpublic, Nonsectarian School or Agency: Attached is a dated copy of the notice that was posted at least 72 hours before the position was filled showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or administrator or his or her designee in item #14 below, the person signing verifies that there were no objections to this waiver request.

13. APPLICANT'S CERTIFICATION

I understand that in order to receive a subsequent waiver for this assignment I must pursue the completion of requirements to obtain full certification in the subject or area covered by this waiver request as specified in #7 above.

I understand that if my case is heard in a public meeting, all materials submitted to the Commission regarding my suitability, including grades and test scores, may be discussed.

I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all of the foregoing statements in this application are true and correct.

Signature of Applicant

(Sign full legal name as listed in #2)

Date

14. EMPLOYING AGENCY CERTIFICATION *(To be signed by district or county superintendent, personnel administrator, NPS/NPA administrator, or designee.)*

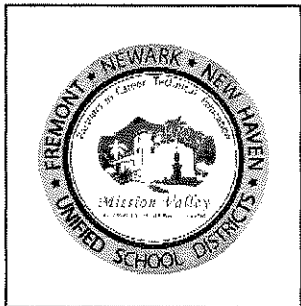
The person for whom this waiver is requested will not be employed until he or she has been cleared by the Department of Justice under the provisions of Education Code Section 44332.6 and Section 44830.1 (AB1612). The employer acknowledges that the Commission's final approval of this individual's waiver will be determined by a fitness review covering, in part, criminal activity, including certain in-state and/or out-of-state convictions. If this waiver request is for service to special education children, the Special Education Local Planning Area (SELPA) has been notified of our intent to request this waiver.

I certify under penalty of perjury that the information provided in this report is accurate and complete.

Signature: _____

Title: _____

Date: _____



End of Board Packet