



Mission Valley ROP
Thursday, September 15, 2016
4 p.m. Governing Council Meeting
MVROP Board Room
(510) 657-1865 Ext. 15141



Agenda

Regular Meeting of the Governing Council
Mission Valley Regional Occupational Center/ Program
ROP Board Room
Thursday, September 15, 2016
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
 - *Summer 2016 MVROP Facilities Upgrade Update*
- c. Items from the Board
- d. 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 meetings on June 16, 2016 and June 28, 2016.
- 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 2016/2017 Year-End Transfers
 - B&F#4 Approve Memorandum of Understanding between MVROP and Direct Support Professional Trainers (DSP)
 - B&F#5 Approve 2016-17 Payroll Reimbursements for Fremont, Newark, and New Haven Unified School District Employees Teaching and Supporting ROP Classes
 - B&F#6 Approve MOU for Actuarial Study of Retiree Health Liabilities
 - B&F#7 Approve Services Agreement between MVROP and CAROCP
 - B&F#8 Approve Services Agreement between MVROP and Dannis Woliver Kelley (DWK)

c. Curriculum and Instruction

- C&I#1 Approve MVROP Master Course List for High School and Adult Programs for the School Year 2016/ 2017
C&I#2 Approve Textbooks for 2016/2017 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 MVROP Fiscal Update

Business and Finance #2

Information/Action

Review and Approve Report on Fiscal Year 2016-2017 Unaudited Actuals

Motion: _____
Second: _____
Vote: _____

Business and Finance #3

Information/Action

Review and Approve Lease and Services Agreement between Fremont Unified School District (FUSD) and Mission Valley ROP (MVROP)

Motion: _____
Second: _____
Vote: _____

Business and Finance #4

Information/Action

Review and Approve Mission Valley ROP Organizational Chart 2016-17

Motion: _____
Second: _____
Vote: _____

Board of Education #1

Information/ Action

Approve Variable Term Waiver Requests

Motion: _____

Second: _____

Vote: _____

Board of Education #2

Information/ Action

Approve Subsequent Variable Term Waiver Requests

Motion: _____

Second: _____

Vote: _____

Board Requests

Meeting adjourned: _____pm



Consent Calendar



Minutes

**Regular Meeting of the Governing Council
Mission Valley Regional Occupational Center/ Program
Thursday, June 16, 2016**

Member Dino called the meeting to order at 4:00 pm.

Present:

Jonas Dino, President
Larry Sweeney, Vice President

Approval of Agenda:

Member Dino made a motion to approve all items on the June agenda. Member Sweeney made a second to approve the motion. Members voted 2-0 to approve all items on the June agenda.

Communication:

a. Items from Staff:

Superintendent Hanson shared:

- Today is the last day of school for NUSD students. All other schools have finished and MVROP is in the process of closing out the school year. Only a couple of teachers need to complete check-out.
- MVROP will transition to a new student information system (SIS) by the name of Classmate. MVROP has high hopes that this new system will be the answer to the issues experienced during the recent school year.
- MVROP conducted successful interviews for the vacant Program Coordinator position. The fingerprints have cleared and MVROP looks forward to once again having a full Instructional Team.
- Superintendent Hanson will be attending a CAROCP conference on June 20-22. Mr. Adams-Hart will join him there on June 22.
- Modifications for the WHS Canopy have been approved and it is ready to be installed. The project has already been paid for. Additional conversations with on-site administration regarding programming were also fruitful.

b. Oral Communication:

- MVROP Superintendent Thomas Hanson presented retiring staff members Herve Le Biavant and Scott Emmett with retirement proclamations for their many years of valued service to Mission Valley ROP.

c. Written Communication:

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

- *“MVROP Spring 2016 Reflections Newsletter” June 8, 2016*

d. Items from the Board:

None

e. Public Comment:

None

Consent Calendar:

Member Sweeney made a motion to approve all items in the Consent Calendar. Member Dino made a second to approve the motion. Members voted 2-0 to approve all items in the Consent Calendar.

Business and Finance #1

Review Budget Modification Plan

MVROP Director of Business Services, Joyce Veasley, reviewed Business and Finance Item #1 and answered subsequent Board inquiries regarding the item.

This item is information only.

Business and Finance #2

Review and Approve MVROP Salary Schedule for 2016-2017

MVROP Director of Business Services, Joyce Veasley, reviewed Business and Finance #2 and answered subsequent Board inquiries regarding the MVROP Salary Schedule for 2016-2017.

Member Sweeney made a motion to approve Business and Finance #2, MVROP Salary Schedule for 2016-2017. Member Dino made a second to approve the motion. Members voted 2-0 to approve Business and Finance #2, MVROP Salary Schedule for 2016-2017.

Business and Finance #3

Approve Superintendent's Contract Addendum #4

MVROP Director of Business Services, Joyce Veasley, reviewed Business and Finance #3 and answered subsequent Board inquiries regarding the Superintendent's Contract Addendum #4.

Member Dino made a motion to approve Business and Finance #3, Approve Superintendent's Contract Addendum #4. Member Sweeney made a second to approve the motion. Members voted 2-0 to approve Business and Finance #3, Approve Superintendent's Contract Addendum #4.

Board of Education #1

Review and Approve Revised Job Description for Receptionist/Administrative Services Specialist Classified Clerical Position

MVROP Director of Business Services, Joyce Veasley, reviewed Board of Education #1 and answered subsequent Board inquiries regarding the Revised Job Description for Receptionist/Administrative Services Specialist Classified Clerical Position.

Member Rodriguez made a motion to approve Board of Education #1, Review and Approve Revised Job Description for Receptionist/Administrative Services Specialist Classified Clerical Position. Member Sweeney made a second to approve the motion. Members voted 2-0 to approve Board of Education #1, Review and Approve Revised Job Description for Receptionist/Administrative Services Specialist Classified Clerical Position.

Board of Education #2

Review and Discuss Proposed MVROP Expenditure Threshold Policy

MVROP Director of Business Services, Joyce Veasley, reviewed Board of Education #2 and answered subsequent Board inquiries regarding the Proposed MVROP Expenditure Threshold Policy.

Member Sweeney made a motion to approve Board of Education #2, Review and Discuss the Proposed MVROP Expenditure Threshold Policy. Member Dino made a second to approve the motion. Members voted 2-0 to approve Board of Education #2, Review and Discuss the Proposed MVROP Expenditure Threshold Policy.

Board of Education #3

Review and Approve Fall 2016 Governing Council Meeting Dates

MVROP PR Administrator, Allison Aldinger, reviewed Board of Education #3 and answered subsequent Board inquiries regarding the Fall 2016 Governing Council Meeting Dates.

Member Dino made a motion to approve Board of Education #3, Review and Approve Fall 2016 Governing Council Meeting Dates. Member Sweeney made a second to approve the motion. Members voted 2-0 to approve Board of Education #3, Review and Approve Fall 2016 Governing Council Meeting Dates.

Board of Education #4

Review and Approve Revised Job Description for Custodian I (Night) Classified Operations Position

MVROP Director of Business Services, Joyce Veasley, reviewed Board of Education #4 and answered subsequent Board inquiries regarding the Revised Job Description for Custodian I (Night) Classified Operations Position.

Member Dino made a motion to approve Board of Education #4, Review and Approve Revised Job Description for Custodian I (Night) Classified Operations Position. Member Sweeney made a second to approve the motion. Members voted 2-0 to approve Board of Education #4, Review and Approve Revised Job Description for Custodian I (Night) Classified Operations Position.

Board Requests:

None

Adjourn to Closed Session: 4:32 p.m.

Reconvene to Open Session: 4:40 p.m.

No action was taken.

The meeting was adjourned at 4:40 p.m.

Absent

Nancy Thomas, President

Jonas Dino, Vice President

Larry Sweeney, Clerk

**Regular Meeting of the Governing Council
Mission Valley Regional Occupational Center/ Program
Tuesday, June 28, 2016**

Member Dino called the meeting to order at 4:00 pm.

Present:

Larry Sweeney, Vice President
Nancy Thomas, Clerk

Approval of Agenda:

Member Thomas made a motion to approve all items on the June 28, 2016 agenda. Member Sweeney made a second to approve the motion. Members voted 2-0 to approve all items on the June 28, 2016 agenda.

Communication:

a. Items from the Board:

None

b. Public Comment:

None

Business and Finance #1

**Public Hearing and Action on the
Adopted Budget for 2016-2017**

The Public Hearing opened at 4:11 p.m.

MVROP Director of Business Services, Joyce Veasley, reviewed Business and Finance #1 and answered subsequent Board inquiries regarding the 2016-2017 Adopted Budget.

There was no public comment.

Member Dino arrived at 4:29 p.m.

The Public Hearing closed at 4:49 pm.

There was no Board discussion.

Member Thomas made a motion to approve Business and Finance #1, Public Hearing and Action on the 2016-2017 Adopted Budget. Member Sweeney made a second to approve the motion. Members voted 2-0 to approve Business and Finance #1, Public Hearing and Action on the 2016-2017 Adopted Budget.

The meeting was adjourned at 4:50 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 15, 2016

PO PERIOD: JULY 1, 2016 - AUGUST 30, 2016

AGENDA ITEM - B&F #1

PO NUMBER	VENDOR NAME & ACCOUNT CODE	DESCRIPTION	AMOUNT
PO17-00457	Amplified IT 96-6387-0-0000-7700-5801-860-800-6005	Remote Consultancy Support	\$ 6,075.00
PO17-00494	Channing Bete 96-6387-0-6000-1000-4300-867-800-6608 96-6387-0-6000-1000-4400-867-800-6608	Manikins and various CPR supplies Health Occupations, JLHS	\$ 11,327.95
PO17-00588	Office Depot 96-0000-0-6000-2700-4300-860-800-6013 96-6387-0-6000-1000-4300-860-800-6998	Open PO for Supplies for 16/17	\$ 28,000.00
PO17-00661	Staples 96-0000-0-6000-2700-4300-860-800-6013 96-6387-0-6000-1000-4300-860-800-6998	Open PO for Supplies for 16/17	\$ 7,000.00
PO17-00665	Keenan & Associates 96-0000-0-0000-7200-5410-860-800-6013	Liability Insurance	\$ 52,423.00
PO17-00726	Keep it Simple Computer Center 96-0000-0-0000-7700-5801-860-800-6005	Open PO for 16/17	\$ 19,000.00
PO17-00727	Keep it Simple Computer Center 96-0000-0-0000-7700-5815-860-800-6005 96-6387-0-0000-7700-5816-860-800-6005	Veeam Backup and Support	\$ 5,255.76
PO17-00732	Kellys Truck Repair 96-6387-0-6000-1000-5660-860-800-6602	Fire Truck Repairs Fire Science	\$ 8,494.17
PO17-00746	California Landscapes 96-0000-0-6000-8100-5640-860-800-6013	Open PO for 16/17	\$ 9,540.00
PO17-00801	Computer Pro 96-0000-0-6000-1000-4310-860-800-6005	Open PO for 16/17	\$ 10,000.00

PO NUMBER	VENDOR NAME & ACCOUNT CODE	DESCRIPTION	AMOUNT
PO17-00837	Comcast 96-0000-0-0000-7200-5930-860-800-6005	Open PO for Ethernet Services	\$ 8,953.32
PO17-00843	Home Depot 96-6387-0-6000-1000-4300-860-800-6706	Open PO for instructional supplies Construction	\$ 7,000.00
PO 17-00844	Hulbert Lumber 96-6387-0-6000-1000-4300-860-800-6706	Open PO for instructional supplies Construction	\$ 5,000.00
PO17-00847	Channing Bete 96-6387-0-6000-1000-4300-860-800-6506 96-6387-0-6000-1000-4400-860-800-6506	Manikins and various CPR supplies PLTW Bio-Science, Center	\$ 8,641.29
PO17-00856	Keep it Simple Computer Center 96-6387-0-0000-7700-6410-860-800-6005	Servers	\$ 29,328.26
PO17-00880	Keep it Simple Computer Center 96-0000-0-0000-7700-5815-860-800-6005 96-6387-0-0000-7700-5816-860-800-6005	Software and Support	\$ 9,665.00
PO17-00901	Harris Specialized Student Solutions 96-0000-0-0000-7700-5815-860-800-6013	Classmate Maintenance and Support	\$ 13,495.00
PO17-00902	Harris Specialized Student Solutions 96-6387-0-6000-1000-5816-860-800-6013 96-6387-0-6000-1000-4300-860-800-6013 96-6387-0-6000-1000-4400-860-800-6013 96-6387-0-6000-1000-5801-860-800-6013	Photo ID System and Supplies	\$ 9,951.31
PO17-00907	US Bank 96-0000-0-6000-2700-5670-860-800-6013 96-0000-0-6000-3900-5670-860-800-6013	Lease for 2 Sharp Copiers	\$ 7,912.23
PO17-00908	Keep it Simple Computer Center 96-6387-0-0000-7700-6410-860-800-6005 96-6387-0-0000-7700-5670-860-800-6005	SATA Disk Drive, 1BG and Support	\$ 13,991.33
PO17-00910	Xerox Corporation 96-0000-0-6000-1000-5670-860-800-6013	Maintenance and Lease for 2 Copiers	\$ 30,222.00
PO17-01088	Smart and Final 96-6387-0-6000-1000-4300-856-800-6621	Open PO for instructional supplies Culinary, AHS	\$ 8,600.00
PO17-01110	Project Lead the Way Inc 96-6387-0-6000-1000-4300-851-800-6506	Various Instructional Supplies PLTW, IHS	\$ 21,846.13

PO NUMBER	VENDOR NAME & ACCOUNT CODE	DESCRIPTION	AMOUNT
PO17-01115	B&H Photo-Video 96-6387-0-6000-1000-4400-860-800-6106	Cameras and Lenses Video Production, Center	\$ 17,190.51
PO 17-01136	B&H Photo-Video 96-6387-0-6000-1000-4300-860-800-6106	Various Instructional Supplies Video Production, Center	\$ 10,876.64
PO17-01194	Smart and Final 96-6387-0-6000-1000-4300-852-800-6621	Open PO for instructional supplies Culinary, KHS	\$ 7,500.00
PO17-01262	Dalmatian Fire Equipment 96-6387-0-6000-1000-4300-860-800-6602 96-6387-0-6000-1000-4400-860-800-6602	Various Fire Equipment and Supplies Fire Science	\$ 25,965.29
PO17-01301	Jones and Bartlett Publishers 96-6387-0-6000-1000-4100-860-800-6602	EMR Textbooks Fire Science	\$ 5,968.50
PO17-01338	Pearson Education 96-6387-0-6000-1000-4100-854-800-6621	Intro to Culinary Arts Textbooks Culinary, WHS	\$ 5,562.93
PO17-01344	Trimark Economy Restaurant Supplies 96-6387-0-6000-1000-4300-854-800-6621 96-6387-0-6000-1000-4400-854-800-6621	Various Instructional Supplies & Equip Culinary, WHS	\$ 26,683.16
PO17-01350	Folgergraphics 96-0000-0-6000-7100-5802-860-800-6010	Open PO for printing	\$ 5,000.00
PO17-01387	Apple Store 96-6387-0-6000-1000-4410-860-800-6106	5 iMacs Video Production, Center	\$ 13,475.78
PO17-01444	Trimark Economy Restaurant Supplies 96-6387-0-6000-1000-4300-864-800-6621 96-6387-0-6000-1000-4400-864-800-6621	Refrigerator and Freezer Culinary, NMHS	\$ 9,859.27
PO17-01494	LCA Architects 96-0000-0-6000-8500-6220-860-800-6012	Spray Booth bidding	\$ 6,420.00
PO17-01499	Smart and Final 96-6387-0-6000-1000-4300-864-800-6621	Open PO for Instructional Supplies Culinary, NMHS	\$ 7,000.00
PO17-01524	McGraw Hill 96-6387-0-6000-1000-4100-856-800-6807 96-6387-0-6000-1000-4100-851-800-6807 96-6387-0-6000-1000-4100-853-800-6807	Marketing Essentials Textbooks Business at AHS, IHS, MSJHS	\$ 12,055.60

PO NUMBER	VENDOR NAME & ACCOUNT CODE	DESCRIPTION	AMOUNT
PO17-01526	Ray Weaver General Contracting 96-6387-0-6000-8100-5640-864-800-6621	NMHS Culinary Class remodel Culinary, NMHS	\$ 20,187.50
PO17-01532	Home Depot 96-6387-0-6000-1000-4400-854-800-6621	Stoves Culinary, NMHS	\$ 6,073.12
PO17-01638	Smart and Final 96-6387-0-6000-1000-4300-867-800-6621	Open PO for Instructional Supplies Culinary, JLHS	\$ 5,300.00
PO17-01640	Smart and Final 96-6387-0-6000-1000-4300-854-800-6621	Open PO for Instructional Supplies Culinary, WHS	\$ 5,000.00
PO17-01646	Sigmanet AcadCisco Academy orders 96-6387-0-6000-1000-4410-851-800-6503	CCNA Standard Core bundle Routers ICT, IHS	\$ 15,595.54
PO17-01695	New Haven USD 96-0000-0-6000-1000-5810-867-800-6007	Busing	\$ 50,000.00

Checks Dated 07/01/2016 through 08/30/2016			Board Meeting Date September 15, 2016		
Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
50814478	07/26/2016	CalPERS	96-3701	7,688.40	
50817506	08/24/2016	CalPERS	96-3701	7,688.40	
50817452	08/24/2016	GOODHEART-WILLCOX CO INC	96-4100	215.89	
50817452	08/24/2016	GOODHEART-WILLCOX CO INC	96-4200	369.51	
50813514	07/20/2016	CHANNING L BETE CO INC	96-4300	9,655.06	
50815999	08/10/2016	CHANNING L BETE CO INC	96-4300	6,525.75	
50816037	08/10/2016	GRAYBAR ELECTRIC	96-4300	271.00	
50816041	08/10/2016	HOME DEPOT CREDIT SERVICES DEPT 32-2500091081	96-4300	137.23	
50816066	08/10/2016	OFFICE DEPOT BUSINESS DIV-2	96-4300	247.54	
50816677	08/17/2016	CAROLINA BIOLOGICAL SUPPLY CO	96-4300	74.00	
50816719	08/17/2016	MOORE MEDICAL LLC	96-4300	154.40	
50816723	08/17/2016	NIMCO INC	96-4300	482.58	
50816726	08/17/2016	OFFICE DEPOT BUSINESS DIV-2	96-4300	191.53	
50817427	08/24/2016	B&H PHOTO VIDEO REMITTANCE PROCESSING CTR	96-4300	10,876.64	
50817445	08/24/2016	EAST BAY PRODUCE	96-4300	72.00	
50817452	08/24/2016	GOODHEART-WILLCOX CO INC	96-4300	2,329.13	
50817467	08/24/2016	KELVIN LP	96-4300	33.98	
50817482	08/24/2016	OFFICE DEPOT BUSINESS DIV-2	96-4300	173.39	
50817495	08/24/2016	SCHOOL OUTFITTERS	96-4300	1,571.26	
50818095	08/26/2016	HARBOR FREIGHT TOOLS	96-4300	450.93	
50818106	08/26/2016	OFFICE DEPOT BUSINESS DIV-2	96-4300	1,047.27	
50816318	08/12/2016	CHEAP CUSTOM PROMOTIONAL PRODUCTS INC	96-4310	962.00	
50813514	07/20/2016	CHANNING L BETE CO INC	96-4400	1,672.89	
50815999	08/10/2016	CHANNING L BETE CO INC	96-4400	2,115.54	
50816668	08/17/2016	B&H PHOTO VIDEO REMITTANCE PROCESSING CTR	96-4400	17,190.51	
50816719	08/17/2016	MOORE MEDICAL LLC	96-4400	329.52	
50817466	08/24/2016	KEEP IT SIMPLE COMPUTER CTR	96-4410	2,807.67	
50817500	08/24/2016	SHI INTERNATIONAL CORP	96-4410	33,364.41	
50812379	07/13/2016	CLIFFORD ADAMS HART	96-5210	94.39	
50815307	08/03/2016	B J TRAVEL	96-5210	557.90	
50815411	08/03/2016	POSITIVE DISCIPLINE ASSOC	96-5210	1,300.00	
50816665	08/17/2016	ASSOCIATION FOR CAREER TECHNICAL EDUCATION-ACTE	96-5210	465.00	
50817407	08/24/2016	PEGGY NUTZ	96-5210	115.16	
50817411	08/24/2016	JACKLYNN R. SPRAGUE	96-5210	115.16	
50815965	08/10/2016	JACKLYNN R. SPRAGUE	96-5220	16.20	
50815967	08/10/2016	MICHAEL TRAN	96-5220	3.19	
50813500	07/20/2016	ACSA	96-5300	1,525.00	
50813508	07/20/2016	ASCD	96-5300	59.00	
50813574	07/20/2016	NATIONAL ASSOCIATION EXCHANGE OF INDUSTRIAL RESOURCES	96-5300	495.00	
50815351	08/03/2016	FREMONT CHAMBER OF COMMERCE	96-5300	270.00	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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Checks Dated 07/01/2016 through 08/30/2016				Board Meeting Date September 15, 2016	
Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
50816762	08/17/2016	ACCREDITING COMMISSION FOR WESTERN ASSOC OF SCHOOLS	96-5300	920.00	
50815374	08/03/2016	EAST BAY SCHOOLS INS. GRP C/O KEENAN & ASSOCIATES	96-5410	52,423.00	
50816071	08/10/2016	PACIFIC GAS & ELECTRIC CO	96-5510	24,996.75	
50816728	08/17/2016	PACIFIC GAS & ELECTRIC CO	96-5510	138.49	
50816735	08/17/2016	AMERICAN EXPRESS LOAD# 028230 FOR V REPUBLIC SVCS	96-5550	45.02	
50816735	08/17/2016	AMERICAN EXPRESS LOAD# 028230 FOR V REPUBLIC SVCS	96-5560	1,780.05	
50813513	07/20/2016	CALIFORNIA LANDSCAPES	96-5640	795.00	
50813600	07/20/2016	SONITROL	96-5640	134.00	
50814473	07/26/2016	SONITROL	96-5640	134.00	
50817432	08/24/2016	CALIFORNIA LANDSCAPES	96-5640	795.00	
50817501	08/24/2016	SONITROL	96-5640	134.00	
50813497	07/20/2016	ABS ALARM	96-5670	198.00	
50814488	07/26/2016	US BANK EQUIPMENT FINANCE	96-5670	627.39	
50814494	07/26/2016	XEROX CORPORATION	96-5670	2,518.50	
50815275	08/03/2016	ABS ALARM	96-5670	198.00	
50816760	08/17/2016	US BANK EQUIPMENT FINANCE	96-5670	627.39	
50816766	08/17/2016	XEROX CORPORATION	96-5670	2,748.50	
50817466	08/24/2016	KEEP IT SIMPLE COMPUTER CTR	96-5670	1,567.33	
50814478	07/26/2016	CalPERS	96-5801	65.98	
50815980	08/10/2016	AMPLIFIED IT	96-5801	6,075.00	
50817421	08/24/2016	AMS-PRO SERVICE	96-5801	1,450.00	
50817506	08/24/2016	CalPERS	96-5801	68.30	
50813512	07/20/2016	BAY AREA NEWS GROUP EAST BAY	96-5804	77.22	
50813620	07/20/2016	VALLEY YELLOW PAGES DEPT 33302	96-5804	507.00	
50815329	08/03/2016	CRAIGS LIST	96-5804	75.00	
50818085	08/26/2016	E&M CONSULTING INC	96-5804	1,646.00	
50816055	08/10/2016	MISSION VALLEY ROP REVOLVING CASH	96-5813	54.00	
50817505	08/24/2016	STATE OF CALIFORNIA JUSTICE ACCOUNTING SVCS	96-5813	64.00	
50811391	07/06/2016	ADMINISTRATIVE SOFTWARE APPLICATIONS INC	96-5815	2,995.00	
50815362	08/03/2016	HARRIS SCHOOL SOLUTIONS	96-5815	13,495.00	
50815375	08/03/2016	KEEP IT SIMPLE COMPUTER CTR	96-5815	2,438.91	
50816047	08/10/2016	KEEP IT SIMPLE COMPUTER CTR	96-5815	2,515.00	
50816057	08/10/2016	NETSUPPORT INC	96-5815	318.52	
50812488	07/13/2016	ALLDATA CORPORATION	96-5816	975.00	
50814416	07/26/2016	CASPIO INC	96-5816	734.40	
50814443	07/26/2016	I SAFE INC	96-5816	600.00	
50815375	08/03/2016	KEEP IT SIMPLE COMPUTER CTR	96-5816	4,437.60	
50816047	08/10/2016	KEEP IT SIMPLE COMPUTER CTR	96-5816	7,150.00	
50816057	08/10/2016	NETSUPPORT INC	96-5816	1,909.79	
50816075	08/10/2016	PROJECT LEAD THE WAY INC	96-5816	3,750.00	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

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Checks Dated 07/01/2016 through 08/30/2016			Board Meeting Date September 15, 2016		
Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
50816089	08/10/2016	SHI INTERNATIONAL CORP	96-5816	99.70	
50816647	08/17/2016	JOE S. SIMAS	96-5921	20.00	
50813520	07/20/2016	COMCAST	96-5940	166.27	
50817438	08/24/2016	COMCAST	96-5940	166.27	
50816754	08/17/2016	TECHNICON ENGINEERING SVCS INC	96-6244	566.00	
50817466	08/24/2016	KEEP IT SIMPLE COMPUTER CTR	96-6410	12,424.00	
50812381	07/13/2016	ALLISON M. ALDINGER	96-9501	317.62	
50812393	07/13/2016	CATHERINE CECIL-HUNTER	96-9501	267.08	
50812405	07/13/2016	MASIHA FAROOQ	96-9501	127.44	
50812416	07/13/2016	THOMAS H. HANSON	96-9501	453.10	
50812432	07/13/2016	KIM E. LEE	96-9501	256.95	
50812446	07/13/2016	MARIANNE MOSCHETTI	96-9501	490.15	
50812456	07/13/2016	LUKE ROBERTSON	96-9501	424.99	
50812464	07/13/2016	JACKLYNN R. SPRAGUE	96-9501	17.71	
50812466	07/13/2016	MONICA SUDDARTH	96-9501	15.82	
50812468	07/13/2016	DHANA L. UPPULA	96-9501	329.69	
50812469	07/13/2016	JOYCE VEASLEY	96-9501	132.16	
50812484	07/13/2016	AIRGAS USA LLC	96-9501	195.80	
50812485	07/13/2016	ALAMEDA CO WATER DISTRICT	96-9501	131.08	
50812491	07/13/2016	AMAZON.COM	96-9501	3,320.12	
50812497	07/13/2016	ARAMARK UNIFORM SERVICES	96-9501	173.31	
50812524	07/13/2016	COMPUTER PRO	96-9501	1,642.50	
50812528	07/13/2016	D AND D COMPRESSOR INC	96-9501	4,827.46	
50812529	07/13/2016	DANNIS WOLIVER KELLEY	96-9501	863.00	
50812547	07/13/2016	FREMONT RUBBER STAMP CO INC	96-9501	28.88	
50812548	07/13/2016	FRYS ELECTRONICS ATTN JOAN ACCOUNTS RECEIVABLE	96-9501	521.79	
50812582	07/13/2016	NEW HAVEN UNIFIED SCHOOL DISTRICT	96-9501	2,294.51	
50812590	07/13/2016	PACIFIC GAS & ELECTRIC CO	96-9501	14,508.37	
50812591	07/13/2016	PACIFIC GAS & ELECTRIC CO	96-9501	146.89	
50812602	07/13/2016	AMERICAN EXPRESS LOAD# 028230 FOR V REPUBLIC SVCS	96-9501	1,237.43	
50812610	07/13/2016	SAVE MART SUPERMARKET FILE# 33486-01	96-9501	110.67	
50812621	07/13/2016	SUPPLY WORKS	96-9501	552.22	
50813489	07/20/2016	MICHAEL TRAN	96-9501	32.80	
50813523	07/20/2016	CRAIGS LIST	96-9501	75.00	
50813542	07/20/2016	FLANDERS HEAT & AIR SYSTEM INC	96-9501	249.00	
50813551	07/20/2016	AMERICAN EXPRESS LOAD# 028230 FOR VENDOR 003044	96-9501	367.30	
50813558	07/20/2016	HOME DEPOT CREDIT SERVICES DEPT 32-2500091081	96-9501	74.56	
50813570	07/20/2016	MEDWASTE CALIFORNIA	96-9501	38.00	
50814394	07/26/2016	AMAZON.COM	96-9501	2,861.51	
50814461	07/26/2016	OFFICE DEPOT BUSINESS DIV-2	96-9501	75.13	
50814462	07/26/2016	PALACE OFFICE INTERIORS	96-9501	6,778.62	
50814463	07/26/2016	PHOTO WASTE RECYCLING CO INC	96-9501	230.05	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

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Checks Dated 07/01/2016 through 08/30/2016				Board Meeting Date September 15, 2016	
Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
50814471	07/26/2016	SMART & FINAL	96-9501	11.20	
50814476	07/26/2016	SPURR	96-9501	266.99	
50814477	07/26/2016	STATE OF CALIFORNIA JUSTICE ACCOUNTING SVCS	96-9501	32.00	
50814487	07/26/2016	US BANK CORPORATE PAYMENT SYS	96-9501	28.95	
50815967	08/10/2016	MICHAEL TRAN	96-9501	20.00	
50815977	08/10/2016	AMAZON.COM	96-9501	567.36	
50816058	08/10/2016	NEW HAVEN UNIFIED SCHOOL DISTRICT ACCOUNTS RECEIVABLE	96-9501	52,828.16	
50816067	08/10/2016	OHLONE COMMUNITY COLLEGE DISTRICT	96-9501	1,431.25	
50816027	08/10/2016	FREMONT UNIFIED SCH DIST REVOLVING FUND	96-9504	219.90	
50817449	08/24/2016	FREMONT UNIFIED SCH DIST REVOLVING FUND	96-9504	219.90	
50815433	08/03/2016	BOARD OF EQUALIZATION SPECIAL TAXES AND FEES	96-9507	131.48	
50813529	07/20/2016	DELTA DENTAL CLIENT SERVICES	96-9560	3,897.41	
50816011	08/10/2016	DELTA DENTAL CLIENT SERVICES	96-9560	3,972.88	
50813529	07/20/2016	DELTA DENTAL CLIENT SERVICES	96-9561	150.94	
50816011	08/10/2016	DELTA DENTAL CLIENT SERVICES	96-9561	150.94	
50813529	07/20/2016	DELTA DENTAL CLIENT SERVICES	96-9562	1,045.31	
50816011	08/10/2016	DELTA DENTAL CLIENT SERVICES	96-9562	1,045.31	
50813528	07/20/2016	DELTA DENTAL INS. COMPANY ACCOUNTS RECEIVABLE	96-9564	385.70	
50816010	08/10/2016	DELTA DENTAL INS. COMPANY ACCOUNTS RECEIVABLE	96-9564	385.70	
50813528	07/20/2016	DELTA DENTAL INS. COMPANY ACCOUNTS RECEIVABLE	96-9567	38.57	
50816010	08/10/2016	DELTA DENTAL INS. COMPANY ACCOUNTS RECEIVABLE	96-9567	38.57	
Total Number of Checks			123	380,376.04	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

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X Information
 Action
 Presentation

MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM

**AGENDA ITEM
B&F # 3**

Date of Board Meeting: **September 15, 2016**

TITLE: **2015-16 Year End Transfer**

Current Status:

There were no 2015-16 Year End Transfer to report.

Joyce Veasley
Staff Contact

Business Services
Division

Thomas Hanson
Superintendent

X Information
X Action

MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM

AGENDA ITEM

B&F # 4

Date of Board Meeting: September 15, 2016

TITLE: Memorandum of Understanding between Direct Support Professional Trainers and MVROP

Background:

Mission Valley ROP is an established provider of Direct Support Professional Training administered by the California Department of Education and Department of Developmental Services. Direct Support Professionals work with and support people with developmental disabilities where they live and work.

Current Status:

Mission Valley ROP, Gina Rivera, and Jamie Rivera-Vallestero have created a Memorandum of Understanding specifying the agreement for contracting training services for Direct Support Professional Training.

Recommendation:

MVROP recommends approval of the Memorandum of Understanding with Direct Support Professional Trainers, Gina Rivera and Jamie Rivera-Vallestero.

Joyce Veasley
Staff Contact

Business Services
Division

Thomas Hanson
Superintendent, Mission Valley ROP



Memorandum of Understanding (MOU)

By this agreement made and entered into the 5th day of July 2016, between Mission Valley Regional Occupational Program (hereinafter referred to as MVROP) and Gina Rivera (hereinafter referred to as Provider), in consideration of mutual covenants, the parties hereto agree as follows:

- A. PURPOSE OF MOU:** The purpose of this MOU is to outline the consultant services provided by Gina Rivera for the Direct Support Professional (DSP) training for the MVROP.
- B. DESCRIPTION OF SERVICES:** MVROP agrees to engage Gina Rivera as a DSP trainer for MVROP to fulfill its commitment as a DSP training provider recognized by the California Department of Education (CDE) and Department of Developmental Services (DDS).
- C. GINA RIVERA OBLIGATIONS:** For the period of this agreement Gina Rivera agrees to provide the following services, material, and/or products: Gina Rivera will prepare for the delivery of quality testing and training practices and procedures outside of scheduled training times. Gina Rivera will deliver completed accurate records and documentation to include all registration, testing and/or training materials as defined in the DSP training manual to Business Services within one week after completing a testing cycle or training and testing (written and skills check) cycle. Gina Rivera agrees to review and resubmit within three (3) days of written notification registration, testing and training materials if records and documentation are missing, incomplete or inaccurate as determined by San Bernardino County ROP. Gina Rivera will teach the Direct Support Professional training curriculum as determined by the California Department of Education (CDE) and Department of Developmental Services (DDS), without deviation.

Gina Rivera will monitor inventory of testing and/or training supplies and place order at least one (1) month before a scheduled testing or training, if necessary. Gina Rivera will submit to Director of Educational Services a calendar of dates for testing and training one (1) or more months prior to the first scheduled session to allow sufficient time to prepare advertisements and distribute to stakeholders. Gina Rivera will prepare advertisements and distribute to stakeholders at least (1) month prior to scheduled sessions. Gina Rivera will pre-register, confirm, call, and e-mail participants prior to testing and training dates. Gina Rivera will communicate no shows to home, CDE, DDS, and appropriate regional centers. Gina Rivera will copy completed test materials to include sign-in sheet, scantron, and surveys for MVROP files. Gina Rivera will provide and maintain records management of DSP files for MVROP. Gina Rivera will mail original completed test materials to Fresno County Office of Education via express mail and

return receipt. Gina Rivera will coordinate retrieval of test results and certificates from Fresno County Office of Education to DSP participants and homes. Gina Rivera will participate and/or coordinate when appropriate, all DSP conference calls, advisory meetings, and training. Conference calls will take place at the MVROP Center. Gina Rivera will attend the upcoming DSPT Trainer and Proctor Certification Conference:

Conference Dates: Monday, July 25 through Tuesday, July 26 from 9:00 am – to 4:30 pm

Location: 9400 Cherry Avenue, Fontana, CA 92335

Purpose: Re-certification of proctors and trainers

Two full days of training to update on all the new additions to the resource guides and new attendance system.

Cost of training will be billed to FCOE DSP Coordinator

- D. MVROP OBLIGATIONS:** For the period of this agreement: MVROP shall provide a training/testing room and storage space in the Mission Valley ROP Career Technical Center and/or appropriate facility. MVROP shall provide and maintain equipment that is deemed necessary by the DSP training manual guidelines to effectively train Direct Support Professionals by the DSP trainer. MVROP shall provide instructional materials deemed necessary by the DSP training manual guidelines to effectively train Direct Support Professionals by the DSP trainer.
- E. COMPENSATION:** Gina Rivera will administer the Challenge tests and be paid \$50 per student tested. Participants in Challenge testing may be claimed by 1 trainer and 1 proctor, if necessary. Gina Rivera will teach each 35-hour training session (including testing) and will be paid \$200 per student for each participant. Each session shall have a minimum of 6 students and a maximum of 30 students. Participants in Year 1 or Year 2 training may only be claimed by one trainer. Gina Rivera will receive \$100 for teacher preparation per 35-hour training session she teaches. Gina Rivera must submit an itemized invoice to Business Services which includes: dates of testing or training, type of training or testing, and number of students per testing or training. Itemized invoice must be received by the 5th of the month following a testing or training cycle to paid the last work day of the month by MVROP.
- F. PERIOD OF MOU:** The remaining terms of the agreement shall be in force July 5, 2016 through June 30, 2017 and may continue on a year-to-year basis. Either party may terminate the agreement with at least 30 days written notification.
- G. INSURANCE:** Reference General Terms and Conditions, H.2. The insurance requirement of this contract is waived.

H. GENERAL TERMS AND CONDITIONS:

1. **INDEMNIFICATION:** MVROP and Gina Rivera 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 MVROP or Gina Rivera in the performance of this agreement.
2. **INSURANCE:** MVROP shall 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 Gina Rivera 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 parties.

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

PROVIDER

Gina Rivera

Direct Support Professional Trainer



MVROP

Thomas Hanson

Superintendent

Mission Valley ROP

5019 Stevenson Boulevard

Fremont, CA 94538

- J. UNDERSTANDING AND ACCEPTANCE OF THE PARTIES:** This MOU constitutes the entire understanding of the parties. Signature of Provider and the duly authorized MVROP representative below signify both an understanding and acceptance of the contract provisions.

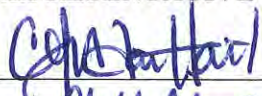
DSP Trainer

Signature: 
Print name: GINA M. RIVERA

Title: DSP Trainer

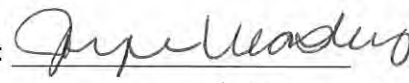
Date Signed: 7/20/16

MVROP REPRESENTATIVE

Signature: 
Print name: Cliff Adams

Title: Director of Educational Services

Date Signed: 8-17-16

Signature: 
Print name: JOYCE VEASLEY

Title: Director of Business Services

Date Signed: 8/16/16

Signature: 

Print name: THOMAS HANSON

Title: Superintendent

Date Signed: 8/16/16

FREMONT UNIFIED SCHOOL DISTRICT
4210 Technology Drive, Fremont, CA 94538
510-659-2350

GUIDELINES FOR EMPLOYING CONSULTANTS

**THIS FORM MUST BE COMPLETED AND APPROVED PRIOR TO ANY SERVICES BEING PERFORMED
OR PAYMENT WILL NOT BE AUTHORIZED**

Completion of this packet is required when employing consultants or limited term employee-consultants. A "consultant" can be either an "Independent Contractor" paid through Accounts Payable, or an "Employee" paid through Payroll and processed through the Personnel Department. Internal Revenue Service (IRS), State Teachers Retirement System (STRS) and Public Employees Retirement System (PERS) guidelines determine who is an "Independent Contractor" (paid through Accounts Payable) or an "Employee" (Limited Term Employee-Consultant processed through HR and paid through Payroll). PLEASE NOTE THAT MOST CONSULTANTS WILL NOT QUALIFY AS AN INDEPENDENT CONTRACTOR.

When paid through Payroll, reimbursement will be reported as taxable compensation on statements of earnings (W-2). Applicable payroll deductions, when appropriate, including STRS and PERS will be made at the time of earned payments. Payment will be made upon approval of this agreement and completion of services. If being paid as a Limited Term Employee, it is understood that this agreement provides for a temporary position having no employment rights or health benefits.

Part I is a set of questions suggested by STRS/PERS to help identify how a consultant is to be paid. Part I is to be completed by the consultant and FUSD Manager/Principal. If the answer to any of the questions in Part I is YES, consultant is considered an "Employee" Consultant (Limited Term Employee Consultant) and must be processed through the Personnel Department and paid through our Payroll Department. Fingerprinting is required when the Consultant will have direct access or contact with District students.

Part II on Page 2 is a set of questions suggested by the IRS to help identify how a consultant is to be paid. There is no clear-cut definition of what constitutes an "Employee" Consultant. Instead, there are 20 common-law factors established and used by the IRS that must be analyzed for each individual with whom the District intends to establish a relationship before the individual is engaged as either an "Independent Contractor" or a "Limited Term Employee-Consultant." These 20 Common Law questions listed on Page 2 of this packet are to be completed by the FUSD Program Manager/Principal who is recommending hiring the Consultant. If any of the answers to the questions on Page 2 is FALSE, the consultant is considered an "Employee" (Limited Term Employee Consultant) and must be processed through the Personnel Department and paid through our Payroll Department.

PART I: Completed by the Consultant & FUSD Manager/Principal (consultant will be paid through payroll if any questions are answered "YES"):

1.	Is the consultant currently an employee of Fremont Unified School District (e.g., currently employed, previously employed, retired)?	YES/NO
2a.	Is the consultant presently, or ever been, a member of: STRS? <input type="checkbox"/> PERS? <input type="checkbox"/>	NO
2b.	If yes, have you ever completely withdrawn these funds and, therefore, are no longer paying into one of these retirement plans?	
3.	Will the consultant be performing any of the following services: <div style="display: flex; justify-content: space-between; padding: 0;"> <div> administrator counselor examination monitor proctor athletic coach referee </div> <div> teacher/instructor substitute teacher/instructor school bus driver clerical staff individual "filling in" on interim basis specialty teacher (art, poetry, music, etc). </div> <div> nurse psychologist cafeteria worker student worker tutor </div> </div>	YES
4.	Are there currently employees of the District doing substantially the same work as will be required of the consultant?	NO
5.	Does the District have the legal right to control the method of performance by the consultant? Consider whether the District will train the individual or give instruction as to when, where, how and in what order the work will be performed.*	YES
6.	Does the District require the consultant to submit reports on the details of their work or work at a particular site? (*These factors indicate the District maintains control sufficient for an employer/employee relationship. However, it is not necessary that the District exercise this right or have the expertise to do so.)	YES

**Part II: Completed by the FUSD Program Manager/Principal requesting the consulting services
(consultant will be paid through payroll if any questions are answered "FALSE"):**

		TRUE/ FALSE
1.	No instructions: The consultant will not be required to follow explicit instructions to accomplish the job. The employer may provide job specifications, however.	F
2.	No training: The consultant will not receive training provided by the employer. The consultant will use independent methods to accomplish the work.	F
3.	Work not essential to the employer: The employer's success or continuation does not depend on the services of the consultant.	F
4.	Right to hire others: The consultant is being hired to provide a result, and will have the right to hire others for actual work.	F
5.	Control of assistants: Assistants hired at consultant's discretion; consultant responsible for hiring, supervising, paying of assistants.	F
6.	Not a continuing relationship: If frequent, will be at irregular intervals, on call, or whenever work is available.	T
7.	Own work hours: Consultant will establish work hours for the job.	T
8.	Time to pursue other work: Since specific hours are not required, consultant may work for other employers simultaneously.	F
9.	Job location: Consultant controls job location, no direction or supervision, whether on employer's site or not.	F
10.	Order of work: Consultant, rather than employer, determines order or sequence of steps in performance of work.	F
11.	No interim reports: Only specific pre-determined reports defined in the contract document.	T
12.	Basis of payment: Consultant paid by the job, rather than time expended. Total compensation set in advance of starting the job.	T
13.	Business expenses: Consultant is responsible for incidental or special business expenses.	F
14.	Tools and equipment: Consultant furnishes the tools and equipment needed for the job.	F
15.	Significant investment: Consultant can perform services without using the employer's facilities. Consultant's investment in own trade is real, essential and adequate.	F
16.	Possible profit or loss: Consultant does these (circle valid items) 1. Hires, directs, pays assistants 2. Has equipment, facilities 3. Has continuing and recurring liabilities 4. Performs specific jobs for prices agreed-upon in advance 5. Consultants' services affect own business reputation	T
17.	Work for multiple employers: Consultant may perform services for more than one employee simultaneously.	T
18.	Services available to the general public (circle valid items) 1. Maintains an office 4. Advertises Services 2. Business License 5. Lists services in Business Directory 3. Business Signs 6. Other (explain)	T
19.	Limited right to discharge: Consultant is not subject to termination as long as contract specifications are met.	T
20.	No compensation for non-completion: Responsible for satisfactory completion of job; no compensation for non-completion.	T

Based on the answers to Part I and II above, the consultant is recommended to be hired as a:

- ☒ Limited Term Employee Consultant and must be processed through HR and paid through Payroll
☐ Independent Contractor paid through Accounts Payable
☐ It has been determined by Payroll that circumstances allow this person to be paid as an Independent Contractor

Recommended for hire: _____

Principal/Program Manager's Signature

Date

8/16/2014

**I UNDERSTAND THAT APPROVAL ON PAGE 3 IS REQUIRED PRIOR TO SERVICES BEING RENDERED
OR PAYMENT WILL NOT BE AUTHORIZED**

**FREMONT UNIFIED SCHOOL DISTRICT
CONSULTANT AGREEMENT**

(Attach completed Pages 1 and 2 to this Agreement)

Prior to services being performed, Section I must be completed and signed by the requesting Program Manager/Principal, Section II must be completed and signed by the Consultant, and Section III or IV, as applicable, must be signed. The Assistant Superintendent in Personnel approves consultants hired as a Limited Term Employee under Section III. The Assistant Superintendent of Business Services approves consultants hired as Independent Contractors under Section IV. Pages 1 and 2 determine how a consultant is to be paid.

SECTION I: PROGRAM MANAGER/PRINCIPAL COMPLETES

The Fremont Unified School District (FUSD) agrees to contract with Gina Rivera

for the services performed during the period of 7/31/2016-6/30/2017

Services to be performed: Trainer, Proctor, DSP Coordinator. Direct Support Professional. Direct Support Professional training program to include creating/submitting calendar of dates for testing and training. Administration of challenge tests, teaching DSP class, completion/submission of necessary work of training and testing submissions.

Amount to be paid: Varies: Testing-\$50 per participant; Prep-\$100 per training; DSP course-\$200 per participant

Budget Code: _____

Requested by: [Signature] MVROP, Director of Business Services 8/16/2016
Signature / Title School/ Department Date

SECTION II: CONSULTANT COMPLETES

Name: Gina M. Rivera

Social Security No. or Federal Tax ID Number [REDACTED]

Address: [REDACTED] City: [REDACTED]

City: [REDACTED] State: [REDACTED] Zip: [REDACTED] FAX: [REDACTED]

Home Phone: [REDACTED] Work: [REDACTED] Email: [REDACTED]

I understand that if I am paid as a Limited Term Employee, I must be processed by HR and fulfill any fingerprinting requirements, I will be paid through Payroll and all applicable payroll deductions will be made at the time of earned payments. If I am to be paid as an Independent Contractor through Accounts Payable, I understand FUSD will not be withholding any taxes, and I am subject to 1099 reporting requirements.

Signature: [Signature] Date: 9/1/16

SECTION III: PERSONNEL COMPLETES FOR CONSULTANTS BEING PAID AS A LIMITED TERM EMPLOYEE CONSULTANT, PAID THROUGH PAYROLL

Required paperwork and fingerprint requirements have been completed prior to services being rendered.

The above services and amount to be paid are: ☐ Approved ☐ Not Approved Fingerprinted: ☒ Yes ☐ No ☐ N/A

Assistant Superintendent, Personnel

Date

SECTION IV: BUSINESS SERVICES APPROVES CONSULTANTS BEING PAID AS AN INDEPENDENT CONTRACTOR, PAID THROUGH ACCOUNTS PAYABLE

The above services and amount to be paid are: ☐ Approved ☐ Not Approved

Assistant Superintendent, Business Services

Date



Memorandum of Understanding (MOU)

By this agreement made and entered into the 5th day of July 2016, between Mission Valley Regional Occupational Program (hereinafter referred to as MVROP) and Jamie Rivera-Vallesterio (hereinafter referred to as Provider), in consideration of mutual covenants, the parties hereto agree as follows:

- A. PURPOSE OF MOU:** The purpose of this MOU is to outline the consultant services provided by Provider for the Direct Support Professional (DSP) training program for the MVROP.
- B. DESCRIPTION OF SERVICES:** MVROP agrees to engage Provider as a DSP trainer of services for MVROP to fulfill its commitment as a DSP training provider recognized by the California Department of Education (CDE) and Department of Developmental Services (DDS).
- C. PROVIDER OBLIGATIONS:** For the period of this agreement Provider agrees to provide the following services, material, and/or products:
 - 1. Provider will prepare for the delivery of quality testing and training practices and procedures outside of scheduled training times.
 - 2. Provider will deliver completed accurate records and documentation to include all registration, testing and/or training materials as defined in the DSP training manual to the ROP Coordinator within one week after completing a testing cycle or training and testing (written and skills check) cycle.
 - 3. Provider agrees to review and resubmit within three (3) days of written notification registration, testing and training materials if records and documentation are missing, incomplete or inaccurate as determined by East San Gabriel Valley Regional Occupational Program and Technical Center.
 - 4. Provider will inform DSP Coordinator when testing and/or training supplies need to be ordered at least one (1) month before a scheduled testing or training.
 - 5. Provider will submit to the ROP Coordinator a calendar of dates for testing and training one (1) or more months prior to the first scheduled session to allow sufficient time to prepare advertisements and distribute to stakeholders.
 - 6. Provider will teach the Direct Support Professional training curriculum as determined by the California Department of Education and Department of Developmental Services, without deviation.

7. Provider will attend upcoming DSPT Trainer and Proctor Certification Conference:

Conference Dates: Monday, July 25 through Tuesday, July 26 from 9:00 am – to 4:30 pm

Location: 9400 Cherry Avenue, Fontana, CA 92335

Purpose: Re-certification of proctors and trainers

Two full days of training to update on all the new additions to the resource guides and new attendance system.

Cost of training will be billed to FCOE DSP Coordinator

D. MVROP OBLIGATIONS: For the period of this agreement:

1. MVROP shall provide a training/testing room and storage space in the Mission Valley ROP Career Technical Center and/or appropriate facility.
2. MVROP shall provide and maintain equipment that is deemed necessary by the DSP training manual guidelines to effectively train Direct Support Professionals by the DSP trainer.
3. MVROP shall provide instructional materials deemed necessary by the DSP training manual guidelines to effectively train Direct Support Professionals by the DSP trainer.
4. MVROP will order testing and training supplies when informed by Provider.
5. MVROP will prepared advertisements and distribute to appropriate stakeholders once a schedule has been determined and communicated to the DSP Coordinator by Provider.
6. MVROP will coordinate registration of participants for testing and training.
7. MVROP will inform Provider of registered participants before scheduled day of testing or training.

E. COMPENSATION:

1. Provider will administer the Challenge tests and be paid \$50 per student tested.
2. Participants in Challenge testing may be claimed by 1 trainer and 1 proctor, if necessary.
3. Provider must submit an itemized invoice to the ROP Coordinator before the 5th of the month which includes: dates of testing or training, type of training or testing, and number of students per testing or training. Itemized invoice must be received in the Business Office by the 5th of the month following a testing or training cycle to paid the last work day of the month by MVROP.

- F. PERIOD OF MOU:** The remaining terms of the agreement shall be in force July 5, 2016 through June 30, 2017 and may continue on a year-to-year basis. Either party may terminate the agreement with at least 30 days written notification.

G. INSURANCE: Reference General Terms and Conditions, H.2. The insurance requirement of this contract is waived.


H. GENERAL TERMS AND CONDITIONS:

1. **INDEMNIFICATION:** MVROP and Provider 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 MVROP or Provider in the performance of this agreement.
2. **INSURANCE:** MVROP shall 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 Provider 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 following.

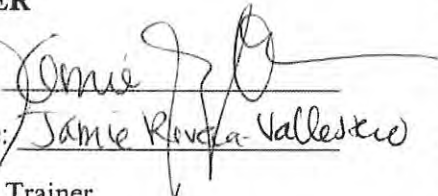
PROVIDERS

Jamie Rivera-Vallesterio
Direct Support Professional Trainer

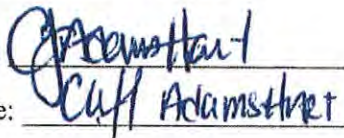
**MVROP**

Cliff Adams-Hart
Mission Valley ROP
5019 Stevenson Boulevard
Fremont, CA 94538
Phone: (510) 657-1865 Ext # 15138
Fax: (510) 438-0378
Email: cadams-hart@mvrop.org

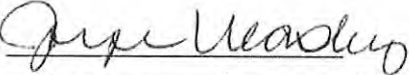
J. UNDERSTANDING AND ACCEPTANCE OF THE PARTIES: This MOU constitutes the entire understanding of the parties. Signature of Provider and the duly authorized MVROP representative below signify both an understanding and acceptance of the contract provisions.

PROVIDERSignature: Print name: Jamie Rivera-Vallesterio

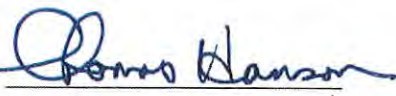
Title: DSP Trainer

Date Signed: 08/26/16**MVROP REPRESENTATIVE**Signature: Print name: Cliff Adams-Hart

Title: Director of Educational Services

Date Signed: 8-17-16Signature: Print name: JOYCE VEASLEY

Title: Director of Business Services

Date Signed: 8/16/2016Signature: Print name: THOMAS HANSON

Title: Superintendent

Date Signed: 8/16/16

FREMONT UNIFIED SCHOOL DISTRICT
4210 Technology Drive, Fremont, CA 94538
510-659-2350

GUIDELINES FOR EMPLOYING CONSULTANTS

**THIS FORM MUST BE COMPLETED AND APPROVED PRIOR TO ANY SERVICES BEING PERFORMED
OR PAYMENT WILL NOT BE AUTHORIZED**

Completion of this packet is required when employing consultants or limited term employee-consultants. A "consultant" can be either an "Independent Contractor" paid through Accounts Payable, or an "Employee" paid through Payroll and processed through the Personnel Department. Internal Revenue Service (IRS), State Teachers Retirement System (STRS) and Public Employees Retirement System (PERS) guidelines determine who is an "Independent Contractor" (paid through Accounts Payable) or an "Employee" (Limited Term Employee-Consultant processed through HR and paid through Payroll). PLEASE NOTE THAT MOST CONSULTANTS WILL NOT QUALIFY AS AN INDEPENDENT CONTRACTOR.

When paid through Payroll, reimbursement will be reported as taxable compensation on statements of earnings (W-2). Applicable payroll deductions, when appropriate, including STRS and PERS will be made at the time of earned payments. Payment will be made upon approval of this agreement and completion of services. If being paid as a Limited Term Employee, it is understood that this agreement provides for a temporary position having no employment rights or health benefits.

Part I is a set of questions suggested by STRS/PERS to help identify how a consultant is to be paid. Part I is to be completed by the consultant and FUSD Manager/Principal. If the answer to any of the questions in Part I is YES, consultant is considered an "Employee" Consultant (Limited Term Employee Consultant) and must be processed through the Personnel Department and paid through our Payroll Department. Fingerprinting is required when the Consultant will have direct access or contact with District students.

Part II on Page 2 is a set of questions suggested by the IRS to help identify how a consultant is to be paid. There is no clear-cut definition of what constitutes an "Employee" Consultant. Instead, there are 20 common-law factors established and used by the IRS that must be analyzed for each individual with whom the District intends to establish a relationship before the individual is engaged as either an "Independent Contractor" or a "Limited Term Employee-Consultant." These 20 Common Law questions listed on Page 2 of this packet are to be completed by the FUSD Program Manager/Principal who is recommending hiring the Consultant. If any of the answers to the questions on Page 2 is FALSE, the consultant is considered an "Employee" (Limited Term Employee Consultant) and must be processed through the Personnel Department and paid through our Payroll Department.

PART I: Completed by the Consultant & FUSD Manager/Principal (consultant will be paid through payroll if any questions are answered "YES"):

1.	Is the consultant currently an employee of Fremont Unified School District (e.g., currently employed, previously employed, retired)?	YES/NO
2a.	Is the consultant presently, or ever been, a member of: STRS? <input type="checkbox"/> PERS? <input type="checkbox"/>	NO
2b.	If yes, have you ever completely withdrawn these funds and, therefore, are no longer paying into one of these retirement plans?	
3.	Will the consultant be performing any of the following services: <div style="display: flex; justify-content: space-between;"> <div> administrator counselor examination monitor proctor athletic coach referee </div> <div> teacher/instructor substitute teacher/instructor school bus driver clerical staff individual "filling in" on interim basis specialty teacher (art, poetry, music, etc). </div> <div> nurse psychologist cafeteria worker student worker tutor </div> </div>	YES
4.	Are there currently employees of the District doing substantially the same work as will be required of the consultant?	NO
5.	Does the District have the legal right to control the method of performance by the consultant? Consider whether the District will train the individual or give instruction as to when, where, how and in what order the work will be performed.*	YES
6.	Does the District require the consultant to submit reports on the details of their work or work at a particular site?* (*These factors indicate the District maintains control sufficient for an employer/employee relationship. However, it is not necessary that the District exercise this right or have the expertise to do so.)	YES

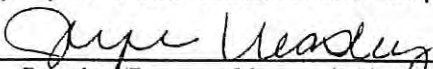
Part II: Completed by the FUSD Program Manager/Principal requesting the consulting services (consultant will be paid through payroll if any questions are answered "FALSE"):

	TRUE/ FALSE
1. No instructions: The consultant will not be required to follow explicit instructions to accomplish the job. The employer may provide job specifications, however.	F
2. No training: The consultant will not receive training provided by the employer. The consultant will use independent methods to accomplish the work.	F
3. Work not essential to the employer: The employer's success or continuation does not depend on the services of the consultant.	F
4. Right to hire others: The consultant is being hired to provide a result, and will have the right to hire others for actual work.	F
5. Control of assistants: Assistants hired at consultant's discretion; consultant responsible for hiring, supervising, paying of assistants.	F
6. Not a continuing relationship: If frequent, will be at irregular intervals, on call, or whenever work is available.	T
7. Own work hours: Consultant will establish work hours for the job.	F
8. Time to pursue other work: Since specific hours are not required, consultant may work for other employers simultaneously.	F
9. Job location: Consultant controls job location, no direction or supervision, whether on employer's site or not.	F
10. Order of work: Consultant, rather than employer, determines order or sequence of steps in performance of work.	F
11. No interim reports: Only specific pre-determined reports defined in the contract document.	T
12. Basis of payment: Consultant paid by the job, rather than time expended. Total compensation set in advance of starting the job.	T
13. Business expenses: Consultant is responsible for incidental or special business expenses.	F
14. Tools and equipment: Consultant furnishes the tools and equipment needed for the job.	F
15. Significant investment: Consultant can perform services without using the employer's facilities. Consultant's investment in own trade is real, essential and adequate.	F
16. Possible profit or loss: Consultant does these (circle valid items) 1. Hires, directs, pays assistants 2. Has equipment, facilities 3. Has continuing and recurring liabilities 4. Performs specific jobs for prices agreed-upon in advance 5. Consultants' services affect own business reputation	T
17. Work for multiple employers: Consultant may perform services for more than one employee simultaneously.	T
18. Services available to the general public (circle valid items) 1. Maintains an office 4. Advertises Services 2. Business License 5. Lists services in Business Directory 3. Business Signs 6. Other (explain)	T
19. Limited right to discharge: Consultant is not subject to termination as long as contract specifications are met.	T
20. No compensation for non-completion: Responsible for satisfactory completion of job; no compensation for non-completion.	T

Based on the answers to Part I and II above, the consultant is recommended to be hired as a:

- ☒ **Limited Term Employee Consultant and must be processed through HR and paid through Payroll**
☐ **Independent Contractor paid through Accounts Payable**
☐ **It has been determined by Payroll that circumstances allow this person to be paid as an Independent Contractor**

Recommended for hire:


Principal/Program Manager's Signature

8/16/2016
Date

I UNDERSTAND THAT APPROVAL ON PAGE 3 IS REQUIRED PRIOR TO SERVICES BEING RENDERED OR PAYMENT WILL NOT BE AUTHORIZED

**FREMONT UNIFIED SCHOOL DISTRICT
CONSULTANT AGREEMENT**

(Attach completed Pages 1 and 2 to this Agreement)

Prior to services being performed, Section I must be completed and signed by the requesting Program Manager/Principal, Section II must be completed and signed by the Consultant, and Section III or IV, as applicable, must be signed. The Assistant Superintendent in Personnel approves consultants hired as a Limited Term Employee under Section III. The Assistant Superintendent of Business Services approves consultants hired as Independent Contractors under Section IV. Pages 1 and 2 determine how a consultant is to be paid.

SECTION I: PROGRAM MANAGER/PRINCIPAL COMPLETES

The Fremont Unified School District (FUSD) agrees to contract with Jamie Rivera-Vallesterro

for the services performed during the period of 7/31/2016-6/30/2017

Services to be performed: DSPT proctor for Direct Support Professional Training Program

Amount to be paid: Per MOU attached

Budget Code: _____

Requested by: [Signature] MVROP, Director of Business Services 8/16/2016
Signature / Title School/ Department Date

SECTION II: CONSULTANT COMPLETES

Name: Jamie Rivera-Vallesterro

Social Security No. or Federal Tax ID Number: _____

Address: _____

City: _____

City: _____

State: _____

Zip: _____

FAX: _____

Home Phone: _____

Work: _____

Email: _____

I understand that if I am paid as a Limited Term Employee, I must be processed by HR and fulfill any fingerprinting requirements. I will be paid through Payroll and all applicable payroll deductions will be made at the time of earned payments. If I am to be paid as an Independent Contractor through Accounts Payable, I understand FUSD will not be withholding any taxes, and I am subject to 1099 reporting requirements.

Signature: [Signature]

Date: 08/26/16

SECTION III: PERSONNEL COMPLETES FOR CONSULTANTS BEING PAID AS A LIMITED TERM EMPLOYEE CONSULTANT, PAID THROUGH PAYROLL

Required paperwork and fingerprint requirements have been completed prior to services being rendered.

The above services and amount to be paid are: ☐ Approved ☐ Not Approved Fingerprinted: ☒ Yes ☐ No ☐ N/A

Assistant Superintendent, Personnel

Date

SECTION IV: BUSINESS SERVICES APPROVES CONSULTANTS BEING PAID AS AN INDEPENDENT CONTRACTOR, PAID THROUGH ACCOUNTS PAYABLE

The above services and amount to be paid are: ☐ Approved ☐ Not Approved

Assistant Superintendent, Business Services

Date

☒ Information
☒ Action
☐ Presentation

MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM

AGENDA ITEM

B&F # 5

Date of Board Meeting: September 15, 2016

TITLE: 2016-17 Payroll Reimbursement 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 pro rata share of specified support services.

Current Status:

The attached list represents the 2016-17 payroll reimbursement schedules for Fremont, Newark, and New Haven Unified School Districts employees.

Recommendation:

Staff recommends approval of the 2016-17 payroll reimbursement schedules for Fremont, Newark, and New Haven Unified School Districts.

Joyce Veasley
Staff Contact

Business Services
Division

Thomas Hanson
Superintendent

**2016-17 PAYROLL REIMBURSEMENT SCHEDULE
FOR FREMONT, NEWARK AND NEW HAVEN SCHOOL DISTRICTS**

FREMONT UNIFIED SCHOOL DISTRICT

Employee Name	Location	Description	FTE Reimbursement
<u>Instructors:</u>			
Bartholomew-Couts, Thomas	American	Digital Photography	0.80
Berbawy, Kristen	Irvington	POE, IED	0.60
Burton, Shiloh	Irvington	Digital Photography	0.80
Eugster, Belinda	Mission	Marketing	0.40
Hashimoto, Jackie	Irvington	Culinary Arts	0.40
Murray, Tom	Kennedy	Digital Photography	1.00
Total Instructors Fremont			4.00
<u>Career/College Specialist:</u>			
Catherine Castillou	Mission	Career/College Specialist	0.25
Creek, Suzanne	Robertson	Career/College Specialist	0.25
D'Audney, Theresa	American	Career/College Specialist	0.25
May, Becky	Kennedy	Career/College Specialist	0.25
TBD	Irvington	Career/College Specialist	0.25
Wittmer, Michelene	Washington	Career/College Specialist	0.25
Total Career/College Specialist			1.50
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
Banther, Charmaine	Logan	Instructor	0.40
Hart, Barbara	Logan	Career Technician	0.50
Rojas, Frances	Logan	Administrator	0.10
Total FTEs New Haven			1.40

NEWARK UNIFIED SCHOOL DISTRICT

Employee Name	Location	Description	FTE Reimbursement
Cranon, Danielle	Newark	Career Technician	0.50
Wasser, Elie	Newark	Administrator	0.10
Total FTEs Newark			0.60

X Information
 X Action
 Presentation

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

**AGENDA ITEM
B&F #6**

DATE OF BOARD MEETING: September 15, 2016

TITLE: Approve MOU for Actuarial Study of Retiree Health Liabilities

Background:

Governmental Accounting Standards Board (GASB) Statement Number 45 requires employers to report Other Post Employment Benefits (OPEB) costs and obligations using the full accrual basis of accounting. Historically, retiree health benefits were accounted for on "Cash Basis". Under cash basis, OPEB costs were expensed as benefits were paid. Under the accrual basis, costs of retiree benefits must be expensed when the obligation takes place. For retiree benefits, the transaction creating the obligation is the year of employment.

Mission Valley ROP was required to implement GASB 45 in fiscal year 2009-10. An Actuarial Study of Retiree Health Liabilities for Mission Valley ROP was completed by Total Compensation Systems, Inc. on February 5, 2010 and September 1, 2013.

Current Status:

The actuarial study needs to be updated every 3 years. Total Compensation Systems, Inc. will complete the Actuarial Study of Retiree Health Liabilities as of September 1, 2016.

Recommendation:

Staff recommends approval the MOU for the Actuarial Study of Retiree Health Liabilities.

Joyce Veasley

Staff/Contact Person

Business Services

Division

Thomas Hanson

Superintendent

CONSULTING SERVICES AGREEMENT

This Agreement is entered into effective the 14th day of July, 2016 by and between Total Compensation Systems, Inc. ("Consultant"), a California corporation with principal offices located at 5655 Lindero Canyon Road, Suite 223, Westlake Village, California, 91362 and Mission Valley ROP ("Customer").

The following shall govern the provision of consulting services by Consultant to Customer.

1. Consulting Services. Consultant shall provide the consulting services described on Schedule 1 attached hereto.
2. Compensation to Consultant. Customer shall pay Consultant for the consulting services described on Schedule 1 attached hereto the compensation set forth on Schedule 2 attached hereto.
3. Term and Termination. (a) Term. This Agreement shall commence on the date first written above and shall continue in effect until February 28, 2017, or until all consulting services described on Schedule 1 have been performed, whichever occurs first, unless sooner terminated in accordance with the provisions of this Agreement. (b) Termination Without Cause. This agreement may be terminated at any time by either party upon sixty (60) days prior written notice to the other party. (c) Termination With Cause. Either party shall have the right to terminate this Agreement upon the failure of either party to observe any of the covenants and agreements required to be observed by it under this Agreement, and such failure continues for a period of thirty (30) days after written notice thereof. (d) Rights and Obligations after Termination. Termination of this agreement shall not relieve either party of any rights or obligations arising out of the Agreement prior to termination, with the exception that the amount of the final payment that shall be made by Customer shall be based solely upon the percentage of work that was completed by Consultant.
4. Customer Will Provide Information. Customer shall provide Consultant with the information necessary for Consultant to provide the consulting services described on Schedule 1 attached hereto.
5. Authorization to Acquire Information. Customer hereby authorizes Consultant to acquire the necessary information reasonably required by Consultant to provide the consulting services described on Schedule 1 attached hereto from any agency, agencies, source or sources.
6. Customer's Right to Provide Information. Customer represents and warrants to Consultant that it has the right to provide the information that will be given by Customer to Consultant, or which will be acquired by Consultant pursuant to paragraphs 4 and 5 above.
7. Limitation on Services. Customer understands that Customer retains sole authority and responsibility for the operation and design of all Customer's employee benefit plans.
8. Ownership of Systems and Materials. All systems, programs, operating instructions, forms and other documentation prepared by or for Consultant shall be and remain the property of Consultant. All data source documents provided by Customer shall remain the property of Customer.
9. Indemnification. (a) By Customer. Customer hereby agrees to defend and indemnify Consultant and hold Consultant harmless against any claims, injury, costs or damages (including actual attorneys' fees incurred) resulting from Customer's gross negligence or willful misconduct. (b) By Consultant. Consultant hereby agrees to defend and indemnify Customer and hold Customer

harmless against any claims, injury, costs or damages (including actual attorneys' fees incurred) resulting from Consultant's gross negligence or willful misconduct.

10. General.

- a. Relationship of the Parties. The relationship between Consultant and Customer established by this Agreement is that of independent contractors. Consultant and Customer shall each conduct its respective business at its own initiative, responsibility, and expense, and shall have no authority to incur any obligations on behalf of the other.
- b. Force Majeure. No party shall have liability for damages or non-performance under this Agreement due to fire, explosion, strikes or labor disputes, water, acts of God, war, civil disturbances, acts of civil or military authorities or the public enemy, transportation, facilities, labor, fuel or energy shortages, or other causes beyond that party's control.
- c. Entire Agreement. This Agreement and the Schedules attached hereto contain the entire agreement between the parties and supersedes all previous agreements and proposals, oral or written, and all negotiations, conversations, or discussions between the parties related to the subject matter of this Agreement. This Agreement shall not be deemed or construed to be modified, amended, rescinded, canceled or waived in whole or in part, except by written amendment signed by both of the parties hereto.

11. Confidentiality. Consultant recognizes that its work will bring it into close contact with confidential information of Customer, including personal information about employees of Customer. Consultant agrees not to disclose anything that is the confidential information of Customer, or that is proprietary to Customer, including its software, its legacy applications, and its databases, to any third party.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as set forth below.

"CONSULTANT"

TOTAL COMPENSATION SYSTEMS, INC.

Signed: _____



By: _____

Geoffrey L. Kischuk

Title: _____

President

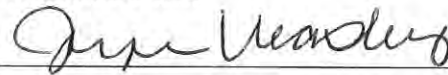
Date: _____

07/14/2016

"CUSTOMER"

MISSION VALLEY ROP

Signed: _____



By: _____

JOYCE VEASLEY

Title: _____

DIRECTOR OF BUSINESS SERVICES

Date: _____

8/23/16

SCHEDULE 1

For the purposes of this Agreement, "consulting services" shall include the following services provided by Consultant to Customer:

A consulting report including all actuarial information necessary for Customer to comply with the requirements of current and future GASB accounting standards related to retiree health benefits. Study results will be separated between four employee classifications. Consultant will provide as many copies of the final report as Customer shall reasonably request.

Services do not include Consultant's attendance at any meetings, unless requested at the fee shown in Schedule 2.

SCHEDULE 2

Customer shall pay Consultant for the retiree health valuation report a total of \$3,200. One-half, or \$1,600 shall be due within 30 days of the commencement of work by Consultant. One-half, or \$1,600 shall be due within 30 days of the delivery by Consultant to Customer of the draft consulting report (or within 30 days of contract termination, if earlier).

In addition to the above fees, Customer agrees to pay Consultant an all-inclusive fee of \$1,600 per meeting to attend meetings related to the consulting services. Customer shall pay such meeting fees within 30 days of the meeting.

TCS Total Compensation Systems, Inc.

July 14, 2016

Joyce Veasley
Director of Business Services
Mission Valley ROP
5019 Stevenson Blvd
Fremont, CA 94538-2449

Dear Ms. Veasley,

Total Compensation Systems, Inc. (TCS) has provided GASB 43/45 actuarial services for Mission Valley ROP in the past. We last performed a GASB 45 compliant valuation for Mission Valley ROP as of September, 2013. As you know, under GASB 45, valuations are required every three years.

Because we have performed a valuation for Mission Valley ROP in the past, we are able to offer a guaranteed fee for comprehensive services. Our fee would be \$3,200. 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.

As in the past, 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 four 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,

A handwritten signature in cursive script, reading "Geoffrey Kischuk".

Geoffrey L. Kischuk, FSA, FCA, MAAA
Consultant
Total Compensation Systems, Inc.
5655 Lindero Canyon Road, #223
Westlake Village, CA 91362
(805)496-1700
gkischuk@totcomp.com

encl.

X Information
X Action

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

AGENDA ITEM

B&F #7

Date of Board Meeting: September 15, 2016

TITLE: Approve Agreement between MVROP and CAROCP

Background:

With the Career Technical Education Incentive Grant (CTEIG), additional accountability reporting is required of grant recipients. CAROCP has proposed a Pilot Program that will assist in this reporting by creating a statewide CTE Dashboard. MVROP would participate in Year 1 of the CTE Data Dashboard initiative.

Current Status:

A new Agreement Services between Mission Valley ROP and CAROCP is recommended. The commitment fee of \$5,000 would services provided to MVROP during the period 07/01/2016 through 6/30/2017.

Recommendation:

Staff recommends approval of the Services Agreement between Mission Valley ROP and CAROCP for the school year 2016-17.

Joyce Veasley 657-1865 x15145
Staff Contact

Business Services
Division

Thomas Hanson
Superintendent



Statewide CTE Data Dashboard Pilot Commitment Letter

The CAROCP Data & Accountability Committee will be conducting a Pilot program during the 2016-17 School Year to begin building a **Statewide CTE Data Dashboard** for ROP Schools. The purpose of the Data Dashboard is to collect a series of key performance indicators (KPI's) that will help us to provide evidence of how the CTE community is positively impacting the lives of today's students across California. By sharing our **CTE Data Dashboard** with lawmakers and key stakeholders, we will make the case for why we should receive permanent funding from CDE.

We are seeking a commitment from 10 ROP schools to participate in Year 1 of our **CTE Data Dashboard** initiative. During this first year, we will be working with our CAROCP Platinum Sponsor, Harris School Solutions, to define the key performance indicators, collect the data from each school, upload common data templates to a central location, and publish the dashboard.

If your school is interested in serving as a Pilot School, we ask that you sign this Commitment Letter, indicating you will follow through with the below **CTE Data Dashboard** activities:

- Payment of \$5,000 **Commitment Fee** for participating as a Year 1 Pilot School.
- Maintain your **CAROCP Membership** in good standing with the association.
- Serve as an **Active Pilot School** by attending our Data Dashboard online monthly meetings.
- Help to define the **Key Performance Indicators** that will be submitted by the Pilot group.
- Submit completed **Common Data Templates** to the best of your ability by the due date.
- Share the CTE Data Dashboard with **Key Constituents** and other CAROCP members.

If you are interested in committing to serve as a CAROCP Pilot School, please complete the below section and return it to Kathy Ritch via email at kritch@harriscomputer.com



Yes, we are interested in serving as a CAROCP CTE Data Dashboard Pilot School!

School Name: Mission Valley ROP

Date: 8/24/16

Address: 5019 Stevenson Blvd.

Phone: (510) 657-1805

City: Fremont State CA ZIP 94538

Fax: (510) 438-0378

Authorized Administrator: Donna Hanson

Email: thanson@mvrop.org

Thank you very much for your cooperation!

X Information
X Action

MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM

AGENDA ITEM

B&F # 8

Date of Board Meeting: September 15, 2016

TITLE: Approve Services Agreement between MVROP and Dannis Woliver Kelley

Background:

MVROP has been using the services of Dannis Woliver Kelley, formerly known as Miller Brown & Dannis, to represent, advise, counsel, prepare periodic reviews of relevant court decisions, legislation, and other legal issues. In addition, Dannis Woliver Kelley have kept current and enforce at all times a policy covering incidents of legal malpractice. The services agreement between MVROP and Dannis Woliver Kelly Expired June 30, 2016

Current Status:

A new Services Agreement between Mission Valley ROP and Dannis Woliver Kelley is recommended. The services provided to MVROP will remain unchanged for 2016-2017. The contract will be effective July 1, 2016 through June 30, 2017 and continuing thereafter as approved.

Recommendation:

Staff recommends approval of the Services Agreement between Mission Valley ROP and Dannis Woliver Kelley for the 2016-2017 school year.

Joyce Veasley
Staff Contact

Business Services
Division

Thomas Hanson
Superintendent



SAN FRANCISCO
275 Battery Street
Suite 1150
San Francisco, CA 94111
TEL 1 415.543.4111
FAX 1 415.543.4384

LONG BEACH
115 Pine Avenue
Suite 500
Long Beach, CA 90802
TEL 562.366.8500
FAX 562.366.8505

SAN DIEGO
750 B Street
Suite 2310
San Diego, CA 92101
TEL 619.595.0202
FAX 619.702.6202

NOVATO
1682 Novato Boulevard
Suite 251
Novato, CA 94947
TEL 1 415.543.4111
FAX 1 415.543.4384

CHICO
123 West 6th Street
Suite 120
Chico, CA 95928
TEL 530.343.3334
FAX 530.924.4784

SACRAMENTO
555 Capitol Mall
Suite 645
Sacramento, CA 95814
TEL 916.978.4040
FAX 916.978.4039

SAN LUIS OBISPO
733 Marsh Street
Suite 210
San Luis Obispo, CA 93401
TEL 805.980.7900
FAX 916.978.4039

CLARISSA R. CANADY
Attorney at Law
ccanady@DWKesq.com

San Francisco

July 20, 2016

Thomas Hanson
Superintendent
Misson Valley ROP
5019 Stevenson Blvd
Fremont, CA 94538

Re: 2016-17 Agreement for Professional Services

Dear Mr. Hanson:

Thank you for the opportunity to provide legal advice and counseling services to the Misson Valley ROP. As a law firm that represents school and community college districts, we understand the vital role our services play in the important work you do.

DWK will not be raising rate ranges in the 2016-17 school year, except for Greg Dannis' services (see enclosed agreement). However, individual attorneys on your team may have small increases within their classification from zero to \$15/hr. We will continue to offer your District the efficient and prompt service you have come to expect.

We look forward to serving the District in the coming school year. Please sign both originals of the agreement and return one signed original to our office in the envelope provided. Please insert the date of Board approval in the executed document.

Best regards,

DANNIS WOLIVER KELLEY

Clarissa R. Canady

CRC:er
Enclosures

Occasionally Attorney may provide District officials and/or employees with food or meals at Attorney-sponsored trainings or when working with District officials and/or employees. Attorney may provide such food or meals without additional charge in exchange for the consideration provided by the District under this Agreement.

Attorney shall send District a statement for fees and costs incurred every calendar month. Attorney's statements shall clearly state the basis thereof, including the amount, rate and basis for calculations or other methods of determination of Attorney's fees. District shall pay Attorney's statements within thirty (30) days after each statement's date. Upon District office's request for additional statement information, Attorney shall provide a bill to District no later than ten (10) days following the request. District is entitled to make subsequent requests for bills at intervals of no less than thirty (30) days following the initial request.

It is expressly understood and agreed to by both parties that Attorney, while carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the District.

Because Attorney represents many school and community college districts, county offices of education, joint powers authorities, SELPAs and other educational entities, conflicts of interest may arise in the course of Attorney's representation. If Attorney becomes aware of any potential or actual conflicts of interest, Attorney will inform the District of the conflict and comply with the legal and ethical requirements to fulfill its duties of loyalty and confidentiality to District. If District has any question about whether Attorney has a conflict of interest in its representation of District in any matter, it may contact Attorney or other legal counsel for clarification.

District or Attorney may terminate this Agreement by giving thirty (30) days written notice of termination to the other party.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement for Professional Services.

MISSON VALLEY ROP



Thomas Hanson
Superintendent

8/24/16

Date

DANNIS WOLIVER KELLEY



Clarissa R. Canady
Attorney at Law

7/20/16

Date

At its public meeting of _____, 2016, the Board approved this Agreement and authorized the Board President, Superintendent or Designee to execute this Agreement.

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made and entered into on July 20, 2016, by and between the Misson Valley ROP, hereinafter referred to as District, and Dannis Woliver Kelley, a professional corporation, hereinafter referred to as Attorney.

In consideration of the promises and the mutual agreements hereinafter contained, District and Attorney agree as follows:

District appoints Attorney to represent, advise, and counsel it from July 1, 2016, through and including June 30, 2017, and continuing thereafter as approved. Any services performed during the period between the above commencement date and the date of Board action approving this Agreement are hereby ratified by said Board approval. Attorney agrees to prepare periodic reviews of relevant court decisions, legislation, and other legal issues. Attorney agrees to keep current and in force at all times a policy covering incidents of legal malpractice.

District shall be truthful with Attorney, cooperate with Attorney, keep Attorney informed of developments, perform the obligations it has agreed to perform under this Agreement and pay Attorney bills in a timely manner.

Except as hereinafter provided, District agrees to pay Attorney two hundred twenty-five dollars (\$225) to three hundred ten dollars (\$310) per hour for shareholders, special counsel and of counsel; one hundred eighty-five dollars (\$185) to two hundred twenty-five dollars (\$225) per hour for associates; and one hundred twenty dollars (\$120) to one hundred forty dollars (\$140) per hour for paralegals and law clerks. The rate for Gregory J. Dannis will be three hundred fifty dollars (\$350) per hour. Rates for individual attorneys may vary within the above ranges depending on the level of experience and qualifications and the nature of the legal services provided. Substantive communications advice (telephone, voice-mail, e-mail) is billed in a minimum increment of one-tenth (.1) of an hour, except for the first such advice in any business day, which is charged in a minimum of three-tenths (.3) of an hour. In the course of travel it may be necessary for Attorney to work for and bill other clients while in transit. If, during the course of representation of District, an insurance or other entity assumes responsibility for payment of all or partial fees of Attorney on a particular case or matter, District shall remain responsible for the difference between fees paid by the other entity and Attorney's hourly rates as specified in this Agreement unless otherwise agreed by the parties.

Agreements for legal fees at other than the hourly rate set forth above may be made by mutual agreement for special projects or particular scopes of work.

District further agrees to reimburse Attorney for actual and necessary expenses and costs with respect to providing the above services, including support services such as copying costs, express postage, and facsimile transmittals. District agrees that such actual and necessary expenses may vary according to special circumstances necessitated by request of District or emergency conditions which occasionally arise.

District further agrees to pay for major costs and expenses by paying third parties directly including, but not limited to, costs of serving pleadings, filing fees and other charges assessed by courts and other public agencies, arbitrators' fees, court reporters' fees, jury fees, witness fees, investigation expenses, consultants' fees, and expert witness fees. Upon mutual consent of District and Attorney, Attorney may pay for such costs and expenses and District shall advance costs and expenses to Attorney.



Curriculum & Instruction

Mission Valley ROP 2016-2017 Courses (High School and Adult)
C&I #1

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 Storytelling
Digital Video Arts Production 1, 2
Game Design/ Interactive Media Arts
Motion Graphics 1, 2
Multimedia 1, 2
Television Broadcasting 1, 2
Webpage Design

Building and Construction Trades

Construction Technology 1, 2*
Geometry in Construction
Pre-Cal 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
Digital Electronics/ Computer Science & Software Engineering

Finance and Business

Business and Professional Development
Business Math/Computer Applications
Computer Applications

Health Science and Medical Technology

Anatomy and Physiology
Medical and Health Careers
Medical Assisting
Medical Occupations
Nursing Assistant
Pharmacy Technology 1,
Principles of Biomedical Science/ Human Body Systems
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*
Internet Engineer 1, 2*

Marketing, Sales, and Service

Business Ownership and Management
Marketing
Special Education Marketing

Public Services

Fire Technology
Emergency Medical Responder (EMR)
Law Enforcement/Homeland Security 1, 2

Transportation

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



MISSION VALLEY ROP

2016-2017 TEXTBOOK LIST

C&I #2

- **Anatomy & Physiology**

Anatomy & Physiology for Health Professionals: An Interactive Journey, 1st Edition, 2006, by Colbert and Ankney

- **Automotive Technology 1 & 2**

Modern Automotive Technology, 8th Edition, by James Duffy, Goodheart-Willcox Publishing, 2010
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

- **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
Entrepreneurship: Building a Business, Glencoe-McGraw Hill Publishing, 2016

- **Business and Professional Development & Computer Tech/ Applications**

School to Career, J.J. Littrel, James Lorenz, Harry Smith, Goodheart-Wilcox, 2014

- **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
3DS Max 2014 by Kelly L. Murdock Edition 1
The Animators Survivor Kit by Richard Williams

- **Computer Support Specialist/ Internet Engineering**

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

- **Construction Technology/ Math in Construction**

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

Hospitality Services: Food and Lodging, by Johnny Sue-Reynolds, Goodheart-Wilcox Publishing

- **Digital Photography**

Adobe Photoshop CS2, CS3, CS4, CS6

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

Photography In Focus, 5th edition, by Jerry Burchfield, Mark Jacobs, & Ken Kokrda NTC Publishing Group, 5th Edition, (1997)

- **Digital Sound Design**

Adobe Soundbooth CS6 Classroom in a Book, Adobe Press/ Peachpit Press

ProTools LE8 Ignite by Andrew Hagerman

- **Digital Electronics/ Computer Science**

Blown to Bits by Hal Abelson, Ken Ledeen, Harry Lewis, 1st Edition

Python Crash Course: A Hands-on, Project-Based Introduction to Programming, 1st Edition, by Eric Matthes

- **Fire Technology/ EMS**

Emergency Medical Responder, by J. David Bergeron

Fundamentals of Firefighter Skills, 3rd Edition, 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

- **Law Enforcement /Homeland Security (Administration of Justice)**
Policing America: Methods, Issues, Challenges, 6th Edition, by Kenneth Peak
Report Writing for Criminal Justice Professionals, Miller and Whitehead, Anderson Publishing, 5th Edition
- **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
- **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
- **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 Technology (High School/ 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
The PILL BOOK, 13th Edition
- **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

X Information
 X Action

MISSION VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM

AGENDA ITEM

C&I#3

Date of Board Meeting: **September 15, 2016**

TITLE: **Mission Valley ROP/ HOSA**
 2016 Cal-HOSA Officer's Training Conference, Ontario, CA
 September 30- October 2, 2016

Background:

Students who have joined HOSA (Health Occupations Student Association), are invited to pursue the Cal-HOSA Officer's Training Conference. Students from other HOSA chapters who will serve as officers throughout the state will be in attendance at this conference. This year the training conference will be held on September 30 through October 2, 2016 at the Holiday Inn Express & Suites located in Ontario, CA.

Current Status:

One (1) student from American High will attend this training conference. The student will be chaperoned by one (1) certificated staff member. The student will depart on Friday, September 30, 2016 at 12:05 p.m. via Southwest Airlines departing Oakland Airport and will stay at the Holiday Inn Express & Suites located in Ontario, CA. The student will depart from Ontario Airport via Southwest Airlines to return by 3:00 p.m. on Sunday, October 2, 2016. The student will be transported by shuttles between the Ontario Airport and the hotel during this trip. The student will miss one (1) instructional day for this trip and is responsible for any missed assignments. There will be no swimming during this trip.

Recommendation:

Approve the trip.

Cliff Adams-Hart, 657-1865
Name/Phone # of
Staff Contact Person

MVROP
Department

Instruction
Division

Thomas Hanson
Superintendent



Employment & Personnel

CONSENT ITEMS
MISSION VALLEY ROP

Certificated Personnel

NAME	FTE	6HR/ 7HR	DEPARTMENT	OTHER
Eba Akeig	1	6 hr	Transportation	
Hector Albizo	1	6 hr	Information & Communication Technologies	
Daniel Amaral	1	6 hr	Transportation	Additional .5 hour per day paid at instructional hourly rate
Craig Barnard	1	7 hr	Hospitality, Tourism and Recreation	
Irene Brucker	1	6 hr	Health Science and Medical Technology	Additional .5 hour per day paid at instructional hourly rate
Vivien Buhain	.6	6 hr	Hospitality, Tourism, and Recreation	
Steve Bui	1	6 hr	Building and Construction Trades	Additional .5 hour per day paid at instructional hourly rate
Catherine Cecil-Hunter	.8	6 hr	Marketing, Sales, and Service	
John Cimino	1	7 hr	Transportation	
Michelle Cimino	1	6 hr	Health Science and Medical Technology	
Karin Cornils	1	6 hr	Information and Communication Technologies	Additional .5 hours per day paid at instructional hourly rate
Jay Crawford	.4	6 hr	Public Services	
Walter Cruz Pivaral	1	6 hr	Arts, Media, and Entertainment	
Clint DiClementi	1	7 hr	Arts, Media, and Entertainment	
Anthony Dimaano	1	6 hr	Arts, Media, and Entertainment	
Bruce Farnsworth	1	7 hr	Arts, Media, and Entertainment	
Masiha Farooq	1	6 hr	Health Science and Medical Technology	Additional .5 hour per day paid at instructional hourly rate
Ngan Ha	.4	6 hr	Health Science and Medical Technology	
Cynthia Hurst	1	6 hr	Business and Finance	
Salvador Jacquez	.64	6 hr	Public Services	Shared Assignment
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	
Marianne Moschetti	1	7 hr	Hospitality, Tourism, and Recreation	First Semester
Marianne Moschetti	1	6 hr	Hospitality, Tourism, and Recreation	Second Semester
Doug Nahale	1	6 hr	Transportation	
Shaleah Nelson	1	6 hr	Business and Finance Marketing, Sales, and Service	
Jacqueline Rosen	1	6 hr	Hospitality, Tourism, and Recreation	
Jonathan Sabangan	1	7 hr	Marketing, Sales, and Service	
Salvador Sandoval	.2	6 hr	Public Services	
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	1	6 hr	Engineering and Architecture	
Tom Waters	.33	6 hr	Building and Construction Trades	

Hourly

NAME	HOURS	SUBJECT	EFFECTIVE DATE	OTHER
Steve Cortez	Varies	Substitute	8/31/16	
Curtis Denisar	Varies	Substitute	8/31/16	
Bernadette Eichensehr	4.8 hrs/day - 2 days/week	Public Services	8/18/16	Shared Assignment
Ngan Ha	Varies	Pharmacy Technology	8/31/16	Based on fee based adult schedule
Brandon Hayward	Varies	Law Enforcement	8/18/16	Shared Assignment
Paul Hughes	Varies	Substitute	8/31/16	
Shubhangi Kulkarni	Varies	Substitute	8/31/16	
Lois Pilley	Varies	Substitute	8/31/16	
Stan Rodrigues	Varies	Law Enforcement	8/18/16	Shared Assignment
Larry Tehero	Varies	Substitute	8/31/16	

Resignation

NAME	FTE	6HR/ 7HR	DEPARTMENT	OTHER
Eba Akeig	1	6 hr	Transportation	October 8, 2016

CONSENT ITEMS
MISSION VALLEY ROP

Classified Personnel

New Hires

NAME	POSITION	HOURS	SUPERVISOR	EFFECTIVE DATE	OTHER
Malise Bullock	Receptionist/ Administrative Services Specialist	8 hours	Cliff Adams- Hart	8/15/16	
Jacob Carlson	Custodian I (Night)	4 hours	Joyce Veasley	8/30/16	

Change in Position

NAME	POSITION	HOURS	SUPERVISOR	EFFECTIVE DATE	OTHER
Daniel Lopez	Custodian I (Night)	8 hours	Joyce Veasley	7/25/16	from part-time to full-time

Leave of Absence

NAME	POSITION	HOURS	SUPERVISOR	EFFECTIVE DATE	OTHER
Joe Simas	Custodian II	8 hours	Joyce Veasley	7/18/16-7/29/16	

Retirement

NAME	POSITION	HOURS	SUPERVISOR	EFFECTIVE DATE	OTHER
Scott Emmett	Custodian I (Night)	8 hours	Joyce Veasley	7/30/16	



End of Consent



Business and Finance



Business and Finance #1

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

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

**AGENDA ITEM
Business & Finance #1**

DATE OF BOARD MEETING: September 15, 2016

TITLE: Review MVROP Fiscal Update

Background:

The Governor's revised State Budget for 2016-17 was released on May 13, 2016. Changes to the budget included: Reduction in revenue projections due to lower than projected April collections, a reemphasis on adequate state reserves and slightly increased Prop 98 funding. The Director of Business Services attended the workshop provided by Capitol Advisors and consulted with School Services of California to receive in-depth analysis of the budget revisions.

Current Status:

The revised State Budget provided no significant changes effecting Mission Valley ROP. Although the 2013-14 maintenance of effort (MOE) is no longer mandated, JPA member districts have plans to continue to fund at current levels based on current budgets. All districts have formally voted to extend funding for the next three years, in line with the CTEIG (Career Technical Education Grant) funding: 2016-17, 2017-18, and 2018-19.

Mission Valley ROP received 2 installments of grant funds, one for 2015-16 and one for 2016-17. In anticipation of the award, MVROP incurred expenses for the 2015-16 school year and projected expenses in the 2016-17 and subsequent 2 school years as presented in the proposed Adopted Budget and Multi-year projections.

Recommendation:

None

<u>Joyce Veasley</u>	<u>Business Services</u>	<u>Thomas Hanson</u>
Staff Contact	Division	Superintendent, Mission Valley ROP



Business and Finance #2

____ Information
____ X Action
____ Presentation

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

**AGENDA ITEM
Business and Finance #2**

DATE OF BOARD MEETING: September 15, 2016

TITLE: Receive report on Fiscal Year 2015/16 Unaudited Actuals

Background:

Year-end closing has been completed for fiscal year 2015/16. A summary of income and expenditures for 2015/16 is attached.

Current Status:

Review and approve unaudited actuals for 2015/16.

Joyce Veasley	ROP Center	Business Services	Thomas Hanson
Staff/Contact Person	Location	Division	Superintendent

**MISSION VALLEY ROP
2015-16 UNAUDITED ACTUALS
YEAR END FINANCIAL REPORT**

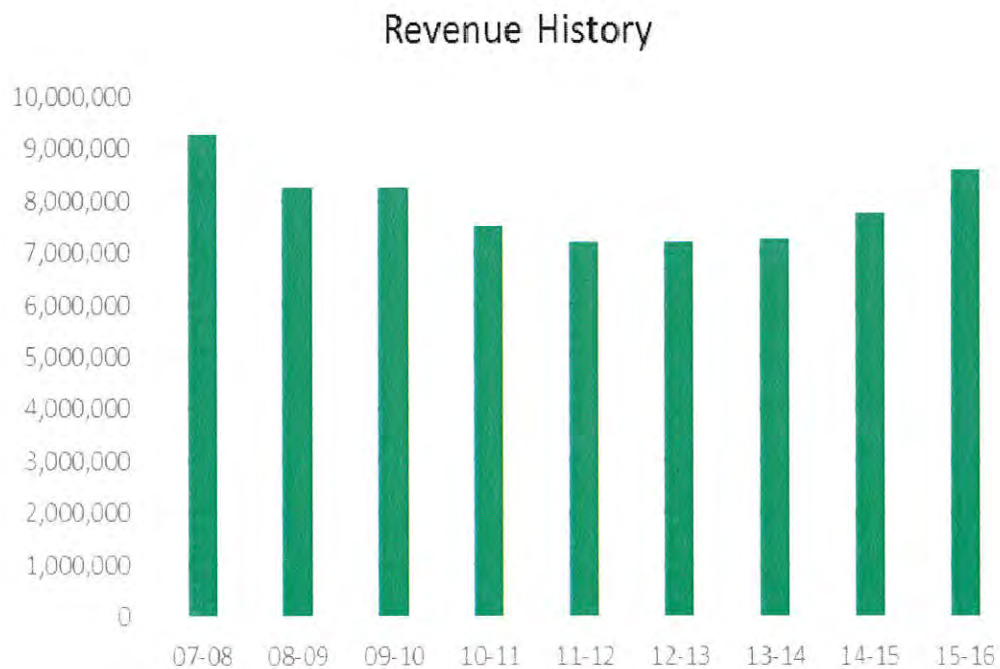
The Unaudited Actuals is the end of the year financial report. The following report summarizes actual revenues and expenditures for fiscal year 2015-16.

I. REVENUES

Total revenue received for 2015-16 was \$8,596,105. This is \$1,694,362 (1%) less than revenues projected in the 2016-17 Adopted Budget.

Revenues	15-16 Unaudited Actuals	16-17 Adopted Budget	Difference	% Change
DSP	22,458	30,000	7,542	242.90%
Interest/Other	28,857	20,000	(8,857)	42.70%
CTEIG	1,698,618	3,500,000	1,801,382	-52.90%
ROP Funding	6,741,401	6,740,467	(934)	-0.50%
Total	8,596,105	10,290,467	1,694,362	-1.00%

A. REVENUE HISTORY 2007-08 thru 2015-16



II. ADA

Mission Valley ROP reported an annual ADA of 1337 which was 19 more than last year. Adult ADA was 3.77 which represents .28% of total ADA. High School ADA was 1333 which represented 99% of total ADA. Fremont generated 60% of the total ADA, Newark 20%, and New Haven 20%.

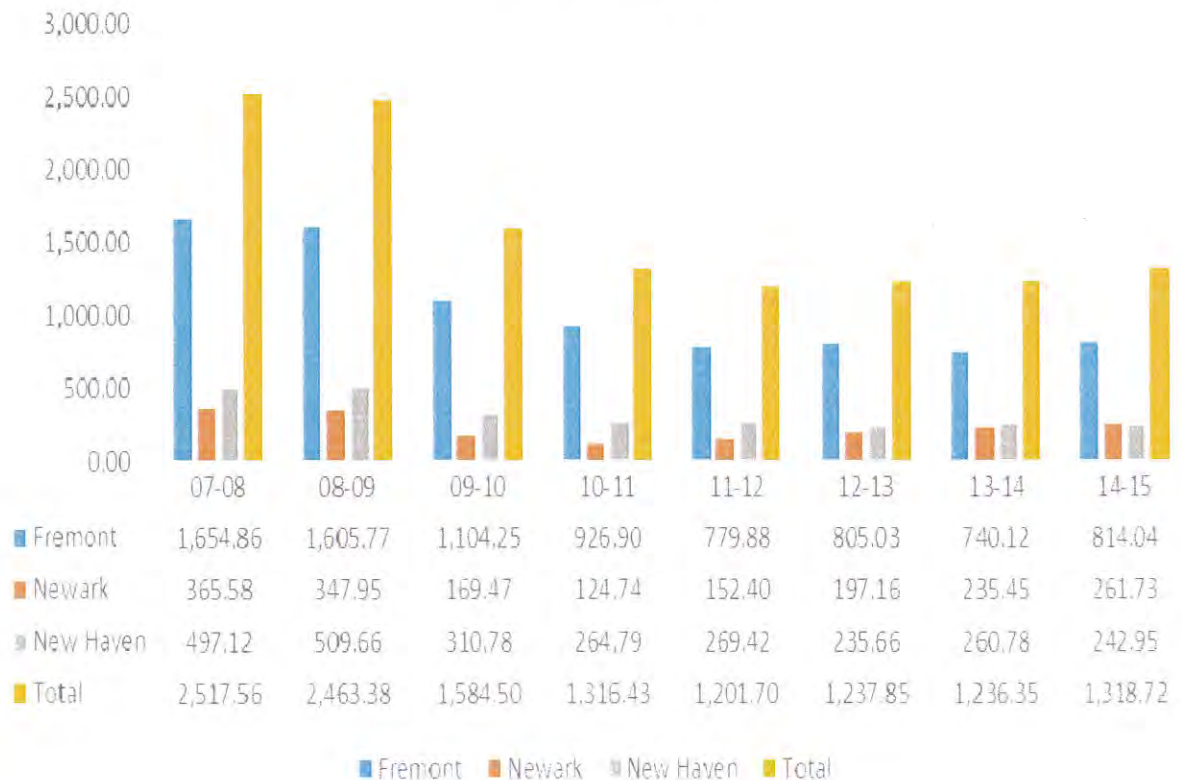
A. 2015-16 ADA

ADA	15-16	% Share	14-15 Share
Fremont	803.39	60.10%	61.73%
Newark	263.98	19.75%	19.85%
New Haven	269.4	20.15%	18.42%
Total	1,336.77	100.00%	100.00%

B. ADA HISTORY 2007-08 to 2014-15

ADA	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15
Fremont	1,654.86	1,605.77	1,104.25	926.90	779.88	805.03	740.12	814.04
Newark	365.58	347.95	169.47	124.74	152.40	197.16	235.45	261.73
New Haven	497.12	509.66	310.78	264.79	269.42	235.66	260.78	242.95
Total	2,517.56	2,463.38	1,584.50	1,316.43	1,201.70	1,237.85	1,236.35	1,318.72

ADA History

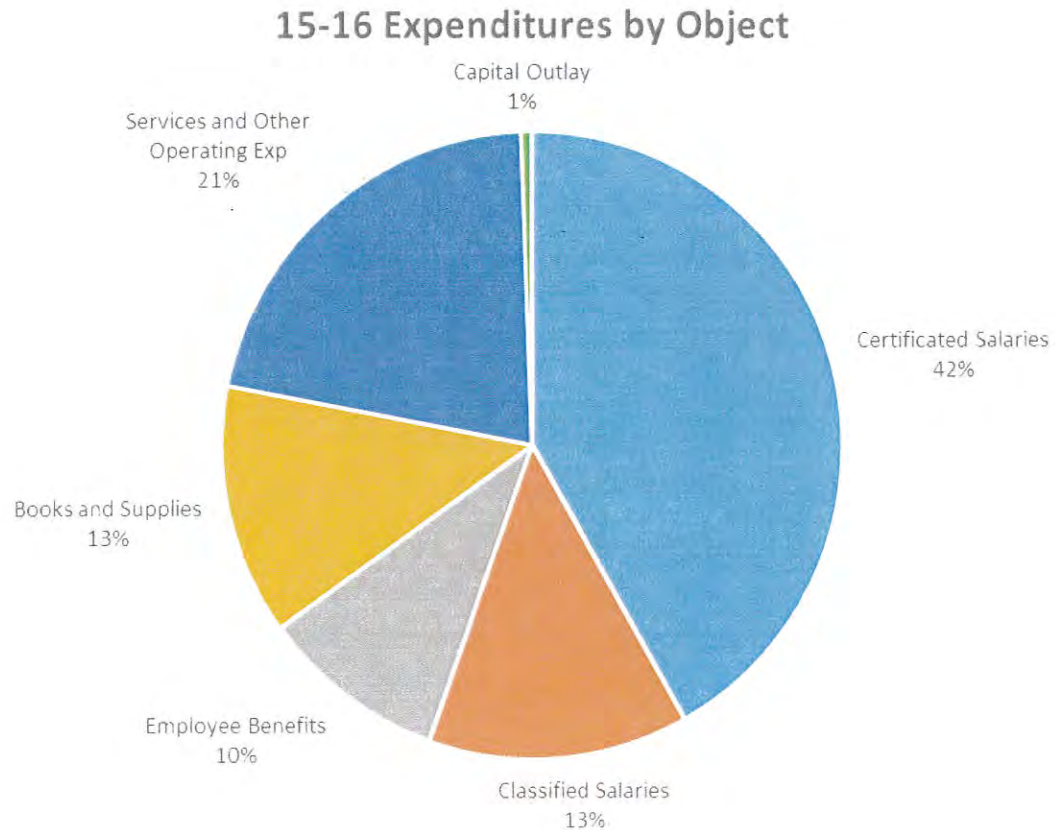


III. EXPENDITURES

Total expenditures for the 2015-16 fiscal year were \$7,010,045. This is \$3,794,175 less than the 2016-17 budget. Mission Valley ROP spent 71% of its budget on instructional and student services (function). Salaries and benefits represent 65% of total expenditures (object).

A. 2015-16 UNAUDITED ACTUALS COMPARED TO 2016-17 ADOPTED BUDGET

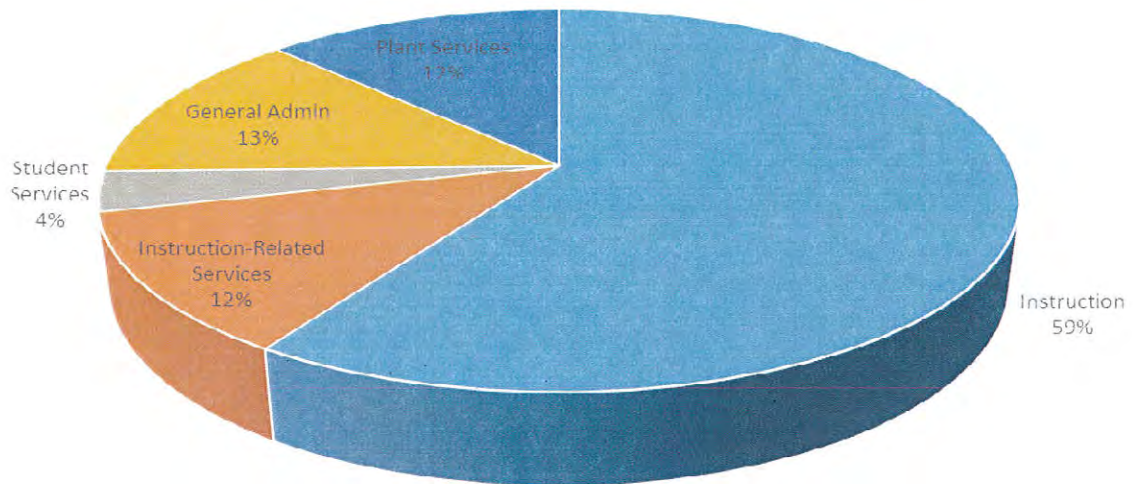
Expenditures By Object	15-16 Unaudited Actuals	16-17 Adopted Budget	Difference
Certificated Salaries	2,936,261	3,495,595	559,334
Classified Salaries	948,879	1,210,721	261,842
Employee Benefits	682,256	1,027,212	344,956
Books and Supplies	904,619	1,671,380	766,761
Services and Other Operating Expense	1,499,469	1,591,619	92,150
Capital Outlay	38,561	1,807,695	1,769,134
Totals	7,010,045	10,804,222	3,794,177



B. EXPENDITURES BY FUNCTION

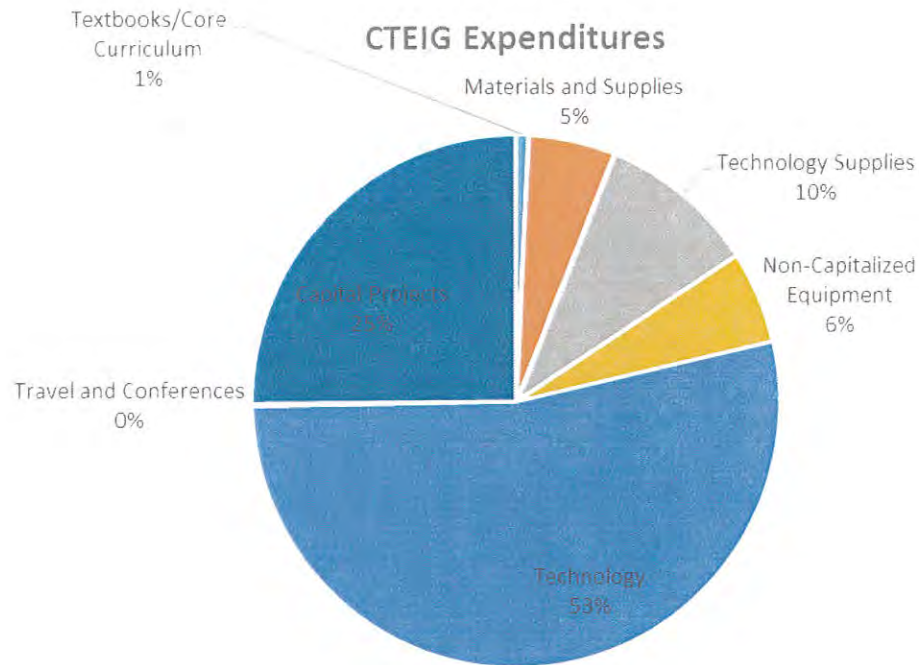
Expenditures By Function	Amount	%
Instruction	4,152,049	59%
Instruction-Related Services	837,870	12%
Student Services	242,252	3%
General Admin	909,434	13%
Plant Services	868,440	12%
Total	7,010,045	100%

Expenditures by Function



C. CTEIG EXPENDITURES

Expense	Amount
Textbooks/Core Curriculum	\$ 6,357
Materials and Supplies	\$ 43,965
Technology Supplies	\$ 81,122
Non-Capitalized Equipment	\$ 46,550
Technology	\$ 444,840
Travel and Conferences	\$ 1,187
Capital Projects	\$ 209,054
Total	\$ 833,074



IV. BALANCE - REVENUES LESS EXPENDITURES

Surplus: Revenues exceed Expenditures by \$1,586,060.

Revenues	8,596,105
Expenditures	<u>7,010,045</u>
Balance	<u><u>1,586,060</u></u>

IV. RESERVES/FUND BALANCE

The ending fund balance for 2015-16 is \$9,604,733, an increase of \$1,586,059 from last year.

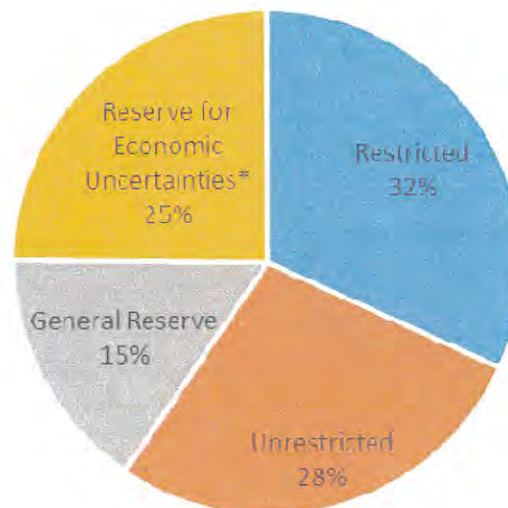
The Reserve for Economic Uncertainties is 24% of expenditures which is above the minimum required amount of 3%.

The components of the ending balance are as follows:

A. 2015-16 UNDAUDITED ACTUALS COMPARED TO 2016-17 ADOPTED BUDGET

<u>Fund Balance/Reserves</u>	15-16 Unaudited Actuals	16-17 Adopted Budget	Difference
<u>Restricted:</u>			
Prop 1D, Contingency	200,000	200,000	0
Equipment Replacement	703,000	703,000	0
Building Repairs and Improvements	762,000	762,000	0
Lottery Unrestricted – Carryover	234,890	234,890	0
DSP –Carryover	94,761	118,093	23,332
CTEIG Carryover	865,543	888,395	22,852
Retiree Benefits	160,000	160,000	0
Local	32,036	32,036	0
Revolving Cash	7,500	7,500	0
Total Restricted	3,059,730	3,105,914	(33,259)
<u>Unrestricted:</u>			
Excess Property Tax Carryover	2,662,254	1,577,254	(1,085,000)
Total Unrestricted	2,662,254	1,577,254	(1,085,000)
General Reserve	1,500,000	1,500,000	0
Reserve for Economic Uncertainties*	2,382,749	2,887,810	505,061
Total Ending Balance	9,604,733	9,070,978	(613,198)
 *Reserve for Economic Uncertainties	24.81%	31.84%	

Reserves



G = General Ledger Data; S = Supplemental Data

Form	Description	Data Supplied For:	
		2015-16 Unaudited Actuals	2016-17 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	S	S
SEAS	Special Education Revenue Allocations Setup (SELPA Selection)		
SIAA	Summary of Interfund Activities - Actuals		

Description	Resource Codes	Object Codes	2015-16 Unaudited Actuals	2016-17 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	1,721,076.00	3,530,000.00	105.1%
4) Other Local Revenue		8600-8799	6,875,029.77	6,740,467.00	-2.0%
5) TOTAL, REVENUES			8,596,105.77	10,270,467.00	19.5%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	2,936,260.63	3,495,595.00	19.0%
2) Classified Salaries		2000-2999	948,879.35	1,210,721.00	27.6%
3) Employee Benefits		3000-3999	682,256.87	1,027,212.00	50.6%
4) Books and Supplies		4000-4999	904,619.25	1,671,380.00	84.8%
5) Services and Other Operating Expenditures		5000-5999	1,499,469.07	1,591,619.00	6.1%
6) Capital Outlay		6000-6999	38,561.43	1,807,695.00	4587.8%
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			7,010,046.60	10,804,222.00	54.1%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			1,586,059.17	(533,755.00)	-133.7%
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	2015-16 Unaudited Actuals	2016-17 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			1,586,059.17	(533,755.00)	-133.7%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	8,018,673.86	9,604,733.03	19.8%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			8,018,673.86	9,604,733.03	19.8%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			8,018,673.86	9,604,733.03	19.8%
2) Ending Balance, June 30 (E + F1e)			9,604,733.03	9,070,978.03	-5.6%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	7,500.00	0.00	-100.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	7,528.18	0.00	-100.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	1,227,231.07	1,232,861.07	0.5%
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	4,709,000.00	3,583,866.00	-23.9%
Prop 1D Contingency	0000	9780	200,000.00		
Facilities Improvements	0000	9780	762,000.00		
Equipment Replacement	0000	9780	703,000.00		
Retiree Benefits	0000	9780	160,000.00		
Lottery Income carryover	0000	9780	1,500,000.00		
General Reserve	0000	9780	634,000.00		
Lottery Income carryover, unrestricted	0000	9780	750,000.00		
Prop 1D Contingency	0000	9780		200,000.00	
Equipment reserves	0000	9780		703,000.00	
Retiree benefits	0000	9780		160,000.00	
General Reserve	0000	9780		634,000.00	
Local Income carryover	0000	9780		289,866.00	
Lottery Income Carryover	0000	9780		1,597,000.00	
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	4,254,250.96	New
Unassigned/Unappropriated Amount		9790	3,653,473.78	0.00	-100.0%

Description	Resource Codes	Object Codes	2015-16 Unaudited Actuals	2016-17 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	6,814,030.31		
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	7,629.46		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	15,827.64		
4) Due from Grantor Government		9290	2,945,560.04		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	7,528.18		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			9,798,075.63		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	193,342.60		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			193,342.60		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 + H2) - (I6 + J2)			9,604,733.03		

Description	Resource Codes	Object Codes	2015-16 Unaudited Actuals	2016-17 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%
Donated Food Commodities		8221	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	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					
All Other State Apportionments - Current Year		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%
Career Technical Education Incentive Grant Program	6387	8590	1,698,618.00	3,500,000.00	106.0%
All Other State Revenue	All Other	8590	22,458.00	30,000.00	33.6%
TOTAL, OTHER STATE REVENUE			1,721,076.00	3,530,000.00	105.1%
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	2015-16 Unaudited Actuals	2016-17 Budget	Percent Difference
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	28,857.79	20,000.00	-30.7%
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%
Interagency Services		8677	0.00	0.00	0.0%
All Other Fees and Contracts		8689	46,210.00	45,000.00	-2.6%
Other Local Revenue					
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.0%
All Other Local Revenue		8699	58,560.52	0.00	-100.0%
Tuition		8710	0.00	0.00	0.0%
All Other Transfers In		8781-8783	6,741,401.46	6,675,467.00	-1.0%
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			6,875,029.77	6,740,467.00	-2.0%
TOTAL, REVENUES			8,596,105.77	10,270,467.00	19.5%

Description	Resource Codes	Object Codes	2015-16 Unaudited Actuals	2016-17 Budget	Percent Difference
CERTIFICATED SALARIES					
Certificated Teachers' Salaries		1100	2,476,448.82	2,912,912.00	17.6%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	459,811.81	582,683.00	26.7%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			2,936,260.63	3,495,595.00	19.0%
CLASSIFIED SALARIES					
Classified Instructional Salaries		2100	43,374.67	198,321.00	357.2%
Classified Support Salaries		2200	176,724.38	224,581.00	27.1%
Classified Supervisors' and Administrators' Salaries		2300	262,387.63	313,519.00	19.5%
Clerical, Technical and Office Salaries		2400	446,122.93	445,764.00	-0.1%
Other Classified Salaries		2900	20,269.74	28,536.00	40.8%
TOTAL, CLASSIFIED SALARIES			948,879.35	1,210,721.00	27.6%
EMPLOYEE BENEFITS					
STRS		3101-3102	325,124.40	430,147.00	32.3%
PERS		3201-3202	94,402.06	150,608.00	59.5%
OASDI/Medicare/Alternative		3301-3302	105,408.97	118,982.00	12.9%
Health and Welfare Benefits		3401-3402	33,216.57	191,960.00	477.9%
Unemployment Insurance		3501-3502	1,943.56	2,296.00	18.1%
Workers' Compensation		3601-3602	96,382.00	79,630.00	-17.4%
OPEB, Allocated		3701-3702	25,694.76	53,589.00	108.6%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	84.55	0.00	-100.0%
TOTAL, EMPLOYEE BENEFITS			682,256.87	1,027,212.00	50.6%
BOOKS AND SUPPLIES					
Approved Textbooks and Core Curricula Materials		4100	7,226.16	0.00	-100.0%
Books and Other Reference Materials		4200	182.10	0.00	-100.0%
Materials and Supplies		4300	237,134.42	995,255.00	319.7%
Noncapitalized Equipment		4400	660,076.57	676,125.00	2.4%
Food		4700	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			904,619.25	1,671,380.00	84.8%

Description	Resource Codes	Object Codes	2015-16 Unaudited Actuals	2016-17 Budget	Percent Difference
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	68,556.29	84,911.00	23.9%
Dues and Memberships		5300	11,776.41	16,450.00	39.7%
Insurance		5400-5450	63,764.00	65,000.00	1.9%
Operations and Housekeeping Services		5500	179,315.22	164,500.00	-8.3%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	419,229.91	420,972.00	0.4%
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	739,247.61	805,486.00	9.0%
Communications		5900	17,579.63	34,300.00	95.1%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			1,499,469.07	1,591,619.00	6.1%
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	23,486.69	0.00	-100.0%
Equipment		6400	9,123.30	1,807,695.00	19714.0%
Equipment Replacement		6500	5,951.44	0.00	-100.0%
TOTAL, CAPITAL OUTLAY			38,561.43	1,807,695.00	4587.8%

Description	Resource Codes	Object Codes	2015-16 Unaudited Actuals	2016-17 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	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%
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			7,010,046.60	10,804,222.00	54.1%

Description	Resource Codes	Object Codes	2015-16 Unaudited Actuals	2016-17 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: 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%
(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	2015-16 Unaudited Actuals	2016-17 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	1,721,076.00	3,530,000.00	105.1%
4) Other Local Revenue		8600-8799	6,875,029.77	6,740,467.00	-2.0%
5) TOTAL, REVENUES			8,596,105.77	10,270,467.00	19.5%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		4,152,049.28	8,006,288.00	92.8%
2) Instruction - Related Services	2000-2999		837,870.33	755,286.00	-9.9%
3) Pupil Services	3000-3999		242,252.87	149,484.00	-38.3%
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		909,433.73	1,107,442.00	21.8%
8) Plant Services	8000-8999		868,440.39	785,722.00	-9.5%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			7,010,046.60	10,804,222.00	54.1%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			1,586,059.17	(533,755.00)	-133.7%
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	2015-16 Unaudited Actuals	2016-17 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			1,586,059.17	(533,755.00)	-133.7%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	8,018,673.86	9,604,733.03	19.8%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			8,018,673.86	9,604,733.03	19.8%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			8,018,673.86	9,604,733.03	19.8%
2) Ending Balance, June 30 (E + F1e)			9,604,733.03	9,070,978.03	-5.6%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	7,500.00	0.00	-100.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	7,528.18	0.00	-100.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	1,227,231.07	1,232,861.07	0.5%
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	4,709,000.00	3,583,866.00	-23.9%
Prop 1D Contingency	0000	9780	200,000.00		
Facilities Improvements	0000	9780	762,000.00		
Equipment Replacement	0000	9780	703,000.00		
Retiree Benefits	0000	9780	160,000.00		
Lottery Income carryover	0000	9780	1,500,000.00		
General Reserve	0000	9780	634,000.00		
Lottery Income carryover, unrestricted	0000	9780	750,000.00		
Prop 1D Contingency	0000	9780		200,000.00	
Equipment reserves	0000	9780		703,000.00	
Retiree benefits	0000	9780		160,000.00	
General Reserve	0000	9780		634,000.00	
Local Income carryover	0000	9780		289,866.00	
Lottery Income Carryover	0000	9780		1,597,000.00	
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	4,254,250.96	New
Unassigned/Unappropriated Amount		9790	3,653,473.78	0.00	-100.0%

Resource	Description	2015-16	2016-17
		Unaudited Actuals	Budget
6300	Lottery: Instructional Materials	234,890.62	234,890.62
6355	ROCP: Direct Support Professional Training Program	94,761.02	77,568.02
6387	Career Technical Education Incentive Grant Program	865,543.60	888,395.60
9010	Other Restricted Local	32,035.83	32,006.83
Total, Restricted Balance		1,227,231.07	1,232,861.07

Description	Resource Codes	Object Codes	2015-16 Unaudited Actuals	2016-17 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	5.09	0.00	-100.0%
5) TOTAL, REVENUES			5.09	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)			5.09	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	2015-16 Unaudited Actuals	2016-17 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			5.09	0.00	-100.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	1,185.34	1,190.43	0.4%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,185.34	1,190.43	0.4%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,185.34	1,190.43	0.4%
2) Ending Balance, June 30 (E + F1e)			1,190.43	1,190.43	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	1,190.43	1,190.43	0.0%
Prop 1D Carryover	0000	9780	1,190.43		
Prop 1D Carryover	0000	9780		1,190.43	
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	2015-16 Unaudited Actuals	2016-17 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	1,189.45		
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	0.98		
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			1,190.43		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. 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) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			0.00		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 + H2) - (I6 + J2)			1,190.43		

Description	Resource Codes	Object Codes	2015-16 Unaudited Actuals	2016-17 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	5.09	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			5.09	0.00	-100.0%
TOTAL, REVENUES			5.09	0.00	-100.0%

Description	Resource Codes	Object Codes	2015-16 Unaudited Actuals	2016-17 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%
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	2015-16 Unaudited Actuals	2016-17 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	2015-16 Unaudited Actuals	2016-17 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	2015-16 Unaudited Actuals	2016-17 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	2015-16 Unaudited Actuals	2016-17 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	5.09	0.00	-100.0%
5) TOTAL, REVENUES			5.09	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)			5.09	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	2015-16 Unaudited Actuals	2016-17 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			5.09	0.00	-100.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	1,185.34	1,190.43	0.4%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,185.34	1,190.43	0.4%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,185.34	1,190.43	0.4%
2) Ending Balance, June 30 (E + F1e)			1,190.43	1,190.43	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	1,190.43	1,190.43	0.0%
Prop 1D Carryover	0000	9780	1,190.43		
Prop 1D Carryover	0000	9780		1,190.43	
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	2015-16	2016-17
		Unaudited Actuals	Budget
Total, Restricted Balance		0.00	0.00

Unaudited Actuals
FINANCIAL REPORTS
2015-16 Unaudited Actuals
Summary of Unaudited Actual Data Submission

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 2017-18, subject to CDE approval (applicable only if an approved indirect cost rate has been requested).	8.42%

UNAUDITED ACTUAL FINANCIAL REPORT:

To the County Superintendent of Schools:

2015-16 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 15, 2016

To the Superintendent of Public Instruction:

2015-16 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:

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Executive Director, Business Advisory Services
Title
510-670-4277
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E-mail Address

For JPA:

Joyce Veasley
Name
Director of Business Services
Title
510-657-1865 x15145
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jveasley@mvrop.org
E-mail Address

REQUEST FOR AN APPROVED INDIRECT COST RATE:

JPA's do not receive an approved indirect cost rate unless specifically requested.

(N) Do you want an approved indirect cost rate for use with 2017-18 programs? (Yes/No)

2015-16 Unaudited Actuals
 FEDERAL GRANT AWARDS,
 REVENUES, AND EXPENDITURES - ALL FUNDS
 SCHEDULE FOR CATEGORICALS SUBJECT TO DEFERRAL OF UNEARNED REVENUES

01 40402 0000000
 Form CAT

Mission Valley ROC/IP
 Alameda County

FEDERAL PROGRAM NAME FEDERAL CATALOG NUMBER RESOURCE CODE REVENUE OBJECT LOCAL DESCRIPTION (if any)		TOTAL
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. Unearned 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 Unearned Revenue or A/P, & A/R amounts (line 8 minus line 9 plus line 12)	0.00	0.00
a. Unearned 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

2015-16 Unaudited Actuals
STATE GRANT AWARDS,
REVENUES, AND EXPENDITURES - ALL FUNDS
SCHEDULE FOR CATEGORICALS SUBJECT TO DEFERRAL OF UNEARNED REVENUES

01 40402 0000000
Form CAT

Mission Valley ROC/P
Alameda County

STATE PROGRAM NAME		TOTAL
RESOURCE CODE		
REVENUE OBJECT		
LOCAL DESCRIPTION (if any)		
AWARD		
1. Prior Year Carryover		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. Unearned 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 Unearned Revenue or A/P, & A/R amounts (line 8 minus line 9 plus line 12)	0.00	0.00
a. Unearned 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

2015-16 Unaudited Actuals
 LOCAL GRANT AWARDS,
 REVENUES, AND EXPENDITURES -- ALL FUNDS
 SCHEDULE FOR CATEGORICALS SUBJECT TO DEFERRAL OF UNEARNED REVENUES

Mission Valley ROC/IP
 Alameda County

01 40402 0000000
 Form CAT

LOCAL PROGRAM NAME RESOURCE CODE REVENUE OBJECT LOCAL DESCRIPTION (if any)		TOTAL
AWARD		
1. Prior Year Carryover		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. Unearned 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 Unearned Revenue or A/P, & A/R amounts (line 8 minus line 9 plus line 12)	0.00	0.00
a. Unearned 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

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	Direct Support Professional Training	TOTAL
RESOURCE CODE	6355	
REVENUE OBJECT	8590	
LOCAL DESCRIPTION (if any)	DSP	
AWARD		
1. Prior Year Restricted Ending Balance	110,934.81	110,934.81
2. a. Current Year Award	30,000.00	30,000.00
b. Other Adjustments		0.00
c. Adj Curr Yr Award (sum lines 2a & 2b)	30,000.00	30,000.00
3. Required Matching Funds/Other		0.00
4. Total Available Award (sum lines 1, 2c, & 3)	140,934.81	140,934.81
REVENUES		
5. Cash Received in Current Year	25,000.00	25,000.00
6. Amounts Included in Line 5 for Prior Year Adjustments		0.00
7. a. Accounts Receivable (line 2c minus lines 5 & 6)	5,000.00	5,000.00
b. Noncurrent Accounts Receivable		0.00
c. Current Accounts Receivable (line 7a minus line 7b)	5,000.00	5,000.00
8. Contributed Matching Funds		0.00
9. Total Available (sum lines 5, 7c, & 8)	30,000.00	30,000.00
EXPENDITURES		
10. Donor-Authorized Expenditures	23,407.00	23,407.00
11. Non Donor-Authorized Expenditures		0.00
12. Total Expenditures (line 10 plus line 11)	23,407.00	23,407.00
RESTRICTED ENDING BALANCE		
13. Current Year (line 4 minus line 10)	117,527.81	117,527.81

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

LOCAL PROGRAM NAME		TOTAL
RESOURCE CODE		
REVENUE OBJECT		
LOCAL DESCRIPTION (if any)		
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

	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	3,883.00		3,883.00		1,103.00	2,780.00	
Lease Revenue Bonds Payable			0.00			0.00	
Other General Long-Term Debt			0.00			0.00	
Net Pension Liability			0.00			0.00	
Net OPEB Obligation	212,258.00	16,465.00	228,723.00	41,027.00	29,328.00	240,422.00	
Compensated Absences Payable	90,476.00		90,476.00		19,144.00	71,332.00	
Governmental activities long-term liabilities	306,617.00	16,465.00	323,082.00	41,027.00	49,575.00	314,534.00	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 Pension Liability			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) 304,716.39
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. _____
 - 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.

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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) 4,236,985.70

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) 7.19%

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. 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)	338,874.88
2. Centralized Data Processing, less portion charged to restricted resources or specific goals (Function 7700, objects 1000-5999, minus Line B10)	141,948.96
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)	39,494.98
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)	20,829.29
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)	541,148.11
9. Carry-Forward Adjustment (Part IV, Line F)	0.00
10. Total Adjusted Indirect Costs (Line A8 plus Line A9)	541,148.11

B. Base Costs

1. Instruction (Functions 1000-1999, objects 1000-5999 except 5100)	4,142,925.98
2. Instruction-Related Services (Functions 2000-2999, objects 1000-5999 except 5100)	837,870.33
3. Pupil Services (Functions 3000-3999, objects 1000-5999 except 5100)	242,252.87
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)	367,870.83
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)	60,739.06
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)	509,809.29
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)	268,868.70
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)	6,430,337.06

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)

8.42%

D. Preliminary Proposed Indirect Cost Rate

(For final approved fixed-with-carry-forward rate for use in 2017-18 see www.cde.ca.gov/fg/ac/ic/)

(Line A10 divided by Line B18)

8.42%

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)	541,148.11
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	Pupil Transportation (Function 3600)
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	Career Technical Education						
4110	Regular Education, Adult						
4630	Adult Career Technical Education						
5000-5999	Special Education (allocated to 5001)						
6000	ROC/P						
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	0.00	0.00	0.00

Unaudited Actuals
2015-16
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	Career Technical 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 Career Technical 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)	6,077,126.18	0.00	6,077,126.18	909,433.73		6,986,559.91
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							
----	Food Services					0.00	0.00
----	Enterprise					0.00	0.00
----	Facilities Acquisition & Construction					23,486.69	23,486.69
----	Other Outgo					0.00	0.00
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		0.00
----	Total General Fund and Charter Schools Funds Expenditures	6,077,126.18	0.00	6,077,126.18	909,433.73	23,486.69	7,010,046.60

Unaudited Actuals
2015-16
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	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	0.00	0.00
	3800 Career Technical Education	0.00	0.00	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	0.00	0.00
	4630 Adult Career Technical Education	0.00	0.00	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	0.00	0.00
6000 ROC/P		4,152,049.28	392,308.50	106,336.45	339,225.38	242,252.87	0.00	0.00	0.00	0.00	555,255.71	289,697.99	6,077,126.18
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	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	0.00
Total Direct Charged Costs		4,152,049.28	392,308.50	106,336.45	339,225.38	242,252.87	0.00	0.00	0.00	0.00	555,255.71	289,697.99	6,077,126.18

* 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	Career Technical Education	0.00	0.00	0.00	0.00
4110	Regular Education, Adult	0.00	0.00	0.00	0.00
4630	Adult Career Technical 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)	367,870.83
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)	338,874.88
4	Centralized Data Processing (Funds 01, 09, and 62, Function 7700, Goal 0000, Objects 1000-7999)	202,688.02
5	Total Central Administration Costs in General Fund and Charter Schools Funds	909,433.73
B. Direct Charged and Allocated Costs in General Fund and Charter Schools Funds		
1	Total Direct Charged Costs (from Form PCR, Column 1, Total)	6,077,126.18
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	6,077,126.18
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)		6,077,126.18
E. Ratio of Central Administration Costs to Direct Charged and Allocated Costs (A5/D)		14.96%

Unaudited Actuals
2015-16
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)			23,486.69		23,486.69
Other Outgo (Objects 1000-7999)				0.00	0.00
Total Other Costs	0.00	0.00	23,486.69	0.00	23,486.69

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Unaudited Actuals
2015-16 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. PASSED
- CHECKRESOURCE - (W) - All RESOURCE codes must be valid. PASSED
- CHK-RS-LOCAL-DEFINED - (F) - All locally defined resource codes must roll up to a CDE defined resource code. PASSED
- CHECKGOAL - (F) - All GOAL codes must be valid. PASSED
- CHECKFUNCTION - (F) - All FUNCTION codes must be valid. PASSED
- CHECKOBJECT - (F) - All OBJECT codes must be valid. PASSED
- CHK-FUNDxOBJECT - (F) - All FUND and OBJECT account code combinations must be valid. PASSED
- CHK-FDxRS7690x8590 - (F) - Funds 19, 57, 63, 66, 67, and 73 with Object 8590, All Other State Revenue, must be used in combination with Resource 7690, STRS-On Behalf Pension Contributions. PASSED
- CHK-FUNDxRESOURCE - (W) - All FUND and RESOURCE account code combinations should be valid. PASSED
- CHK-FUNDxGOAL - (W) - All FUND and GOAL account code combinations should be valid. PASSED
- CHK-FUNDxFUNCTION-A - (W) - All FUND (funds 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations should be valid. PASSED
- 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. PASSED
- CHK-RESOURCExOBJECTA - (W) - The following combinations for RESOURCE and OBJECT (objects 8000 through 9999, except for 9791, 9793, and 9795) are invalid. Data should be corrected or narrative must be provided explaining why the exception (s) should be considered appropriate. EXCEPTION

ACCOUNT				RESOURCE	OBJECT	VALUE
FD	RS	PY	GO	FN	OB	

01-6387-0-0000-0000-9740 6387 9740 865,543.60
Explanation: Will be adjusted in current FY

CHK-RESOURCExOBJECTB - (O) - All RESOURCE and OBJECT (objects 9791, 9793, and 9795) account code combinations should be valid. PASSED

CHK-RES6500xOBJ8091 - (F) - There is no activity in Resource 6500 (Special Education) with Object 8091 (LCFF Transfers-Current Year) or 8099 (LCFF/Revenue Limit Transfers-Prior Years). PASSED

CHK-FUNCTIONxOBJECT - (F) - All FUNCTION and OBJECT account code combinations must be valid. PASSED

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 minus Deferred Outflows of Resources plus Liabilities plus Deferred Inflows of Resources, 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 9100-9489) minus Liabilities (objects 9500-9689) 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

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

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

INTRAFFD-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

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 9100-9489] plus Deferred Outflows of Resources [objects 9490-9499] minus Liabilities [objects 9500-9689] minus Deferred Inflows of Resources [objects 9690-9699]). 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

NET-INV-CAP-ASSETS - (W) - If capital asset amounts are imported/keyed, objects 9400-9489, (Capital Assets) in funds 61-73, then an amount should be recorded for Object 9796 (Net Investment in Capital Assets) within the same fund.

PASSED

SUPPLEMENTAL CHECKS

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 9400-9489, 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

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

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.

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Unaudited Actuals
2016-17 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)
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- 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-FDxRS7690x8590 - (F) - Funds 19, 57, 63, 66, 67, and 73 with Object 8590, All Other State Revenue, must be used in combination with Resource 7690, STRS-On Behalf Pension Contributions.	<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) - The following combinations for RESOURCE and OBJECT (objects 8000 through 9999, except for 9791, 9793, and 9795) are invalid. Data should be corrected or narrative must be provided explaining why the exception (s) should be considered appropriate.	<u>EXCEPTION</u>

ACCOUNT						
FD	RS	PY	GO	FN	OB	VALUE
				RESOURCE	OBJECT	

01-6387-0-0000-0000-9740 6387 9740 888,395.60
Explanation:Will adjust in current FY

CHK-RESOURCExOBJECTB - (O) - The following combinations for RESOURCE and OBJECT (objects 9791, 9793, and 9795) are invalid: EXCEPTION

ACCOUNT					RESOURCE	OBJECT	VALUE
FD	RS	PY	GO	FN	OB		

01	6387	0	0000	0000	9791	6387	9791	865,543.60
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CHK-RES6500xOBJ8091 - (F) - There is no activity in Resource 6500 (Special Education) with Object 8091 (LCFF Transfers-Current Year) or 8099 (LCFF/Revenue Limit Transfers-Prior Years). PASSED

CHK-FUNCTIONxOBJECT - (F) - All FUNCTION and OBJECT account code combinations must be valid. PASSED

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

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

X Information
X Action

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

**AGENDA ITEM
Business & Finance #3**

Date of Board Meeting: September 15, 2016

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 2016 Board Meeting. MVROP's lease payment for 2016-17 is \$299,837.42. This includes a 3.5% increase over the last year in accordance with the agreed upon payment schedule.

MVROP and FUSD wish to extend the Services Agreement for the period July 1, 2016 through June 30, 2017. The term remains the same as prior years. The current Services Agreement expired June 30, 2016. MVROP's payment for services for the 2016-17 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 2016-17 school year.

Joyce Veasley
Staff Contact

Business Services
Division

Thomas Hanson
Superintendent, MVROP



Agenda Item Details

Meeting	Jun 29, 2016 - Regular Meeting of the Board of Education
Category	11. CONSENT CALENDAR - FINANCE/FACILITIES
Subject	11.9 Approve Annual Services Agreement with Mission Valley Regional Occupational Program (MVROP)
Type	Action (Consent)
Preferred Date	Jun 29, 2016
Fiscal Impact	Yes
Dollar Amount	186,260.00
Budgeted	Yes
Budget Source	The amount has been budgeted as part of the district's general fund revenue.
Recommended Action	Approve the annual Services agreement between Fremont Unified School District (FUSD) and the Mission Valley Regional Occupational Program (MVROP) for the 2016-2017 school year.

Background

Beginning the 2007-2008 school-year, the Mission Valley Regional Occupational Program (MVROP) commenced leasing property located on the Kennedy High School campus, 5019 Stevenson Blvd., Fremont. The twenty year Lease Agreement was executed and signed in November, 2005. A copy of the approved rent payment schedule (Exhibit B) is attached.

As a part of the agreement, FUSD provides services to MVROP as outlined in the attached Services Agreement.

Current Status

MVROP and FUSD wish to extend the Services Agreement for the period July 1, 2016 through June 30, 2017. The term remains the same as in prior years. The total fees for services are \$186,260 for the 2016-2017 school year.

Policy Implications

This action supports the District's goal of providing students with access to rigorous and challenging courses that prepare them for college and careers.

Prepared by: Raul Parungao

[Exhibit B_MVROP RentPaymentSchedule.pdf \(24 KB\)](#)

[MVROP Services Agreement 2016_17.pdf \(8 KB\)](#)

Motion & Voting

Take action to approve the Consent Calendar

Motion by Desrie Campbell, second by Yang Shao.

Final Resolution: Motion Carries

Yea: Michele Berke, Desrie Campbell, Ann Crosbie, Yang Shao, Larry Sweeney

EXHIBIT B
Rent Payment Schedule

Rent Payment Schedule for Mission Valley ROP

Payment Amount	Year	Fiscal Year
\$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

\$6,221,530.00 Total Rent Payment

First year rent based on \$220,000 per year

Years 2 thru 20 include 3.5% COLA increase

**FREMONT UNIFIED SCHOOL DISTRICT
MISSION VALLEY ROP**

SERVICES AGREEMENT 2016-2017

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 2016-2017 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)	\$ 60,000
Estimated Value of Services	\$195,800
Credit for grounds upkeep	(\$ 9,540)
For the period July 1, 2016 through June 30, 2017	<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 \$8.32/mile and be billed for this service monthly.
3. If, at any time, the MVROP wishes to acquire any of the services listed 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:**

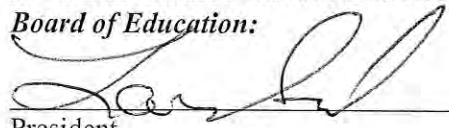
President

Vice President

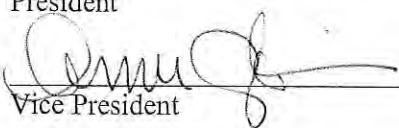
Clerk

Date _____

**Fremont Unified School District
Board of Education:**



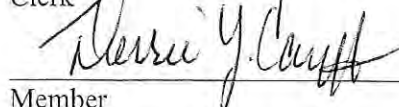
President



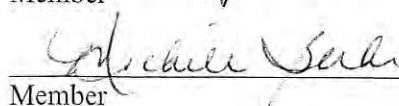
Vice President



Clerk



Member



Member

Date _____

June 29, 2016



Business and Finance #4

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

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

**AGENDA ITEM
Business & Finance #4**

DATE OF BOARD MEETING: September 15, 2016

TITLE: Review and Approve Mission Valley ROP Organizational Chart 16-17

Background:

It is the responsibility of the Superintendent to organize and arrange the administrative and supervisory staff to best fulfill the District's vision and goals, subject to ratification by the Governing Board.

Current Status:

The organizational structure presented should provide adequate administrative oversight to help the District accomplish its goals. Funding for the organizational structure is included in the budget for 2016-2017.

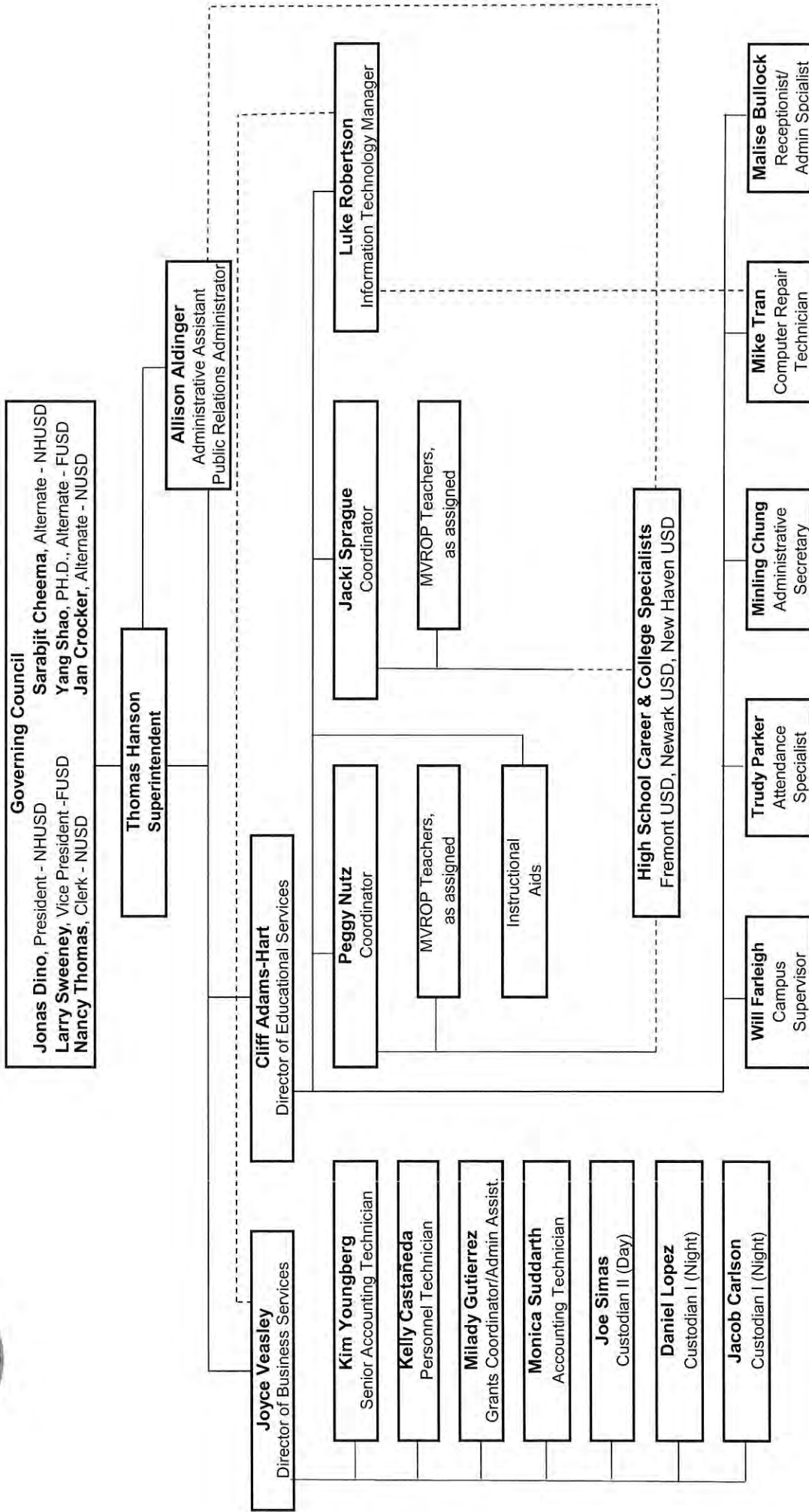
Recommendation:

It is recommended that the Governing Board ratify the Mission Valley ROP organizational structure for the 2016-2017 school year.

Joyce Veasley	Business Services	Thomas Hanson
Staff Contact	Division	Superintendent, Mission Valley ROP



Mission Valley ROP Organizational Chart 2016-17





Board of Education



Board of Education #1

X **Information**

 X **Action**

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

**AGENDA ITEM
Board of Education #1**

DATE OF BOARD MEETING: September 15, 2016

TITLE: Variable Term Waiver Request

Background:

Mission Valley ROP hired a new certificated employee to fill a teaching position for the 2016/17 school year. The employee will need to complete credentialing courses and two years of teaching experience to meet the English Learner Authorization and clear their credential. A Variable Term Waiver is needed to cover the teacher for the 2016/17 school year. The employee is:

NAME	SUBJECT	GRADE LEVEL
Vivien Buhain	Hospitality, Tourism, Recreation	9-12

Current Status:

A Variable Term Waiver will be completed to cover the instructor for the 2016/17 school year.

Recommendation:

Approve employment of the teacher with the Variable Term Waiver Request for the 2016/17 school year.

Cliff Adams-Hart
Staff Contact

ROP Center
Location

Administration
Division

Thomas Hanson
MVROP Superintendent



Board of Education #2

X **Information**

 X **Action**

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

**AGENDA ITEM
Board of Education #2**

DATE OF BOARD MEETING: September 15, 2016

TITLE: Subsequent Variable Term Waiver Requests

Background:

Mission Valley ROP hired 3 new certificated employees to fill teaching position for the 2015/16 school year. Each employee will need to complete credentialing courses and two years of teaching experience to meet the English Learner Authorization and clear their credential. A Variable Term Waiver was completed to cover each teacher for the 2015/16 school year. A Subsequent Variable Term Waiver is needed to cover these teachers for the 2016/17. The employees are:

NAME	SUBJECT	GRADE LEVEL
Michelle Cimino	Health Science & Medical Technology	9-12
Karin Cornils	Information & Communication Technologies	912
Walter Cruz Pivaral	Hospitality, Tourism, Recreation	9-12

Current Status:

A Subsequent Variable Term Waiver will be completed to cover each instructor for the 2016/17 school year.

Recommendation:

Approve employment of the teachers with the Subsequent Variable Term Waiver Request for the 2016/17 school year.

Cliff Adams-Hart
Staff Contact

ROP Center
Location

Administration
Division

Thomas Hanson
MVROP Superintendent



End of Board Packet