

**Mission Valley ROP**  
**Thursday, September 21, 2017**  
**4p.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 21, 2017**  
**Regular Meeting (Open Session) – 4p.m.**

Call to order \_\_\_\_\_p.m.

**Pledge of Allegiance**

**Roll Call:** \_\_\_\_\_ Larry Sweeney, President  
\_\_\_\_\_ Nancy Thomas, Vice President  
\_\_\_\_\_ Sharan Kaur, Clerk  
\_\_\_\_\_ Other

**Approval of Agenda:**

Motion: \_\_\_\_\_  
Second: \_\_\_\_\_  
Vote: \_\_\_\_\_

**Communication:**

- a. Items from the Staff
- b. Oral Communication
  - *CTEIG Summer Projects 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 special study session on June 15, 2017 and meetings on June 15, 2017 and June 22, 2017.
  - 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 Adopt Resolution Number 1-1718
    - Accept Donations to Mission Valley ROP
    - B&F#4 Approve Memorandum of Understanding between MVROP and Direct Support Professional Trainers (DSP)
    - B&F#5 Approve 2017-18 Payroll Reimbursements for Fremont, Newark, and New Haven Unified School District Employees Teaching and Supporting ROP Classes
    - B&F#6 Approve 2016-17 Year-End Transfers
  - c. **Curriculum and Instruction**
    - C&I#1 Approve MVROP Master Course List for High School and Adult Programs for the School Year 2017/ 2018
- MVROP Governing Council Agenda – September 21, 2017

**d. Employment and Personnel:**

E&P#1 Approve Report of Certificated 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**

Review CTEIG Financial Update

**Business and Finance #3**

**Information/Action**

Review and Approve Mission Valley ROP Organizational Chart 2017-18

Motion: \_\_\_\_\_  
Second: \_\_\_\_\_  
Vote: \_\_\_\_\_

**Business and Finance #4**

**Information/Action**

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

Motion: \_\_\_\_\_  
Second: \_\_\_\_\_  
Vote: \_\_\_\_\_

**Business and Finance #5**

**Information/Action**

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

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

**Special Study Session Meeting of the Governing Council  
Mission Valley Regional Occupational Center/ Program  
Thursday, June 15, 2017**

**Member Sweeney called the meeting to order at 3:04 pm.**

Present:

Larry Sweeney, President  
Nancy Thomas, Vice President  
Sarabjit Cheema, Alternate

**Approval of Agenda:**

*Member Thomas made a motion to approve all items on the June Special Study Session meeting agenda. Member Cheema made a second to approve the motion. Members voted 3-0 to approve all items on the June Special Study Session meeting agenda.*

**Communication:**

**a. Public Comment:**

None

**Business and Finance #1**

**Review MVROP Fiscal Update**

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.*

**The meeting was adjourned at 4:04 p.m.**

---

Larry Sweeney, President

---

Nancy Thomas, Vice President

---

Sharan Kaur, Clerk

**Regular Meeting of the Governing Council  
Mission Valley Regional Occupational Center/ Program  
Thursday, June 15, 2017**

**Member Sweeney called the meeting to order at 4:15 pm.**

Present:

Larry Sweeney, President  
Nancy Thomas, Vice President  
Sarabjit Cheema, Alternate

**Approval of Agenda:**

*Member Cheema made a motion to approve all items on the June agenda. Member Thomas made a second to approve the motion. Members voted 3-0 to approve all items on the June agenda.*

**Communication:**

**a. Items from Staff:**

Superintendent Hanson shared:

- The school year has been closed out and had a successful run.
- MVROP held its annual Student of the Year Ceremony on May 23<sup>rd</sup> to a full house in the Grand Ballroom of the Fremont Marriott Silicon Valley Hotel. In addition to the student awards, this year Ms. Aldinger was able to partner with local businesses to offer four student scholarships. It was the best ceremony MVROP has held this far.
- MVROP has selected Automotive Technology Instructor Doug Nahale as the 2017 Teacher of the Year. It was announced at the recent staff meeting. Doug will be honored in October by ACOE and MVROP.
- A breakdown of the college and career indicators was detailed for the Governing Council. A breakdown of the college articulations and industry certifications MVROP students gained as a result of the MVROP Instructional Team as shared with the Governing Council. It totaled: 47 college articulations with 202 credits received by students and 255 industry certifications awarded.
- MVROP conducted end-of-the-year surveys for staff and students to ensure that we continuously find areas where we can improve and provide quality CTE programming.
- Superintendent Hanson will be attending a CAROCP conference in the coming weeks. Mr. Adams-Hart will join him there as well.

**b. Written Communication:**

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

- “MVROP Spring/Summer 2017 Reflections Newsletter”, June 12, 2017

**d. Public Comment:**

None

**e. Items from the Board:**

Member Cheema thanked the MVROP staff for sharing the breakdown of college articulations, credits and industry certifications received to the school districts. The information details the value provided via MVROP CTE programs to each of the JPA Districts.

**Consent Calendar:**

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

**Business and Finance #1**

**Review MVROP Fiscal 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 CTEIG Financial Update**

MVROP Director of Business Services, Joyce Veasley, reviewed Business and Finance #2 and answered subsequent Board inquiries regarding the CTEIG Financial Update.

*This item is information only.*

**Business and Finance #3**

**Review and Approve CTEIG Major Projects for 2017-18**

MVROP Director of Business Services, Joyce Veasley, reviewed Business and Finance #3 and answered subsequent Board inquiries regarding the CTEIG Projects for 2017-18.

*Member Thomas made a motion to approve Business and Finance #3, Review and Approve CTEIG Major Projects for 2017-18. Member Cheema made a second to approve the motion. Members voted 3-0 to approve Business and Finance #3, Review and Approve CTEIG Major Projects for 2017-18.*

**Business and Finance #4**

**Review and Approve First Reading of Updated Language for MVROP BP 4253 Overtime Pay/Compensatory Time Off for Classified Employees**

MVROP Director of Business Services, Joyce Veasley, reviewed Business and Finance #3 and answered subsequent Board inquiries regarding the First Reading of Updated Language for MVROP BP 4253 Overtime Pay/Compensatory Time Off for Classified Employees.

*Member Thomas made a motion to approve Business and Finance #4, Review and Approve First Reading of Updated Language for MVROP BP 4253 Overtime Pay/Compensatory Time Off for Classified Employees. Member Cheema made a second to approve the motion. Members voted 3-0 to approve Business and Finance #4, Review and Approve First Reading of Updated Language for MVROP BP 4253 Overtime Pay/Compensatory Time Off for Classified Employees.*

**Business and Finance #5**

**Review and Approve MVROP**

## **Salary Schedule for 2017-18**

MVROP Director of Business Services, Joyce Veasley, reviewed Business and Finance #5 and answered subsequent Board inquiries regarding the Review and Approve MVROP Salary Schedule for 2017-18.

*Member Cheema made a motion to approve Business and Finance #5, Review and Approve MVROP Salary Schedule for 2017-18. Member Thomas made a second to approve the motion. Members voted 3-0 to approve Business and Finance #5, Review and Approve MVROP Salary Schedule for 2017-18.*

### **Board of Education #1**

### **Review and Approve Fall 2017 Governing Council Meeting Dates**

MVROP PR Administrator, Allison Aldinger, reviewed Board of Education #1 and answered subsequent Board inquiries regarding the Fall 2017 Governing Council Meeting Dates.

*Member Cheema made a motion to approve Board of Education #1, Review and Approve Fall 2017 Governing Council Meeting Dates. Member Thomas made a second to approve the motion. Members voted 3-0 to approve Board of Education #1, Review and Approve Fall 2017 Governing Council Meeting Dates.*

### **Board Requests:**

None

**Adjourn to Closed Session: 5:11 p.m.**

**Reconvene to Open Session: 5:37 p.m.**

*No action was taken.*

**The meeting was adjourned at 5:37p.m.**

---

Larry Sweeney, President

---

Nancy Thomas, Vice President

---

Sharan Kaur, Clerk

**Regular Meeting of the Governing Council  
Mission Valley Regional Occupational Center/ Program  
Thursday, June 22, 2017**

**Member Sweeney called the meeting to order at 3:04 pm.**

Present:

Larry Sweeney, President  
Sharan Kaur, Clerk

**Approval of Agenda:**

*Member Kaur made a motion to approve all items on the June 22, 2017 agenda. Member Sweeney made a second to approve the motion. Members voted 2-0 to approve all items on the June 22, 2017 agenda.*

**Communication:**

**a. Public Comment:**

None

**e. Items from the Board:**

Member Kaur shared it has been a busy few weeks celebrating graduations and end of the year festivities for the New Haven Unified School District.

**Business and Finance #1**

**Approve Superintendent's Contract  
Addendum #4**

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

*Member Kaur made a motion to approve Business and Finance #1, Approve Superintendent's Contract Addendum #4. Member Sweeney made a second to approve the motion. Members voted 2-0 to approve Business and Finance #1, Approve Superintendent's Contract Addendum #4.*

**Business and Finance #2**

**Public Hearing and Action on the  
Adopted Budget for 2017-2018**

The Public Hearing opened at 3:07 p.m.

MVROP Director of Business Services, Joyce Veasley, reviewed Business and Finance #2 and answered subsequent Board inquiries regarding the MVROP Adopted Budget for 2017-2018.

There was no public comment.

The Public Hearing closed at 3:09 pm.

There was no Board discussion.



*Member Kaur made a motion to approve Business and Finance #2, Public Hearing and Action on the Adopted Budget for 2017-2018. Member Sweeney made a second to approve the motion. Members voted 2-0 to approve Business and Finance #2, Public Hearing and Action on the Adopted Budget for 2017-2018.*

**Business and Finance #3**

**Review and Approve Second and Final Reading of Updated Language for MVROP BP 4253 Overtime Pay/Compensatory Time Off for Classified Employees**

MVROP Director of Business Services, Joyce Veasley, reviewed Business and Finance #3 and answered subsequent Board inquiries regarding the Second and Final Reading of Updated Language for MVROP BP 4253 Overtime Pay/Compensatory Time Off for Classified Employees.

*Member Kaur made a motion to approve Business and Finance #3, Review and Approve Second and Final Reading of Updated Language for MVROP BP 4253 Overtime Pay/Compensatory Time Off for Classified Employees. Member Sweeney made a second to approve the motion. Members voted 2-0 to approve Business and Finance #3, Review and Approve Second and Final Reading of Updated Language for MVROP BP 4253 Overtime Pay/Compensatory Time Off for Classified Employees.*

**Board Requests:**

None

**Adjourn to Closed Session: 3:10 p.m.**

The Governing Council discussed the following:

- Public Employee: Discipline/Dismissal/Release/Reassignment  
(Government Code Section 54957)

**Reconvene to Open Session: 3:35 p.m.**

*The Governing Council reported action on the following:*

- Public Employee: Discipline/Dismissal/Release/Reassignment  
(Government Code Section 54957)

*Member Kaur made a motion to approve the non-re-election of a certificated employee. The Governing Council voted 2-0 to nonrelect a certificated employee and directed the Superintendent to provide notice.*

**The meeting was adjourned at 3:37p.m.**

---

Larry Sweeney, President

---

Nancy Thomas, Vice President

---

Sharan Kaur, Clerk



## **Business and Finance**

Includes Purchase Orders dated 07/01/2017 - 09/11/2017 \*\*\*

Board Meeting Date September 21, 2017

PO Number	Vendor Name	Description	Location	Account Number	Account Amount
<b>PO Type PO</b>					
PO17-06747	HOME DEPOT INC. ATTN: PRO DESK	Open PO for Instructional supplies	ROP Center	96-6387-0-6000-1000-4300-860-800-6706	8,607.22
PO17-06967	RAY WEAVER GENERAL CONTRACTING	Culinary Classroom 601 remodel		96-6387-0-6000-8100-5640-856-800-6621	45,449.92
PO18-00143		Culinary Classroom 124 remodel		96-6387-0-6000-8100-5640-852-800-6621	72,875.08
PO18-00424	SOFTWARE HOUSE INTERNATIONAL	Open PO		96-0000-0-6000-1000-4310-860-800-6005	5,000.00
PO18-00855	XEROX CORPORATION	Open PO for copier lease		96-0000-0-6000-1000-5670-860-800-6013	32,222.00
PO18-01028	OHLONE COLLEGE EDUCATION	Open PO		96-6387-0-6000-1000-5801-860-800-6998	77,000.00
PO18-01039	STAPLES	Open PO		96-0000-0-6000-2700-4300-860-800-6013	2,750.00
PO18-01055	US BANK	Lease on Sharp copiers		96-6387-0-6000-1000-4300-860-800-6998	4,250.00
PO18-01057	VAVRINEK TRINE DAY & CO	Auditing		96-0000-0-6000-2700-5670-860-800-6013	4,116.00
PO18-01063	AMAZON.COM	Instructional Equipment	ROP-Invington HS	96-6387-0-6000-1000-4410-851-800-6503	3,564.00
PO18-01070	EAST BAY RESTAURANT SUPPLY INC	Induction Range	ROP-American HS	96-6387-0-6000-1000-4400-856-800-6621	16,700.00
PO18-01103	FORENSIC COMPUTERS, INC.	Forensic Tower computer	ROP-Invington HS	96-6387-0-6000-1000-6410-851-800-6503	6,054.25
PO18-01152	AMAZON.COM	Open PO for instructional supplies	ROP Center	96-6387-0-6000-1000-4300-864-800-6621	14,136.06
PO18-01155	VEX ROBOTICS INC	PO for instructional supplies		96-6387-0-6000-1000-4300-851-800-6506	16,388.18
PO18-01190	SCHOOL SPECIALTY ORDER ENTRY	Tables	ROP-Logan HS	96-6387-0-6000-1000-4300-867-800-6507	6,000.00
PO18-01194	LEVY PROMOTIONAL PRODUCTS INC	Open PO for Promotional supplies	ROP Center	96-0000-0-6000-7100-4300-860-800-6010	9,828.45
PO18-01206	AMAZON.COM	PO for instructional supplies	ROP-Invington HS	96-6387-0-6000-1000-4410-851-800-6503	6,607.67
PO18-01223	FOLGERGRAPHICS INC	Open PO	ROP Center	96-0000-0-6000-7100-5802-860-800-6010	12,000.00
PO18-01249	SMART & FINAL	Open PO for instructional supplies	ROP-Kennedy HS	96-6387-0-6000-1000-4300-852-800-6621	6,117.96
PO18-01250		Open PO for instructional supplies	ROP-American HS	96-6387-0-6000-1000-4300-856-800-6621	5,000.00
PO18-01257	AMAZON.COM	Open PO for instructional supplies		96-6387-0-6000-1000-4300-856-800-6621	10,000.00
PO18-01319	RAY WEAVER GENERAL CONTRACTING	Roll up garage door/add walls	ROP Center	96-6387-0-6000-8100-5640-860-800-6706	10,888.00
					7,000.00
					15,626.00

\*\*\* See the last page for criteria limiting the report detail.

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

Includes Purchase Orders dated 07/01/2017 - 09/11/2017 \*\*\*

Board Meeting Date September 21, 2017

PO Number	Vendor Name	Description	Location	Account Number	Account Amount
<b>PO Type PO (continued)</b>					
PO18-01347	KEENAN & ASSOCIATES	Liability Insurance	ROP Center	96-0000-0-0000-7200-5410-860-800-6013	53,015.00
PO18-01422	AMAZON.COM	Open PO for instructional supplies	ROP-Logan HS	96-6387-0-6000-1000-4300-867-800-6608	10,000.00
PO18-01424	TRIMARK ECONOMY RESTAURANT FIX	Open PO for instructional supplies	ROP-Newark Memorial HS	96-6387-0-6000-1000-4300-864-800-6621	6,000.00
PO18-01454	PRECISION EXAMS LLC	Certification Exams	ROP Center	96-6387-0-6000-1000-5816-860-800-6998	12,464.00
PO18-01467	GLOBAL EQUIPMENT COMPANY	PO for cabinets	ROP-Irvington HS	96-6387-0-6000-1000-4400-851-800-6506	8,522.38
PO18-01478	DATA NET IT	Security Cameras	ROP Center	96-0000-0-6000-2700-4300-860-800-6013	201.90
				96-0000-0-6000-2700-4400-860-800-6013	3,638.17
				96-0000-0-6000-2700-5801-860-800-6013	2,032.82
PO18-01665	HOME DEPOT INC. ATTN: PRO DESK	Open PO for instructional supplies		96-6387-0-6000-1000-4300-860-800-6706	5,000.00
PO18-01692	SMART & FINAL	Open PO		96-6387-0-6000-1000-4300-854-800-6621	10,000.00
PO18-01694	AMAZON.COM	Open PO		96-6387-0-6000-1000-4300-854-800-6621	7,000.00
PO18-01695		Open PO		96-6387-0-6000-1000-4300-867-800-6621	7,000.00
PO18-01696	SMART & FINAL	Open PO		96-6387-0-6000-1000-4300-867-800-6621	21,161.00
PO18-01701	AMAZON.COM	Open PO		96-6387-0-6000-1000-4300-868-800-6621	6,000.00
PO18-01806	FREESTYLE SALES CO INC	Instructional Supplies		96-6387-0-6000-1000-4300-867-800-6110	6,068.59
PO18-01870	B & H PHOTO-VIDEO	Order for Camcorders		96-6387-0-6000-1000-5400-860-800-6106	11,469.07
PO18-01900	RAY WEAVER GENERAL CONTRACTING	Dishwasher install and sinks		96-6387-0-6000-8100-5640-864-800-6621	14,185.00
PO18-01911	B & H PHOTO-VIDEO	PO for instructional supplies		96-6387-0-6000-1000-4300-860-800-6106	8,320.09
PO18-01960	HULBERT LUMBER AND SUPPLY COMP	Open PO for instructional supplies		96-6387-0-6000-1000-4300-860-800-6706	5,000.00
PO18-01967	B & H PHOTO-VIDEO	Instructional supplies		96-6387-0-6000-1000-4400-860-800-6106	26,692.21
<b>Total Number of POs</b>				<b>40</b>	
<b>Total for PO Type PO</b>					<b>622,131.02</b>

Information is further limited to: (Minimum Amount = 5,000.00, Department = MVROP)

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.



Checks Dated 07/01/2017 through 09/11/2017					Board Meeting Date September 21, 2017	
Check Number	Check Date	Pay to the Order of	Fund-Resource-Object-Location-Cost Center	Expensed Amount	Check Amount	
50993498	07/12/2017	DELTA DENTAL CLIENT SERVICES	96- -9560- -	4,044.04		
50995914	08/02/2017	DELTA DENTAL CLIENT SERVICES	96- -9560- -	4,044.04		
50993498	07/12/2017	DELTA DENTAL CLIENT SERVICES	96- -9561- -	75.47		
50995914	08/02/2017	DELTA DENTAL CLIENT SERVICES	96- -9561- -	75.47		
50993498	07/12/2017	DELTA DENTAL CLIENT SERVICES	96- -9562- -	922.39		
50995914	08/02/2017	DELTA DENTAL CLIENT SERVICES	96- -9562- -	922.39		
50993497	07/12/2017	DELTA DENTAL INS. COMPANY ACCOUNTS RECEIVABLE	96- -9564- -	347.13		
50995913	08/02/2017	DELTA DENTAL INS. COMPANY ACCOUNTS RECEIVABLE	96- -9564- -	347.13		
50994457	07/21/2017	CalPERS	96-0000-3701-860-6019	5,764.18		
50998268	08/23/2017	CalPERS	96-0000-3701-860-6019	5,764.18		
50979859	07/05/2017	SAVE MART SUPERMARKET FILE# 33486-01	96-0000-4300-860-6010	48.41		
50993516	07/12/2017	FREMONT UNIFIED SCH DIST REVOLVING FUND	96-0000-4300-860-6010	43.61		
50996789	08/09/2017	ALPINE AWARDS ACCOUNTING	96-0000-4300-860-6010	106.56		
50842202	08/28/2017	IMAGINATION BRANDING	96-0000-4300-860-6013	468.35		
50842246	08/28/2017	US BANK CORPORATE PAYMENT SYS	96-0000-4300-860-6013	1,165.68		
50843260	09/06/2017	OFFICE DEPOT	96-0000-4300-860-6013	14.19-		
50843292	09/06/2017	SMART & FINAL	96-0000-4300-860-6013	255.63		
50843304	09/06/2017	SUPPLY WORKS	96-0000-4300-860-6013	528.99		
50979825	07/05/2017	ALLIED AUTO STORES	96-0000-4300-860-6013	116.06		
50993516	07/12/2017	FREMONT UNIFIED SCH DIST REVOLVING FUND	96-0000-4300-860-6013	41.05		
50993568	07/12/2017	OFFICE DEPOT BUSINESS DIV-2	96-0000-4300-860-6013	133.48		
50994357	07/21/2017	DALE HARDWARE (DCIS)	96-0000-4300-860-6013	383.77		
50995899	08/02/2017	CENTERVILLE LOCKSMITH	96-0000-4300-860-6013	19.65		
50997582	08/16/2017	OFFICE DEPOT	96-0000-4300-860-6013	223.46		
50997638	08/16/2017	ULINE ATTN: ACCOUNTS RECEIVABLE	96-0000-4300-860-6013	59.98		
50998162	08/23/2017	ALLSTATE SIGN & PLAQUE CORP	96-0000-4300-860-6013	394.34		
50998234	08/23/2017	OFFICE DEPOT	96-0000-4300-860-6013	12.35		
50842169	08/28/2017	SYNCB/AMAZON #6045787810138129	96-0000-4310-860-6005	2,782.69		
50843226	09/06/2017	FRYS ELECTRONICS ATTN JOAN ACCOUNTS RECEIVABLE	96-0000-4310-860-6005	200.47		
50993518	07/12/2017	FRYS ELECTRONICS ATTN JOAN ACCOUNTS RECEIVABLE	96-0000-4310-860-6005	1,923.09		
50995140	07/26/2017	SYNCB/AMAZON #6045787810138129	96-0000-4310-860-6005	1,457.16		
50996832	08/09/2017	FRYS ELECTRONICS ATTN JOAN ACCOUNTS RECEIVABLE	96-0000-4310-860-6005	109.17		
50993496	07/12/2017	AMERICAN EXPRESS LOAD# 028230 FOR DELL MARKETING LP V003504	96-0000-4310-860-6010	341.73		
			96-0000-4310-860-6013	1,697.29		
			96-0000-4410-860-6010	615.96		

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  
Page 17 of 25

Checks Dated 07/01/2017 through 09/11/2017				Board Meeting Date September 21, 2017	
Check Number	Check Date	Pay to the Order of	Fund-Resource-Object-Location-Cost Center	Expensed Amount	Check Amount
50993496	07/12/2017	AMERICAN EXPRESS LOAD# 028230 FOR DELL MARKETING LP V003504	96-0000-4410-860-6013	2,702.43	
50997497	08/16/2017	BJ TRAVEL	96-0000-5210-860-6005	197.96	
50997501	08/16/2017	CALIF EDUCATIONAL TECHNOLOGY PROFESSIONALS ASSOCIATION	96-0000-5210-860-6005	505.00	
50998193	08/23/2017	COURTYARD LOS ANGELES PASADENA OLD TOWN	96-0000-5210-860-6005	618.60	
50842246	08/28/2017	US BANK CORPORATE PAYMENT SYS	96-0000-5210-860-6013	1,400.00	
50993516	07/12/2017	FREMONT UNIFIED SCH DIST REVOLVING FUND	96-0000-5210-860-6013	165.00	
50979805	07/05/2017	PEGGY NUTZ	96-0000-5220-860-6001	81.79	
50993436	07/12/2017	JACKLYNN R. SPRAGUE	96-0000-5220-860-6001	17.66	
50996769	08/09/2017	JACKLYNN R. SPRAGUE	96-0000-5220-860-6001	16.16	
50993440	07/12/2017	MICHAEL TRAN	96-0000-5220-860-6005	10.49	
50993399	07/12/2017	ALLISON M. ALDINGER	96-0000-5220-860-6010	251.55	
50996774	08/09/2017	MONICA SUDDARTH	96-0000-5220-860-6013	35.42	
50994314	07/21/2017	ACSA	96-0000-5300-860-6001	1,525.00	
50994330	07/21/2017	ASCD	96-0000-5300-860-6001	59.00	
50995970	08/02/2017	ACCREDITING COMMISSION FOR WESTERN ASSOC OF SCHOOLS	96-0000-5300-860-6001	970.00	
50993454	07/12/2017	ACSA	96-0000-5300-860-6013	1,161.09	
50994339	07/21/2017	CALIFORNIA SCHOOL BOARDS ASSN CO WEST AMERICA BANK	96-0000-5300-860-6013	1,438.00	
50994374	07/21/2017	FREMONT CHAMBER OF COMMERCE	96-0000-5300-860-6013	270.00	
50996839	08/09/2017	EAST BAY SCHOOLS INS. GRP C/O KEENAN & ASSOCIATES	96-0000-5410-860-6013	53,015.00	
50843266	09/06/2017	PACIFIC GAS & ELECTRIC CO	96-0000-5510-860-6013	13,477.64	
50993574	07/12/2017	PACIFIC GAS & ELECTRIC CO	96-0000-5510-860-6013	14,615.06	
50994425	07/21/2017	PACIFIC GAS & ELECTRIC CO	96-0000-5510-860-6013	149.52	
50997252	08/14/2017	PACIFIC GAS & ELECTRIC CO	96-0000-5510-860-6013	13,692.09	
50997587	08/16/2017	PACIFIC GAS & ELECTRIC CO	96-0000-5510-860-6013	154.82	
50994455	07/21/2017	SPURR	96-0000-5520-860-6013	590.98	
50997619	08/16/2017	SPURR	96-0000-5520-860-6013	292.33	
50842166	08/28/2017	ALAMEDA CO WATER DISTRICT	96-0000-5530-860-6013	147.68	
50979824	07/05/2017	ALAMEDA CO WATER DISTRICT	96-0000-5530-860-6013	147.68	
50993625	07/12/2017	UNION SANITARY DISTRICT ACCOUNTING	96-0000-5540-860-6013	268.36	
50994435	07/21/2017	AMERICAN EXPRESS LOAD# 028230 FOR V REPUBLIC SVCS	96-0000-5550-860-6013	45.02	
50997595	08/16/2017	AMERICAN EXPRESS FOR V REPUBLIC SVCS	96-0000-5550-860-6013	45.82	
50979907	07/05/2017	RAIBON & COLBERT ASSOC INC	96-0000-5560-860-6013	13,415.46	
50993558	07/12/2017	MEDWASTE CALIFORNIA	96-0000-5560-860-6013	133.00	
50994409	07/21/2017	MEDWASTE CALIFORNIA	96-0000-5560-860-6013	75.00	
50994435	07/21/2017	AMERICAN EXPRESS LOAD# 028230 FOR V REPUBLIC SVCS	96-0000-5560-860-6013	1,217.89	

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

Page 18 of 25

Checks Dated 07/01/2017 through 09/11/2017				Board Meeting Date September 21, 2017	
Check Number	Check Date	Pay to the Order of	Fund-Resource-Object-Location-Cost Center	Expensed Amount	Check Amount
50997595	08/16/2017	AMERICAN EXPRESS FOR V REPUBLIC SVCS	96-0000-5560-860-6013	1,239.46	
50993569	07/12/2017	OLDCASTLE PRECAST INC	96-0000-5640-860-6013	68.00	
50993608	07/12/2017	SONITROL	96-0000-5640-860-6013	134.00	
50995956	08/02/2017	SONITROL	96-0000-5640-860-6013	134.00	
50996872	08/09/2017	SONITROL	96-0000-5640-860-6013	134.00	
50842190	08/28/2017	COMM USA GO WIRELESS	96-0000-5650-860-6005	106.00	
50993450	07/12/2017	ABS ALARM	96-0000-5670-860-6013	198.00	
50994476	07/21/2017	US BANK EQUIPMENT FINANCE	96-0000-5670-860-6013	57.36	
50994485	07/21/2017	XEROX CORPORATION	96-0000-5670-860-6013	2,825.27	
50995176	07/26/2017	SHARP ELECTRONICS CORP SHARP BUSINESS SYSTEMS	96-0000-5670-860-6013	286.18	
50997642	08/16/2017	US BANK EQUIPMENT FINANCE	96-0000-5670-860-6013	627.14	
50997652	08/16/2017	XEROX CORPORATION	96-0000-5670-860-6013	2,588.35	
50998259	08/23/2017	SHARP ELECTRONICS CORP SHARP BUSINESS SYSTEMS	96-0000-5670-860-6013	349.13	
50993542	07/12/2017	KEEP IT SIMPLE COMPUTER CTR	96-0000-5801-860-6005	6,660.00	
50994457	07/21/2017	CalPERS	96-0000-5801-860-6013	74.06	
50998268	08/23/2017	CalPERS	96-0000-5801-860-6013	74.06	
50843256	09/06/2017	NEW HAVEN UNIFIED SCHOOL DISTRICT PAYROLL AR	96-0000-5801-867-6007	69.88	
50994416	07/21/2017	NEW HAVEN UNIFIED SCHOOL DISTRICT ACCOUNTS RECEIVABLE	96-0000-5801-867-6007	47,372.69	
50994477	07/21/2017	VALLEY YELLOW PAGES DEPT 33302	96-0000-5804-860-6010	684.00	
50995973	08/02/2017	WHAT'S HAPPENING MAGAZINE TRI-CITYVOICE NEWSPAPER	96-0000-5804-860-6010	500.00	
50997525	08/16/2017	E&M CONSULTING INC	96-0000-5804-860-6010	1,071.50	
50994334	07/21/2017	BAY AREA NEWS GROUP EAST BAY	96-0000-5804-860-6013	74.88	
50997573	08/16/2017	MVROP REVOLVING FUND	96-0000-5805-860-6013	20.00	
50996813	08/09/2017	DANNIS WOLIVER KELLEY	96-0000-5806-860-6013	290.00	
50993630	07/12/2017	VAVRINEK TRINE DAY & CO LLP	96-0000-5809-860-6013	500.00	
50993516	07/12/2017	FREMONT UNIFIED SCH DIST REVOLVING FUND	96-0000-5813-860-6013	398.00	
50995179	07/26/2017	STATE OF CALIFORNIA JUSTICE ACCOUNTING SVCS	96-0000-5813-860-6013	448.00	
50997620	08/16/2017	STATE OF CALIFORNIA JUSTICE ACCOUNTING SVCS	96-0000-5813-860-6013	160.00	
50994396	07/21/2017	KEEP IT SIMPLE COMPUTER CTR	96-0000-5815-860-6005	1,505.00	
50996840	08/09/2017	KEEP IT SIMPLE COMPUTER CTR	96-0000-5815-860-6005	1,561.65	
50995884	08/02/2017	ADMINISTRATIVE SOFTWARE APPLICATIONS INC	96-0000-5815-860-6013	2,995.00	
50994432	07/21/2017	PROJECT LEAD THE WAY INC	96-0000-5816-841-6506	750.00	
			96-0000-5816-842-6506	750.00	
			96-0000-5816-843-6506	750.00	
			96-0000-5816-845-6506	750.00	
			96-0000-5816-846-6506	750.00	
50993484	07/12/2017	CASPIO INC	96-0000-5816-860-6005	734.40	

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.

**SOCAPS ONLINE**  
Page 19 of 25

Checks Dated 07/01/2017 through 09/11/2017

Board Meeting Date September 21, 2017

Check Number	Check Date	Pay to the Order of	Fund-Resource-Object-Location-Cost Center	Expensed Amount	Check Amount
50993531	07/12/2017	I SAFE INC	96-0000-5816-860-6005	600.00	
50995150	07/26/2017	CONSTANT CONTACT INC	96-0000-5816-860-6013	798.00	
50996850	08/09/2017	MRC SMART TECHNOLOGY SOLUTIONS	96-0000-5910-860-6013	7.98	
50995144	07/26/2017	AT&T	96-0000-5920-860-6013	652.13	
50996794	08/09/2017	AT&T	96-0000-5920-860-6013	72.45	
50993440	07/12/2017	MICHAEL TRAN	96-0000-5921-860-6013	20.00	
50993492	07/12/2017	AMERICAN EXPRESS LOAD# 028230 FOR VENDOR 001125	96-0000-5930-860-6005	746.11	
50996808	08/09/2017	AMERICAN EXPRESS	96-0000-5930-860-6005	746.11	
50994351	07/21/2017	COMCAST	96-0000-5940-860-6005	166.23	
50998190	08/23/2017	COMCAST	96-0000-5940-860-6005	166.23	
50843257	09/06/2017	NEWARK UNIFIED SCHOOL DISTRICT	96-0000-9501- -	42,182.75	
50995940	08/02/2017	NEW HAVEN UNIFIED SCHOOL DISTRICT	96-0000-9501- -	1,295.59	
50996817	08/09/2017	ELB US INC	96-0000-9501- -	6,066.34	
50996777	08/09/2017	MICHAEL TRAN	96-0000-9503- -	20.00	
50997461	08/16/2017	JOE S. SIMAS	96-0000-9503- -	20.00	
50843297	09/06/2017	BOARD OF EQUALIZATION SPECIAL TAXES AND FEES	96-0000-9507- -	3,165.85	
50995182	07/26/2017	BOARD OF EQUALIZATION SPECIAL TAXES AND FEES	96-0000-9507- -	558.56	
50997543	08/16/2017	GOODHEART-WILLCOX CO INC	96-6387-4100-852-6621	3,163.65	
50843249	09/06/2017	MCGRAW HILL SCHOOL EDUCATION HOLDINGS LLC	96-6387-4100-853-6807	4,815.98	
50843270	09/06/2017	PEARSON EDUCATION	96-6387-4100-860-6603	137.27	
50998237	08/23/2017	PEARSON EDUCATION	96-6387-4100-860-6603	3,291.12	
50843270	09/06/2017	PEARSON EDUCATION	96-6387-4100-864-6621	2,509.30	
50843173	09/06/2017	AMERICAN TECHNICAL PUBLISHERS	96-6387-4200-860-6706	1,639.58	
50842169	08/28/2017	SYNCB/AMAZON #6045787810138129	96-6387-4300-851-6503	833.45	
50998234	08/23/2017	OFFICE DEPOT	96-6387-4300-851-6503	979.50	
50842169	08/28/2017	SYNCB/AMAZON #6045787810138129	96-6387-4300-851-6506	1,653.49	
50997645	08/16/2017	VEX ROBOTICS INC	96-6387-4300-851-6506	9,828.45	
50995140	07/26/2017	SYNCB/AMAZON #6045787810138129	96-6387-4300-852-6110	103.25	
50993516	07/12/2017	FREMONT UNIFIED SCH DIST REVOLVING FUND	96-6387-4300-853-6110	82.28	
50994471	07/21/2017	TRIMARK ECONOMY RESTAURANT FIX	96-6387-4300-856-6621	3,363.99	
50995953	08/02/2017	SCHOOL OUTFITTERS	96-6387-4300-860-6506	1,671.67	
50996826	08/09/2017	FLINN SCIENTIFIC INC	96-6387-4300-860-6506	40.27	
50997573	08/16/2017	MVROP REVOLVING FUND	96-6387-4300-860-6506	327.59	
50994357	07/21/2017	DALE HARDWARE (DCIS)	96-6387-4300-860-6602	64.74	
50998205	08/23/2017	FIRE SAFETY USA INC	96-6387-4300-860-6602	157.39	

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  
Page 20 of 25



Checks Dated 07/01/2017 through 09/11/2017				Board Meeting Date September 21, 2017	
Check Number	Check Date	Pay to the Order of	Fund-Resource-Object-Location-Cost Center	Expensed Amount	Check Amount
50843270	09/06/2017	PEARSON EDUCATION	96-6387-4300-860-6603	7.46	
50996865	08/09/2017	SCANTRON CORPORATION	96-6387-4300-860-6603	126.33	
50998237	08/23/2017	PEARSON EDUCATION	96-6387-4300-860-6603	178.99	
50843182	09/06/2017	AUTOBODY TOOLMART	96-6387-4300-860-6701	2,001.43	
50993516	07/12/2017	FREMONT UNIFIED SCH DIST REVOLVING FUND	96-6387-4300-860-6706	26.42	
50993528	07/12/2017	HOME DEPOT CREDIT SERVICES DEPT 32-2500091081	96-6387-4300-860-6706	3,348.86	
50995140	07/26/2017	SYNCB/AMAZON #6045787810138129	96-6387-4300-860-6706	1,569.36	
50843260	09/06/2017	OFFICE DEPOT	96-6387-4300-860-6998	401.90	
50995168	07/26/2017	OFFICE DEPOT	96-6387-4300-860-6998	126.24	
50996855	08/09/2017	OFFICE DEPOT	96-6387-4300-860-6998	670.09	
50997582	08/16/2017	OFFICE DEPOT	96-6387-4300-860-6998	177.42	
50979905	07/05/2017	PROJECT LEAD THE WAY INC	96-6387-4300-862-6507	3,101.35	
50993516	07/12/2017	FREMONT UNIFIED SCH DIST REVOLVING FUND	96-6387-4300-862-6507	26.61	
50994432	07/21/2017	PROJECT LEAD THE WAY INC	96-6387-4300-862-6507	81.94	
50993557	07/12/2017	PERFORMANCE HEALTH SUPPLY INC DBA MEDCO SUPPLY CO	96-6387-4300-862-6616	53.09	
50997568	08/16/2017	PERFORMANCE HEALTH SUPPLY INC DBA MEDCO SUPPLY CO	96-6387-4300-862-6616	52.87	
50842169	08/28/2017	SYNCB/AMAZON #6045787810138129	96-6387-4300-864-6621	2,798.90	
50843213	09/06/2017	DICK BLICK ART MATERIALS	96-6387-4300-864-6621	199.37	
50843270	09/06/2017	PEARSON EDUCATION	96-6387-4300-864-6621	148.12	
50843292	09/06/2017	SMART & FINAL	96-6387-4300-864-6621	244.08	
50979859	07/05/2017	SAVE MART SUPERMARKET FILE# 33486-01	96-6387-4300-864-6621	811.46	
50993516	07/12/2017	FREMONT UNIFIED SCH DIST REVOLVING FUND	96-6387-4300-864-6621	93.69	
50993535	07/12/2017	IN A NUTSHELL	96-6387-4300-864-6621	48.00	
50996869	08/09/2017	SMART & FINAL	96-6387-4300-864-6621	97.28	
50997573	08/16/2017	MVROP REVOLVING FUND	96-6387-4300-864-6621	291.20	
50998209	08/23/2017	SAVE MART SUPERMARKET FILE# 33486-01	96-6387-4300-864-6621	14.58	
50994450	07/21/2017	SMART & FINAL	96-6387-4300-865-6621	22.64	
50995174	07/26/2017	SAFeway INC	96-6387-4300-865-6621	63.53	
50993516	07/12/2017	FREMONT UNIFIED SCH DIST REVOLVING FUND	96-6387-4300-867-6110	209.19	
50979890	07/05/2017	MOORE MEDICAL LLC	96-6387-4300-867-6608	8.31	
50993528	07/12/2017	HOME DEPOT CREDIT SERVICES DEPT 32-2500091081	96-6387-4300-867-6703	256.05	
50993516	07/12/2017	FREMONT UNIFIED SCH DIST REVOLVING FUND	96-6387-4300-868-6621	44.30	
50993528	07/12/2017	HOME DEPOT CREDIT SERVICES DEPT 32-2500091081	96-6387-4300-868-6621	353.75	
50843226	09/06/2017	FRYS ELECTRONICS ATTN JOAN ACCOUNTS RECEIVABLE	96-6387-4310-851-6503	68.81	

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  
Page 21 of 25

Checks Dated 07/01/2017 through 09/11/2017				Board Meeting Date September 21, 2017	
Check Number	Check Date	Pay to the Order of	Fund-Resource-Object-Location-Cost Center	Expensed Amount	Check Amount
50993496	07/12/2017	AMERICAN EXPRESS LOAD# 028230 FOR DELL MARKETING LP V003504	96-6387-4310-854-6703	2,216.31	
			96-6387-4310-860-6703	831.12	
50994472	07/21/2017	AMERICAN EXPRESS LOAD# 028230 FOR V TROXELL	96-6387-4310-860-6703	481.96	
50842169	08/28/2017	SYNCB/AMAZON #6045787810138129	96-6387-4310-862-6507	3,604.80	
			96-6387-4310-864-6202	3,965.28	
50843307	09/06/2017	AMERICAN EXPRESS FOR V TROXELL ACCT# 378751706311000	96-6387-4310-867-6601	558.14	
50993496	07/12/2017	AMERICAN EXPRESS LOAD# 028230 FOR DELL MARKETING LP V003504	96-6387-4310-867-6703	107.84	
50998216	08/23/2017	HOME DEPOT CREDIT SERVICES DEPT 32-2500091081	96-6387-4400-852-6621	656.50	
50993604	07/12/2017	SNAP ON INDUSTRIAL DIVISION OF IDSC HOLDINGS LLC	96-6387-4400-854-6703	2,529.27	
50979875	07/05/2017	LA MARZOCCO INTL LLC	96-6387-4400-856-6621	5,025.50	
50997527	08/16/2017	EAST BAY RESTAURANT SUPPLY INC	96-6387-4400-856-6621	14,136.06	
50998179	08/23/2017	AUTOBODY TOOLMART	96-6387-4400-860-6701	3,330.57	
50842169	08/28/2017	SYNCB/AMAZON #6045787810138129	96-6387-4400-864-6621	916.61	
50979928	07/05/2017	TRIMARK ECONOMY RESTAURANT FIX	96-6387-4400-868-6621	3,303.22	
50842169	08/28/2017	SYNCB/AMAZON #6045787810138129	96-6387-4410-851-6503	9,316.57	
50995912	08/02/2017	AMERICAN EXPRESS LOAD# 028230 FOR DELL MARKETING LP V003504	96-6387-4410-851-6503	48,519.25	
50993496	07/12/2017	AMERICAN EXPRESS LOAD# 028230 FOR DELL MARKETING LP V003504	96-6387-4410-854-6703	4,381.17	
50995881	08/02/2017	AMERICAN EXPRESS LOAD# 028230 FOR VENDOR APPLE # 000491	96-6387-4410-856-6621	1,787.03	
50993496	07/12/2017	AMERICAN EXPRESS LOAD# 028230 FOR DELL MARKETING LP V003504	96-6387-4410-860-6601	615.96	
			96-6387-4410-860-6602	1,231.92	
			96-6387-4410-860-6613	615.96	
			96-6387-4410-860-6703	1,460.39	
50995881	08/02/2017	AMERICAN EXPRESS LOAD# 028230 FOR VENDOR APPLE # 000491	96-6387-4410-867-6110	11,573.87	
50843307	09/06/2017	AMERICAN EXPRESS FOR V TROXELL ACCT# 378751706311000	96-6387-4410-867-6601	1,196.58	
50993496	07/12/2017	AMERICAN EXPRESS LOAD# 028230 FOR DELL MARKETING LP V003504	96-6387-4410-867-6703	2,920.78	
50993516	07/12/2017	FREMONT UNIFIED SCH DIST REVOLVING FUND	96-6387-5210-851-6503	100.00	
50994252	07/21/2017	HECTOR G. ALBIZO	96-6387-5210-851-6503	293.18	
50995122	07/26/2017	HECTOR G. ALBIZO	96-6387-5210-851-6503	253.51	
50979778	07/05/2017	JORGE A. BALLADO	96-6387-5210-860-6623	352.19	
50994336	07/21/2017	BJ TRAVEL	96-6387-5210-864-6621	809.40	

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.

[ONLINE](#)

Page 22 of 25

Checks Dated 07/01/2017 through 09/11/2017

Board Meeting Date September 21, 2017

Check Number	Check Date	Pay to the Order of	Fund-Resource-Object-Location-Cost Center	Expensed Amount	Check Amount
50995519	07/27/2017	CHRISTOPHER SKROCKE	96-6387-5210-864-6621	343.28	
50994280	07/21/2017	STEPHEN D. KAY	96-6387-5210-867-6703	75.97	
50993538	07/12/2017	ISING'S CULLIGAN-LIVERMORE	96-6387-5630-860-6998	32.00	
50995948	08/02/2017	RAY WEAVER GENERAL CONTRACTING	96-6387-5640-852-6621	72,875.08	
			96-6387-5640-856-6621	45,449.92	
50843206	09/06/2017	COMMERCIAL TREE CARE	96-6387-5640-860-6701	4,000.00	
50996809	08/09/2017	COMMERCIAL TREE CARE	96-6387-5640-860-6701	500.00	
50996817	08/09/2017	ELB US INC	96-6387-5640-860-6998	321.11	
50843286	09/06/2017	SE3D INC	96-6387-5650-860-6506	249.00	
50843212	09/06/2017	DIABLO VALLEY COLLEGE ATTN: DEBRA MUSKAR-COMM EDU	96-6387-5801-851-6503	300.00	
50979833	07/05/2017	ARAMARK UNIFORM SERVICES	96-6387-5801-854-6703	137.22	
			96-6387-5801-860-6701	22.55	
50843307	09/06/2017	AMERICAN EXPRESS FOR V TROXELL ACCT# 378751706311000	96-6387-5801-867-6601	576.47	
50979833	07/05/2017	ARAMARK UNIFORM SERVICES	96-6387-5801-867-6703	74.90	
50996821	08/09/2017	FARONICS TECHNOLOGIES USA INC	96-6387-5815-851-6503	200.00	
50997575	08/16/2017	NETSUPPORT INC	96-6387-5815-851-6503	185.44	
			96-6387-5815-853-6110	190.59	
			96-6387-5815-856-6110	185.44	
			96-6387-5815-860-6101	180.29	
			96-6387-5815-860-6506	159.68	
			96-6387-5815-860-6507	154.53	
			96-6387-5815-860-6609	72.11	
			96-6387-5815-860-6610	72.11	
			96-6387-5815-860-6613	159.68	
			96-6387-5815-862-6115	190.59	
			96-6387-5815-862-6507	154.51	
			96-6387-5815-862-6616	77.27	
			96-6387-5815-864-6202	190.59	
50996821	08/09/2017	FARONICS TECHNOLOGIES USA INC	96-6387-5816-851-6503	600.00	
50995949	08/02/2017	S/P2	96-6387-5816-860-6703	249.00	
50842225	08/28/2017	PRECISION EXAMS LLC	96-6387-5816-860-6998	12,464.00	
50997601	08/16/2017	S/P2	96-6387-5816-867-6703	249.00	
50842216	08/28/2017	NINYO & MOORE	96-6387-6203-860-6701	3,382.00	
50842207	08/28/2017	LCA ARCHITECTS INC	96-6387-6220-860-6701	400.00	
50995161	07/26/2017	LCA ARCHITECTS INC	96-6387-6220-860-6701	2,400.00	
50842207	08/28/2017	LCA ARCHITECTS INC	96-6387-6226-860-6701	1,132.50	
50995161	07/26/2017	LCA ARCHITECTS INC	96-6387-6226-860-6701	249.79	
50993536	07/12/2017	INSPECTACON CORPORATION	96-6387-6244-860-6701	9,800.00	
50997552	08/16/2017	INSPECTACON CORPORATION	96-6387-6244-860-6701	10,800.00	
50994405	07/21/2017	MAR CON BUILDERS, INC.	96-6387-6400-860-6701	297,131.50	
50997564	08/16/2017	MAR CON BUILDERS, INC.	96-6387-6400-860-6701	139,548.64	
50998210	08/23/2017	FORENSIC COMPUTERS, INC.	96-6387-6410-851-6503	16,368.18	

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.



ONLINE

Page 23 of 25

Checks Dated 07/01/2017 through 09/11/2017				Board Meeting Date September 21, 2017	
Check Number	Check Date	Pay to the Order of	Fund-Resource-Object-Location-Cost Center	Expensed Amount	Check Amount
50995942	08/02/2017	NINYO & MOORE	96-6387-9501- -	2,982.00	
50995944	08/02/2017	OHLONE COMMUNITY COLLEGE DISTRICT	96-6387-9501- -	13,693.05	
50996817	08/09/2017	ELB US INC	96-6387-9501- -	10,492.26	
50994269	07/21/2017	MASIHA FAROOQ	96-9601-5210-860-6506	107.75	
50997577	08/16/2017	NEWARK UNIFIED SCHOOL DISTRICT	96-9601-5210-864-6506	999.68	
50994432	07/21/2017	PROJECT LEAD THE WAY INC	96-9601-5816-851-6506	3,000.00	
			96-9601-5816-853-6506	3,000.00	
			96-9601-5816-854-6506	3,000.00	
			96-9601-5816-856-6506	3,000.00	
			96-9601-5816-860-6506	5,000.00	
50995941	08/02/2017	NEWARK UNIFIED SCHOOL DISTRICT	96-9601-5816-864-6506	3,000.00	
50995528	07/27/2017	US BANK CORPORATE PAYMENT SYS	96-9601-9330- -	2,550.00	
50995188	07/26/2017	US BANK CORPORATE PAYMENT SYS	Cancelled		35,821.82 *
Cancel	1	35,821.82	Total Number of Checks	172	1,145,511.21

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  
Page 24 of 25

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

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

**A G E N D A    I T E M  
B&F #3**

**DATE OF BOARD MEETING:**    September 21, 2017

**TITLE:**        Adopt Resolution No. 1-1718  
                  Accept Donations to Mission Valley ROP

**Background:**

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

**Current Status:**

<u>Donated to</u>	<u>Donated by</u>	<u>Item(s)</u>	<u>Value</u>
PLTW	Seagate	Check	\$15,000.00

**Recommendation:**

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

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

**FOR MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM**

Karen Monroe  
County Superintendent of Schools  
313 West Winton Avenue  
Hayward, CA 94544-1198

Fremont, California

Date: September 21, 2017

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

Local Income - PLTW Donation

---

<b>INCOME APPROPRIATION</b>	<b>ACCOUNT NO.</b>	<b>AMOUNT</b>
Local Income	96-9601-0-0000-0000-8699-000-000-0000	\$ 15,000

<b>EXPENDITURE APPROPRIATION</b>	<b>ACCOUNT NO.</b>	<b>AMOUNT</b>
PLTW Participation fees	96-9601-0-6000-1000-5816-8xx-800-6506	\$ 15,000

Respectfully submitted,

---

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

\_\_\_\_\_ Request Approved

\_\_\_\_\_ Not Approved

Posted by:\_\_\_\_\_



X Information  
X Action

## MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM

### AGENDA ITEM

#### B&F #4

**Date of Board Meeting:** September 21, 2017

**TITLE:** Approve Memorandum of Understanding between  
MVROP and Direct Support Professional Trainers (DSP)

---

#### **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 Trainer, Gina Rivera and Jamie Rivera-Vallestero.

Joyce Veasley  
Staff Contact

Business Services  
Division

Thomas Hanson  
Superintendent



## Memorandum of Understanding (MOU)

By this agreement made and entered into the 1<sup>st</sup> day of July 2017, 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 24 through Thursday, July 27 from 9:00 am – to 4:30 pm

**Location:** 9400 Cherry Avenue, Fontana, CA 92335

**Purpose:** Re-certification of proctors and trainers, four full days of training and updates, and opportunities for any input.

Cost of training will be billed to FCOE DSP Coordinator. MVROP will pay or reimburse Gina Rivera for the training conference and expenses (travel, hotel, and food) and provide her an hourly rate (non-instructional rate) subject to MVROP per diem rates or stipend for attending the conference.

- 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 5<sup>th</sup> 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 1, 2017 through June 30, 2018 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: \_\_\_\_\_

Title: DSP Trainer

Date Signed: \_\_\_\_\_

**MVROP REPRESENTATIVE**

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Title: Director of Educational Services

Date Signed: \_\_\_\_\_

Signature: Joyce Veasley

Print name: JOYCE VEASLEY

Title: Director of Business Services

Date Signed: 8/23/17

Signature: Thomas Hanson

Print name: THOMAS HANSON

Title: Superintendent

Date Signed: 8/25/17



## Memorandum of Understanding (MOU)

By this agreement made and entered into the 1<sup>st</sup> day of July 2017 between Mission Valley Regional Occupational Program (hereinafter referred to as MVROP) and Jamie Rivera-Vallestero (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 24 through Thursday, July 27 from 9:00 am – to 4:30 pm

**Location:** 9400 Cherry Avenue, Fontana, CA 92335

**Purpose:** Re-certification of proctors and trainers, four full days of training and updates, and opportunities for any input.

Cost of training will be billed to FCOE DSP Coordinator. MVROP will pay or reimburse Provider for the training conference and expenses (travel, hotel, and food) and provide her an hourly rate (non-instructional rate) subject to MVROP per diem rates or stipend for attending the conference.

**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 1, 2017 through June 30, 2018 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.

**PROVIDER**

Jamie Rivera-Vallesterio  
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.

**PROVIDER**

Signature: Jamie Rivera Vallesteros

Print name: Jamie Rivera Vallesteros

Title: DSP Trainer

Date Signed: 8/29/17

**MVROP REPRESENTATIVE**

Signature: Cliff Adams

Print name: Cliff Adams

Title: Director of Educational Services

Date Signed: 8/24/17

Signature: Joyce Veasley

Print name: JOYCE VEASLEY

Title: Director of Business Services

Date Signed: 8/23/17

Signature: Thomas Hanson

Print name: THOMAS HANSON

Title: Superintendent

Date Signed: 8/25/17

☒ Information  
☒ Action  
☐ Presentation

## MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM

### AGENDA ITEM

#### B&F #5

**Date of Board Meeting:** September 21, 2017

**TITLE:** Approve 2017-18 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 2017-18 payroll reimbursement schedules for Fremont, Newark, and New Haven Unified School Districts employees.

#### **Recommendation:**

Staff recommends approval of the 2017-18 payroll reimbursement schedules for Fremont, Newark, and New Haven Unified School Districts.

Joyce Veasley  
Staff Contact

Business Services  
Division

Thomas Hanson  
Superintendent



**2017-18 PAYROLL REIMBURSEMENT SCHEDULE  
FOR FREMONT, NEWARK, AND NEW HAVEN SCHOOL DISTRICTS**

**FREMONT UNIFIED SCHOOL DISTRICT**

<b>Employee Name</b>	<b>Location</b>	<b>Description</b>	<b>FTE Reimbursement</b>
<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>			
Castillou, Catherine	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
Abogado, Christine	Irvington	Career/College Specialist	0.25
Wittmer, Michelene	Washington	Career/College Specialist	0.25
Total Career/College Specialist			1.50
Total FTEs Fremont			3.00

**NEW HAVEN UNIFIED SCHOOL DISTRICT**

<b>Employee Name</b>	<b>Location</b>	<b>Description</b>	<b>FTE Reimbursement</b>
Yacco, Richard	Logan	Instructor-TV Broadcast Technology	0.40
Banther, Charmaine	Logan	Instructor	0.40
Neira, Lorraine	Logan	Career Technician	0.50
Nguyen, Dung Kim	Logan	Administrator	0.10
Total FTEs New Haven			1.40

**NEWARK UNIFIED SCHOOL DISTRICT**

<b>Employee Name</b>	<b>Location</b>	<b>Description</b>	<b>FTE Reimbursement</b>
Cranon, Danielle	Newark	Career Technician	0.50
Hohm, Jonathan	Newark	Administrator	0.10
Total FTEs Newark			0.60

X   Information  
      Action  
      Presentation

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

**AGENDA ITEM  
B&F #6**

**Date of Board Meeting:**     **September 21, 2017**

**TITLE:**                   **Approve 2016-17 Year-End Transfer**

---

**Current Status:**

There were no 2016-17 Year-End Transfers to report.

---

Joyce Veasley  
Staff Contact

Business Services  
Division

---

Thomas Hanson  
Superintendent



# **Curriculum & Instruction**

**Mission Valley ROP 2017-2018 Master Course List**  
**(High School and Adult)**  
**C&I #1**

**Arts, Media, and Entertainment**

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

**Building and Construction Trades**

Construction Technology 1, 2\*

**Education, Child Development and Family Services**

Careers in Education 1, 2

**Engineering and Architecture**

Civil Engineering and Architecture  
Introduction to Design  
Introduction to Engineering Design  
Principles of Engineering  
Computer Science Principles  
Computer Science Principles/ Digital Electronics

**Finance and Business**

Business and Professional Development  
Computer Tech/ Operations

**Health Science and Medical Technology**

Anatomy and Physiology for Medical Careers  
Medical Assisting  
Medical Interventions/ Biomedical Innovation  
Medical and Health Careers  
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 & Hospitality

**Information and Communication Technologies**

Computer Support Specialist 1, 2\*  
Cyber Security  
Internet Engineering 1, 2\*

**Marketing, Sales, and Service**

Marketing  
Special Education Marketing  
Sports and Entertainment 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

## 2017-2018 TEXTBOOK LIST

### C&I #2

---

- **Anatomy & Physiology**  
*Anatomy & Physiology for Health Professionals: An Interactive Journey, 1<sup>st</sup> Edition, 2006, by Colbert and Ankney*
- **Automotive Technology 1 & 2**  
*Modern Automotive Technology, 8<sup>th</sup> Edition, by James Duffy, Goodheart-Willcox Publishing, 2010*  
*Automotive Technology- Principles, Diagnosis and Service, 5<sup>th</sup> Edition*
- **Auto Body Painting/ Refinishing**  
*Auto Body, 9<sup>th</sup> Edition by William K. Toboldt and Terry L. Richardson, Goodheart-Willcox, Publishing 2000*
- **Business Ownership/ Marketing/ Online Business**  
*Marketing Essentials, The DECA Connection, Farese/ Kimbrell/ Woloszyk*  
*Marketing Essentials Text & Workbook, 6th Edition*  
*Entrepreneurship & Small Business Management, 1<sup>st</sup> 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/ Cybersecurity**  
*CompTIA A+ Guide to Managing and Maintaining Your PC, 8<sup>th</sup> Edition, by Jean Andrews*  
*Networking Fundamentals (Microsoft), John Wiley and Sons*  
*The Network Security Essentials by Pete Herzog, Glen Norman, Bob Monroe and Marta Barcelo Jordan*  
*A+ Guide to Managing & Maintaining Your PC, 8<sup>th</sup> Edition, by Jean Andrews*  
*Electricity and Basic Electronics, 8<sup>th</sup> Edition, by Jean Andrews*  
*Digital Multimeter Principles, 4<sup>th</sup> Edition, by Glen A. Mazur*  
*Wireshark Network Analysis: The Official Wireshark Network Analyst Study Guide by Laura Chappell*  
*The Official Wireshark Certified Network Analyst Study Guide by Laua Chappell*  
*The official Nmap ProjectGuide to Network: Discovery and Security Scanning by Gordon Fayodor Lyon*  
*Using Wireshark to Solve Real-World Network Problems by Chris Sanders*  
*Practical Packet Analysis: Using Wireshark to Solve Real-World Network Problems by Chris Sanders*

- **Construction Technology**

*Carpentry*, by Leonard Koel, 6<sup>th</sup> Edition  
*AC/DC Principles and Application*, by Paul T. Shultz, 2<sup>nd</sup> Edition  
*Residential Wiring*, by Gary J. Rockis and Suzanne M. Rockis, 3<sup>rd</sup> Edition  
*Plumbing Design and Installation*, by L.V. Ripka, 4<sup>th</sup> Edition  
*Principles of Contracting*, by Brenda k. Yamin and TRobert A. Gills, 2007  
*Significant Changes to the NEC 017*, by The Electrical Training Alliance, 2014  
*Print Reading for Residential Construction*, by Thomas E. Proctor and Leonard P. Toenjes, 6<sup>th</sup> Edition  
*Electrical Principles and Practices*, by Glen A. Muzer and Peter A. Zurlis, 4<sup>th</sup> Edition, 2013

- **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  
*Introduction To Culinary Arts*, Jerry Gleason, 2nd Edition

- **Digital Photography**

*Adobe Photoshop CS2, CS3, CS4, CS6*  
*Adobe Photoshop CS3: Classroom in a Book*, by Adobe Creative Team  
*Adobe Pro CS3, CS4 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 1<sup>st</sup> Edition, by Paul Hayes and Scott Worton  
*Photo & Digital Imaging*, The Goodheart-Willcox Co., by Jack Klasey  
*Design Basics*, 5<sup>th</sup> Edition, by David Lauer, Wadsworth Publishing, 1999  
*Exploring Color Photography*, 5<sup>th</sup> 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, 1<sup>st</sup> Edition  
*Python Crash Course: A Hands-on, Project-Based Introduction to Programming*, 1<sup>st</sup> Edition, by Eric Matthes

- **Fire Technology/ EMS**

*Emergency Medical Responder*, by J. David Bergeron  
*Fundamentals of Firefighter Skills*, 3<sup>rd</sup> Edition, by James Bartlett  
*American Heart Association Cardio Pulmonary Resuscitation Handbook*

- **Game Design/ Interactive Media Arts**

*Unreal Game Development*, AK Peters, by Ashish Amresh and Alex Okita, 2010

- **Law Enforcement /Homeland Security (Administration of Justice)**  
*Policing America: Methods, Issues, Challenges, 6<sup>th</sup> Edition, by Kenneth Peak*  
*Report Writing for Criminal Justice Professionals, Miller and Whitehead, Anderson Publishing, 5<sup>th</sup> 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- Applied Learning Approach", 9<sup>th</sup> Edition*  
*Diversified Health Occupations, 6<sup>th</sup> Edition, 2004*  
*Medical Terminology Express; A Short Course Approached by Body Systems, by Barbara A. Gylys and Regina M. Masters, 2<sup>nd</sup> Edition, 2015*
- **Medical and Health Careers**  
*Introduction to Health Occupations, 6<sup>th</sup> Edition, Prentice Hall, 2003*  
*Introduction to Health Occupations Workbook, 6<sup>th</sup> Edition, Prentice Hall, 2003*
- **Medical Occupations**  
*Diversified Health Occupations, 7<sup>th</sup> Edition*  
*Diversified Health Occupations Workbook, 7<sup>th</sup> 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, 2<sup>nd</sup> Edition, by Mike Johnson*  
*Sterile Products and Aseptic Techniques for Pharmacy Technicians, 2<sup>nd</sup> Edition*  
*Pharmacy Calculations for Technicians, 5<sup>th</sup> Edition*  
*Pharmacy Practice for Technicians, by Don A. Ballington and Robert J. Anderson, 4<sup>th</sup> Edition*  
*Taber Medical Dictionary*  
*The PILL BOOK, 13<sup>th</sup> Edition*
- **SHAPE (Sports, Health, Athletics, Physical Education) Program**  
*Health Care Technology, by Kathryn A. Booth*
- **Sports Therapy**

*Principles of Athletic Training, 15<sup>th</sup> Edition, by William Prentice*  
*American Heart Association Cardio Pulmonary Resuscitation Handbook*  
*Body Structures & Functions, 11<sup>th</sup> Edition, by Ann Senisi Scott and Elizabeth Fong*

- **Video and Broadcast Production (EMP Electronic Media Production)**

*Television Production: A Classroom Approach, 2<sup>nd</sup> Edition, Libraries Unlimited,  
by Keith Kyker and Christopher Curchy*  
*Video Communication and Production, 1<sup>st</sup> Edition, The Goodheart-Wilcox Co., Jim Stinson*

- **Web Page Design**

*Keith, J., DOM Scripting: Web Design with JavaScript and the Document Object Model, Apress*  
*Negrino, T., Dreamweaver CS5 for Windows and Macintosh: Visual QuickStart Guide, Peachpit Press*  
*Reding, E., Adobe Photoshop CS2 Revealed: Deluxe Education Edition, Thompson Course Technology*  
*Weinmann, E., Photoshop CS5 for Windows and Macintosh: Visual QuickStart Guide, Peachpit Press. ASIN: B00DELPTF8*  
*Zeldman, J., Designing with Web Standards: Third Edition, New Riders*  
*Jonathan Lane, Tom Barker, Joe Lewis, Meitar Moscovitz, Foundation Website Creation: with HTML5, CSS3, and Javascript, Apress*  
*Don't Make Me Think: A Common Sense Approach to Web Usability, 2nd Edition 2nd Edition by Steve Krug*





## **Employment & Personnel**

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

**AGENDA ITEM**

\_\_\_\_\_ Information

Date: September 21, 2017

\_\_\_\_\_ X \_\_\_\_\_ Action

Title: REPORT OF CERTIFICATED PERSONNEL ACTIONS

---

**Background:**

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

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

**Current Status:**

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

**Recommendation:**

Approve Certificated Personnel recommendations for: *Employment, Release from Employment, and Resignation.*

Cliff Adams-Hart  
Staff Contact

ROP Center  
Location

Administration  
Division

Thomas Hanson  
Superintendent

CONSENT ITEMS  
MISSION VALLEY ROP

Certificated Personnel

NAME	FTE	6HR/ 7HR	DEPARTMENT	OTHER
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	1	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	Finance and Business/ Marketing, Sales, and Service	
Daniel Chase	1	7 hr	Arts, Media and Entertainment	
John Cimino	1	7 hr	Transportation	
Michelle Cimino	1	6 hr	Health Science and Medical Technology	
Karin Cornils	.8	6 hr	Information and Communication Technologies	
Jay Crawford	.4	6 hr	Public Services	
Walter Cruz Pivaral	1	6 hr	Arts, Media, and Entertainment	
Anthony Dimaano	1	6 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	Finance and Business/ Marketing, Sales, and Service	
Salvador Jacquez	.64	6 hr	Public Services	Shared Assignment
Steve Kay	1	6 hr	Transportation	
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	6 hr	Hospitality, Tourism, and Recreation	
Doug Nahale	1	6 hr	Transportation	
Shaleah Nelson	1	6 hr	Finance and Business/ Marketing, Sales, and Service; Hospitality, Tourism, and Recreation	
Jo Roberts	.4	6 hr	Hospitality, Tourism, and Recreation	
Jacqueline Rosen	1	6 hr	Hospitality, Tourism, and Recreation	
Jonathan Sabangan	1	7 hr	Finance and Business/ Marketing, Sales, and Service	
Salvador Sandoval	.2	6 hr	Public Services	
Janay Shepherd	1	7 hr	Finance and Business/ Marketing, Sales, and Service	
Christopher Skrocke	1	7 hr	Hospitality, Tourism, and Recreation	
Paul Taglianetti	1	7 hr	Arts, Media, and Entertainment	
Dhana Uppula	1	6 hr	Health Science and Medical Technology	
Mimi Van Kirk	1	6 hr	Engineering and Architecture	

### Hourly

NAME	HOURS	SUBJECT	EFFECTIVE DATE	OTHER
Steve Cortez	Varies	Substitute	8/30/17	
Bernadette Eichensehr	4.8 hrs/day - 2 days/week	Public Services	8/17/17	Shared Assignment
Victor Guerrieri	Varies	Substitute	8/25/17	
Ngan Ha	18 hrs/week First Semester 10.5 hrs/week 3 <sup>rd</sup> Quarter	Pharmacy Technology	8/30/17	Based on fee based adult schedule
Brandon Hayward	1.2 hrs/day	Law Enforcement	8/17/17	
Paul Hughes	Varies	Substitute	8/30/17	
Shubhangi Kulkarni	Varies	Substitute	8/30/17	
Herve LeBiavant	Varies	Substitute	8/30/17	
Usha Ramani	Varies	Substitute	8/30/17	
Stan Rodrigues	Varies	Substitute	8/30/17	
Larry Tehero	Varies	Substitute	8/30/17	

### Release from Employment

NAME	FTE	6HR/ 7HR	DEPARTMENT	OTHER
Tom Waters	.33	6 hr	Building & Trades Construction	

### Resignation

NAME	HOURS	SUBJECT	EFFECTIVE DATE	OTHER
Curtis Denisar	Varies	Substitute	9/5/17	



**End of Consent**



## **Business and Finance**





## **Business and Finance #1**

X   Information  
      Action  
      Presentation

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

**AGENDA ITEM  
Business & Finance #1**

**DATE OF BOARD MEETING: September 21, 2017**

**TITLE: Review MVROP Fiscal Update**

---

**Background:**

The Governor's revised State Budget for 2017-18 was approved, MVROP's 2017-18 has been approved by Alameda County Office of Education (ACOE).

**Current Status:**

Although the 2013-14 maintenance of effort (MOE) is no longer mandated, JPA member districts will continue to fund Mission Valley ROP at current level through June 30, 2018. JPA funding commitments have not been established for the 2018-19 school year and beyond. Mission Valley ROP will be initiating discussions this fall with JPA districts in order to address plans for 2018-19 funding.

Mission Valley ROP has received installments of CTEIG funds for 2015-16, and 2016-17. Included in the installments was an increase to the award due to the reallocation of funds from California Department of Education (CDE). We are currently preparing CDE reports on financial activity and CTE indicators of high quality that will make Mission Valley ROP eligible for year-three funding in 2017-2018. The award for 2017-18 is expected to be \$3,063,729.

The ACOE CBO noted that these are challenging economic time for many of the Alameda County School Districts. Multiple districts received advisement that Multi-Year Projections need to be brought into alignment.

**Recommendation:**

None

---

Joyce Veasley  
Staff Contact

---

Business Services  
Division

---

Thomas Hanson  
Superintendent



## **Business and Finance #2**

X   Information  
      Action  
      Presentation

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

**AGENDA ITEM  
Business & Finance #2**

**DATE OF BOARD MEETING: September 21, 2017**

**TITLE: Review CTEIG Financial Update**

---

**Background:**

The California Career Technical Education Incentive Grant (CTEIG) program was established as a state education, economic, and workforce development initiative with the goal of providing pupils in kindergarten through grade twelve, inclusive, with the knowledge and skills necessary to transition to employment and postsecondary education. The purpose of this program is to encourage the development of new career technical education (CTE) programs and enhance and maintain current CTE programs during implementation of the school district and charter school local control funding formula (LCFF) pursuant to California Education Code (EC) Section 42238.02. As the fiscal agent of the JPA representing the Fremont, New Haven, and Newark, Unified School Districts, MVROP received an initial grant award of \$7,312,595 Million to be expended over a three-year period, ending in 2017-18 with the opportunity to fully expend funds by the end of 2018-19. Matching funds required by the grant will be provided by JPA pass through funds, currently at maintenance of effort levels through 2018-19.

**Current status:**

In addition to the original CTEIG allocation, MVROP in 2016-17 received an additional \$851,630 due to the reallocation of total grant funds that were not disbursed. The deadline for spending all CTEIG was extended through a fourth year. The total amount of the grant for MVROP has increased to \$4,248,866. The CTEIG award for 2017-18 is \$3,063,729. The following is a summary of revenue and expenditures through 8/31/2017:

2015-16 Expenditures	\$ 856,000
2016-17 Expenditures	1,878,644
2017-18 Expenditures to date (08/31/2017)	<u>1,164,866</u>
<b>Total Expenditures:</b>	<b>\$ 3,899,510</b>
 Revenue from CTEIG	 \$ 4,248,866
2017-18 Projected	<u>3,063,729</u>
<b>Total Revenue</b>	<b>\$ 7,312,595</b>
 Revenue from CTEIG	 \$ 7,312,595
less 2015-16, 2016-17, and 2017-18 expenditures	<u>3,899,510</u>
<b>Balance:</b>	<b>\$ 3,413,085</b>

**Recommendation:**

None

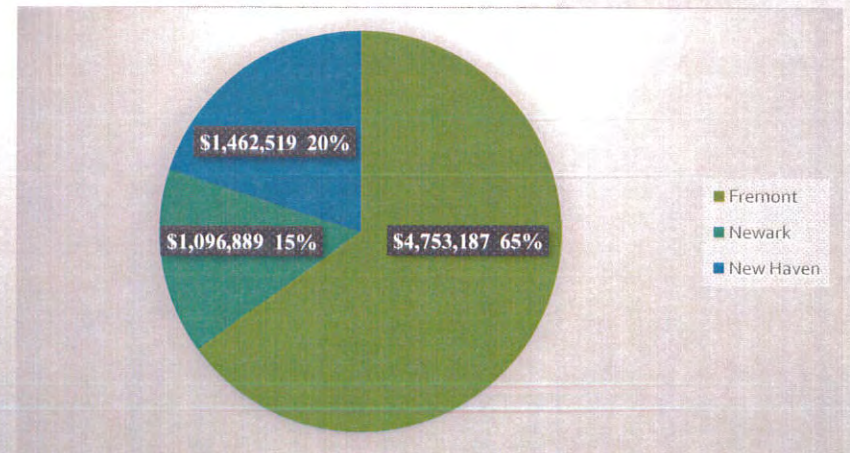
Joyce Veasley  
Staff Contact

Business Services  
Division

Thomas Hanson  
Superintendent

# Target Expenditures by District (includes allocated costs)

Expenditure Targets		
<b>Total Grant</b>	\$7,312,595	
	<b>Targets (Includes Center Allocations)</b>	
	<b>%</b>	<b>Amount</b>
Fremont	65%	\$4,753,187
Newark	15%	\$1,096,889
New Haven	20%	\$1,462,519





# 2017-18

## Major Projects By Program

Program	School	Districts	Budgeted Estimated Cost	Projected Student Enrollment (as of 6/2017)	\$/Student (as of 6/2017)	Status (as of 6/2017)
AME	Logan	NHUSD	37,200	166	224	In Progress
AME	Center	All	45,000	45	1,000	Not Started
AME	Center	All	85,200	123	693	In Progress
AME	Mission	FUSD	19,171	194	99	In Progress
Architecture	Center	All	65,000	92	707	Not Started
Auto	Center	All	1,182,563	122	9,693	In Progress
Auto	Center	All	10,943	82	133	In Progress
Auto	Logan	NHUSD	10,943	189	58	In Progress
Auto	Washington	FUSD	10,943	98	112	Not Started
Culinary	American	FUSD	70,000	143	490	In Progress
Culinary	Kennedy	FUSD	65,000	235	277	Completed
Culinary	Conley	NHUSD	40,000	42	952	In Progress
Culinary	Washington	FUSD	60,000	141	426	In Progress
Engineering	Center	All	45,000	46	978	In Progress
Totals			\$1,746,963			





## **Business and Finance #3**

X   Information  
  X   Action  
      Presentation

## MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM

### AGENDA ITEM Business & Finance # 3

**Date of Board Meeting:**     September 21, 2017

**TITLE:**                     Review and Approve Mission Valley ROP Organizational Chart  
                                  2017-18

---

#### **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 2017-18.

#### **Recommendation:**

It is recommended that the Governing Board ratify the Mission Valley ROP organizational structure for the 2017-18 school year.

---

Joyce Veasley  
Staff Contact

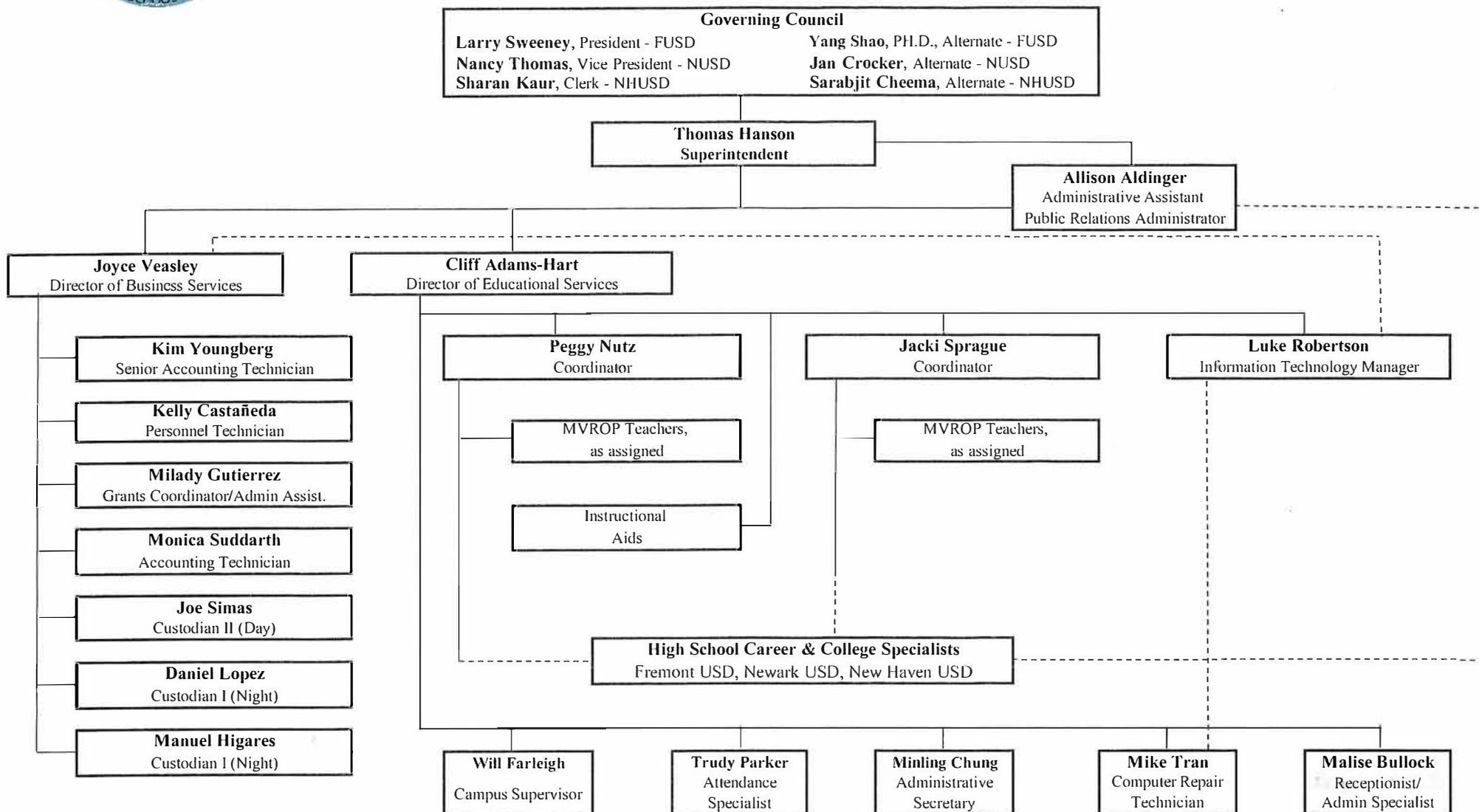
Business Services  
Division

Thomas Hanson  
Superintendent



# Mission Valley ROP

## Organizational Chart 2017-18





## **Business and Finance #4**

☐ Information  
☒ Action  
☐ Presentation

## MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM

### AGENDA ITEM Business & Finance #4

**Date of Board Meeting:** September 21, 2017

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

---

**Background:**

Year-end closing has been completed for fiscal year 2016-17. A summary of income and expenditures for 2016-17 is attached.

**Recommendation:**

Review and approve unaudited actuals for 2016-17.

---

Joyce Veasley  
Staff Contact

Business Services  
Division

---

Thomas Hanson  
Superintendent

# MISSION VALLEY ROP 2016-17 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 2016-17.

## I. REVENUES

Total revenue received for 2016-17 was \$12,498,065. This is \$2,619,610 more than revenues projected in the 2017-18 Adopted Budget.

Revenues	16-17 Unaudited Actuals	17-18 Adopted Budget	Difference
DSP	35,000	35,000	0
Interest/Other	20,000	20,000	0
CTEIG	5,574,027	3,018,229	(2,555,798)
ROP Funding	6,869,038	6,805,226	(63,812)
Total	12,498,065	9,878,455	(2,619,610)

## A. REVENUE HISTORY 2007-08 thru 2016-17





## **II. ADA**

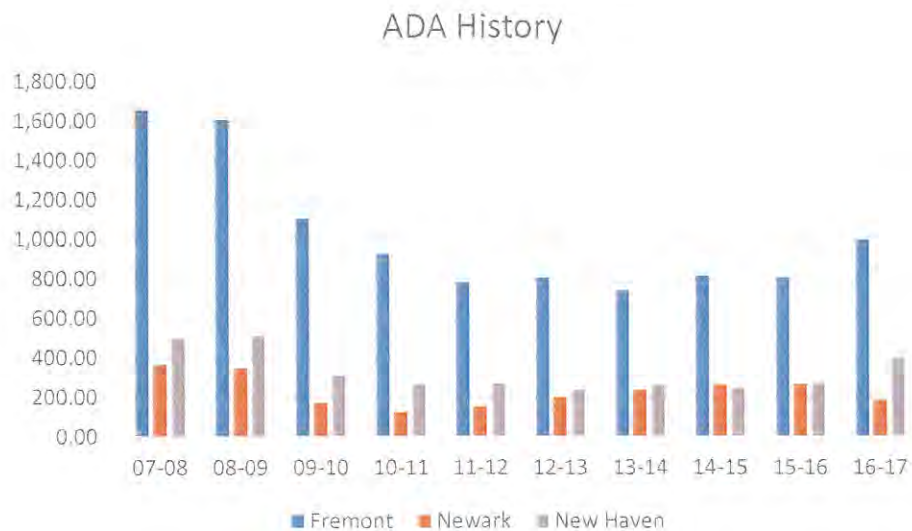
Mission Valley ROP reported an annual ADA of 1,576 which was 18 more than last year. Adult ADA was 9 which represents 1% of total ADA. High School ADA was 1,567 which represented 99% of total ADA. Fremont generated 63% of the total ADA, Newark 12%, and New Haven 25%.

### **A. 2016-17 ADA**

ADA	16-17	% Share	15-16 Share
Fremont	995	63 %	60 %
Newark	184	12 %	20 %
New Haven	397	25 %	20 %
Total	1,576	100.00 %	100.00 %

### **B. ADA HISTORY 2007-08 to 2016-17**

ADA	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17
Fremont	1,654.86	1,605.77	1,104.25	926.90	779.88	805.03	740.12	814.04	803.39	995.00
Newark	365.58	347.95	169.47	124.74	152.40	197.16	235.45	261.73	263.98	184.00
New Haven	497.12	509.66	310.78	264.79	269.42	235.66	260.78	242.95	269.40	397.00
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	1,336.77	1,576.00



## **III. EXPENDITURES**

Total expenditures for the 2016-17 fiscal year were \$8,854,023. This is \$561,755 less than the 2017-18 budget. Mission Valley ROP spent 70% of its budget on instructional and student services (function). Salaries and benefits represent 59% of total expenditures (object).

### **A. 2016-17 UNAUDITED ACTUALS COMPARED TO 2017-18 ADOPTED BUDGET**

Expenditures By Object	16-17 Unaudited Actuals	17-18 Adopted Budget	Difference
Certificated Salaries	3,258,838	3,168,263	(90,575)
Classified Salaries	1,092,446	1,029,626	(62,820)
Employee Benefits	856,307	870,954	14,647
Books and Supplies	1,264,792	1,000,148	(264,644)
Services and Other Operating Expense	1,751,900	1,846,788	94,888
Capital Outlay	629,740	1,499,999	870,259
<b>Totals</b>	<b>8,854,023</b>	<b>9,415,778</b>	<b>561,755</b>

#### B. EXPENDITURES BY FUNCTION

Expenditures By Function	Amount	%
Instruction	5,208,457	59 %
Instruction-Related Services	945,400	11 %
Student Services	196,872	1 %
General Admin	1,124,066	13 %
Plant Services	1,379,228	16 %
<b>Total</b>	<b>8,854,023</b>	<b>100 %</b>

#### IV. BALANCE - REVENUES LESS EXPENDITURES

Surplus: Revenues exceed Expenditures by \$ .

Revenues	12,498,065
Expenditures	8,854,023
<b>Balance</b>	<b>3,644,042</b>

Description	Resource Codes	Object Codes	2016-17 Unaudited Actuals	2017-18 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	5,629,027.00	3,073,229.00	-45.4%
4) Other Local Revenue		8600-8799	6,869,037.62	6,805,226.00	-0.9%
5) TOTAL, REVENUES			12,498,064.62	9,878,455.00	-21.0%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	3,258,838.20	3,168,263.00	-2.8%
2) Classified Salaries		2000-2999	1,092,446.09	1,029,626.00	-5.8%
3) Employee Benefits		3000-3999	856,306.89	870,954.00	1.7%
4) Books and Supplies		4000-4999	1,264,791.61	1,000,148.00	-20.9%
5) Services and Other Operating Expenditures		5000-5999	1,751,900.04	1,846,788.00	5.4%
6) Capital Outlay		6000-6999	629,740.39	1,499,999.00	138.2%
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			8,854,023.22	9,415,778.00	6.3%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			3,644,041.40	462,677.00	-87.3%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2016-17 Unaudited Actuals	2017-18 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			3,644,041.40	462,677.00	-87.3%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	9,604,733.03	13,246,433.79	37.9%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			9,604,733.03	13,246,433.79	37.9%
d) Other Restatements		9795	(2,340.64)	0.00	-100.0%
e) Adjusted Beginning Balance (F1c + F1d)			9,602,392.39	13,246,433.79	37.9%
2) Ending Balance, June 30 (E + F1e)			13,246,433.79	13,709,110.79	3.5%
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	8,643.04	0.00	-100.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	4,693,926.58	4,897,769.96	4.3%
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	7,546,867.83	7,777,040.61	3.0%
Facilities	0000	9780	7,318,207.22		
Instructional	1100	9780	228,660.61		
Facilities	0000	9780		7,548,380.00	
Instructional	1100	9780		228,660.61	
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	989,496.34	1,034,300.22	4.5%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2016-17 Unaudited Actuals	2017-18 Budget	Percent Difference
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	10,084,344.44		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	1,513.07		
c) in Revolving Fund		9130	7,500.00		
d) with Fiscal Agent		9135	0.00		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	93,921.27		
4) Due from Grantor Government		9290	3,645,724.72		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	8,643.04		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			13,841,646.54		
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
<b>I. LIABILITIES</b>					
1) Accounts Payable		9500	595,212.75		
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			595,212.75		
<b>J. DEFERRED INFLOWS OF RESOURCES</b>					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
<b>K. FUND EQUITY</b>					
Ending Fund Balance, June 30 (must agree with line F2) (G9 + H2) - (I6 + J2)			13,246,433.79		



Description	Resource Codes	Object Codes	2016-17 Unaudited Actuals	2017-18 Budget	Percent Difference
<b>FEDERAL REVENUE</b>					
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%
Title I, Part A, Administrator Training (NCLB)	4036	8290	0.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	0.00	0.00	0.0%
<b>TOTAL, FEDERAL REVENUE</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER STATE REVENUE</b>					
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	5,613,977.00	3,063,729.00	-45.4%
All Other State Revenue	All Other	8590	15,050.00	9,500.00	-36.9%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>5,629,027.00</b>	<b>3,073,229.00</b>	<b>-45.4%</b>
<b>OTHER LOCAL REVENUE</b>					
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	2016-17 Unaudited Actuals	2017-18 Budget	Percent Difference
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	77,351.84	39,382.00	-49.1%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
Adult Education Fees		8671	0.00	0.00	0.0%
In-District Premiums/ Contributions		8674	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.0%
All Other Fees and Contracts		8689	39,795.00	38,820.00	-2.5%
Other Local Revenue					
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.0%
All Other Local Revenue		8699	51,666.82	51,557.00	-0.2%
Tuition		8710	0.00	0.00	0.0%
All Other Transfers In		8781-8783	6,700,223.96	6,675,467.00	-0.4%
Transfers of Apportionments					
Special Education SELPA Transfers From Districts or Charter Schools	6500	8791	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.0%
ROC/P Transfers					
From Districts or Charter Schools	6360	8791	0.00	0.00	0.0%
From County Offices	6360	8792	0.00	0.00	0.0%
From JPAs	6360	8793	0.00	0.00	0.0%
Other Transfers of Apportionments					
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			6,869,037.62	6,805,226.00	-0.9%
TOTAL, REVENUES			12,498,064.62	9,878,455.00	-21.0%

Description	Resource Codes	Object Codes	2016-17 Unaudited Actuals	2017-18 Budget	Percent Difference
<b>CERTIFICATED SALARIES</b>					
Certificated Teachers' Salaries		1100	2,726,542.80	2,655,927.00	-2.6%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	532,295.40	512,336.00	-3.7%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			3,258,838.20	3,168,263.00	-2.8%
<b>CLASSIFIED SALARIES</b>					
Classified Instructional Salaries		2100	53,455.79	47,497.00	-11.1%
Classified Support Salaries		2200	182,453.66	169,447.00	-7.1%
Classified Supervisors' and Administrators' Salaries		2300	306,099.02	294,579.00	-3.8%
Clerical, Technical and Office Salaries		2400	518,475.70	489,542.00	-5.6%
Other Classified Salaries		2900	31,961.92	28,561.00	-10.6%
TOTAL, CLASSIFIED SALARIES			1,092,446.09	1,029,626.00	-5.8%
<b>EMPLOYEE BENEFITS</b>					
STRS		3101-3102	415,764.48	403,425.00	-3.0%
PERS		3201-3202	127,273.98	136,082.00	6.9%
OASDI/Medicare/Alternative		3301-3302	121,440.50	122,190.00	0.6%
Health and Welfare Benefits		3401-3402	65,451.38	65,269.00	-0.3%
Unemployment Insurance		3501-3502	2,185.23	1,658.00	-24.1%
Workers' Compensation		3601-3602	90,136.00	111,809.00	24.0%
OPEB, Allocated		3701-3702	34,055.32	30,521.00	-10.4%
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			856,306.89	870,954.00	1.7%
<b>BOOKS AND SUPPLIES</b>					
Approved Textbooks and Core Curricula Materials		4100	41,559.17	0.00	-100.0%
Books and Other Reference Materials		4200	1,552.77	0.00	-100.0%
Materials and Supplies		4300	668,093.12	963,126.00	44.2%
Noncapitalized Equipment		4400	553,586.55	37,022.00	-93.3%
Food		4700	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			1,264,791.61	1,000,148.00	-20.9%



Description	Resource Codes	Object Codes	2016-17 Unaudited Actuals	2017-18 Budget	Percent Difference
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	66,443.22	314,531.00	373.4%
Dues and Memberships		5300	11,065.85	15,926.00	43.9%
Insurance		5400-5450	52,423.00	75,000.00	43.1%
Operations and Housekeeping Services		5500	208,609.97	208,779.00	0.1%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	436,386.83	466,735.00	7.0%
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	957,224.18	737,914.00	-22.9%
Communications		5900	19,746.99	27,903.00	41.3%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			1,751,900.04	1,846,788.00	5.4%
<b>CAPITAL OUTLAY</b>					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	149,624.31	119,714.00	-20.0%
Equipment		6400	480,116.08	1,380,285.00	187.5%
Equipment Replacement		6500	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			629,740.39	1,499,999.00	138.2%

Description	Resource Codes	Object Codes	2016-17 Unaudited Actuals	2017-18 Budget	Percent Difference
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>					
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%
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>					
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			8,854,023.22	9,415,778.00	6.3%

Description	Resource Codes	Object Codes	2016-17 Unaudited Actuals	2017-18 Budget	Percent Difference
<b>INTERFUND TRANSFERS</b>					
<b>INTERFUND TRANSFERS IN</b>					
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%
<b>INTERFUND TRANSFERS OUT</b>					
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%
<b>OTHER SOURCES/USES</b>					
<b>SOURCES</b>					
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
<b>USES</b>					
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2016-17 Unaudited Actuals	2017-18 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	5,629,027.00	3,073,229.00	-45.4%
4) Other Local Revenue		8600-8799	6,869,037.62	6,805,226.00	-0.9%
5) TOTAL, REVENUES			12,498,064.62	9,878,455.00	-21.0%
<b>B. EXPENDITURES (Objects 1000-7999)</b>					
1) Instruction	1000-1999		5,208,456.96	6,309,612.00	21.1%
2) Instruction - Related Services	2000-2999		945,400.47	874,235.00	-7.5%
3) Pupil Services	3000-3999		196,871.52	184,384.00	-6.3%
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		1,124,066.49	1,094,117.00	-2.7%
8) Plant Services	8000-8999		1,379,227.78	953,430.00	-30.9%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			8,854,023.22	9,415,778.00	6.3%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)</b>			3,644,041.40	462,677.00	-87.3%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2016-17 Unaudited Actuals	2017-18 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			3,644,041.40	462,677.00	-87.3%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	9,604,733.03	13,246,433.79	37.9%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			9,604,733.03	13,246,433.79	37.9%
d) Other Restatements		9795	(2,340.64)	0.00	-100.0%
e) Adjusted Beginning Balance (F1c + F1d)			9,602,392.39	13,246,433.79	37.9%
2) Ending Balance, June 30 (E + F1e)			13,246,433.79	13,709,110.79	3.5%
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	8,643.04	0.00	-100.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	4,693,926.58	4,897,769.96	4.3%
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	7,546,867.83	7,777,040.61	3.0%
Facilities	0000	9780	7,318,207.22		
Instructional	1100	9780	228,660.61		
Facilities	0000	9780		7,548,380.00	
Instructional	1100	9780		228,660.61	
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	989,496.34	1,034,300.22	4.5%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2016-17 Unaudited Actuals	2017-18 Budget
6300	Lottery: Instructional Materials	234,890.62	234,890.62
6355	ROCP: Direct Support Professional Training Program	75,278.52	52,926.52
6387	Career Technical Education Incentive Grant Program	4,332,577.42	4,531,947.80
9010	Other Restricted Local	51,180.02	78,005.02
Total, Restricted Balance		4,693,926.58	4,897,769.96

Description	Resource Codes	Object Codes	2016-17 Unaudited Actuals	2017-18 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	8.18	0.00	-100.0%
5) TOTAL REVENUES			8.18	0.00	-100.0%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL EXPENDITURES			0.00	0.00	0.0%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			8.18	0.00	-100.0%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2016-17 Unaudited Actuals	2017-18 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			8.18	0.00	-100.0%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	1,190.43	1,198.61	0.7%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,190.43	1,198.61	0.7%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,190.43	1,198.61	0.7%
2) Ending Balance, June 30 (E + F1e)			1,198.61	1,198.61	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	1,198.61	1,198.61	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%



Description	Resource Codes	Object Codes	2016-17 Unaudited Actuals	2017-18 Budget	Percent Difference
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	1,196.70		
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	1.91		
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			1,198.61		
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
<b>I. LIABILITIES</b>					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			0.00		
<b>J. DEFERRED INFLOWS OF RESOURCES</b>					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
<b>K. FUND EQUITY</b>					
Ending Fund Balance, June 30 (must agree with line F2) (G9 + H2) - (I6 + J2)			1,198.61		

Description	Resource Codes	Object Codes	2016-17 Unaudited Actuals	2017-18 Budget	Percent Difference
<b>FEDERAL REVENUE</b>					
All Other Federal Revenue		8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.0%
<b>OTHER STATE REVENUE</b>					
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%
<b>OTHER LOCAL REVENUE</b>					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	8.18	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			8.18	0.00	-100.0%
TOTAL, REVENUES			8.18	0.00	-100.0%

Description	Resource Codes	Object Codes	2016-17 Unaudited Actuals	2017-18 Budget	Percent Difference
<b>CLASSIFIED SALARIES</b>					
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.0%
<b>EMPLOYEE BENEFITS</b>					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.0%
<b>BOOKS AND SUPPLIES</b>					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2016-17 Unaudited Actuals	2017-18 Budget	Percent Difference
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
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%
<b>CAPITAL OUTLAY</b>					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.0%
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>					
Other Transfers Out					
Transfers of Pass-Through Revenues To Districts or Charter Schools		7211	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
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	2016-17 Unaudited Actuals	2017-18 Budget	Percent Difference
<b>INTERFUND TRANSFERS</b>					
<b>INTERFUND TRANSFERS IN</b>					
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%
<b>INTERFUND TRANSFERS OUT</b>					
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	2016-17 Unaudited Actuals	2017-18 Budget	Percent Difference
<b>OTHER SOURCES/USES</b>					
<b>SOURCES</b>					
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%
<b>CONTRIBUTIONS</b>					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES</b> (a - b + c + e)			0.00	0.00	0.0%



Description	Function Codes	Object Codes	2016-17 Unaudited Actuals	2017-18 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	8.18	0.00	-100.0%
5) TOTAL, REVENUES			8.18	0.00	-100.0%
<b>B. EXPENDITURES (Objects 1000-7999)</b>					
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%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)</b>			8.18	0.00	-100.0%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%



Description	Function Codes	Object Codes	2016-17 Unaudited Actuals	2017-18 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			8.18	0.00	-100.0%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	1,190.43	1,198.61	0.7%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,190.43	1,198.61	0.7%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,190.43	1,198.61	0.7%
2) Ending Balance, June 30 (E + F1e)			1,198.61	1,198.61	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	1,198.61	1,198.61	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	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2016-17	2017-18
		Unaudited Actuals	Budget
7710	State School Facilities Projects	1,198.61	1,198.61
Total, Restricted Balance		1,198.61	1,198.61

	Unaudited Balance July 1	Audit Adjustments/ Restatements	Audited Balance July 1	Increases	Decreases	Ending Balance June 30
<b>Governmental Activities:</b>						
Capital assets not being depreciated:						
Land			0.00			0.00
Work in Progress	4,798,491.00		4,798,491.00			4,798,491.00
Total capital assets not being depreciated	4,798,491.00	0.00	4,798,491.00	0.00	0.00	4,798,491.00
Capital assets being depreciated:						
Land Improvements			0.00			0.00
Buildings	711,147.00		711,147.00			711,147.00
Equipment	582,229.00		582,229.00			582,229.00
Total capital assets being depreciated	1,293,376.00	0.00	1,293,376.00	0.00	0.00	1,293,376.00
Accumulated Depreciation for:						
Land Improvements			0.00			0.00
Buildings	(478,515.00)		(478,515.00)	478,515.00		0.00
Equipment	(384,847.00)		(384,847.00)	384,847.00		0.00
Total accumulated depreciation	(863,362.00)	0.00	(863,362.00)	863,362.00	0.00	0.00
Total capital assets being depreciated, net	430,014.00	0.00	430,014.00	863,362.00	0.00	1,293,376.00
Governmental activity capital assets, net	5,228,505.00	0.00	5,228,505.00	863,362.00	0.00	6,091,867.00
<b>Business-Type Activities:</b>						
Capital assets not being depreciated:						
Land			0.00			0.00
Work in Progress			0.00			0.00
Total capital assets not being depreciated			0.00			0.00
Capital assets being depreciated:	0.00	0.00	0.00	0.00	0.00	0.00
Land Improvements			0.00			0.00
Buildings			0.00			0.00
Equipment			0.00			0.00
Total capital assets being depreciated	0.00	0.00	0.00	0.00	0.00	0.00
Accumulated Depreciation for:						
Land Improvements			0.00			0.00
Buildings			0.00			0.00
Equipment			0.00			0.00
Total accumulated depreciation	0.00	0.00	0.00	0.00	0.00	0.00
Total capital assets being depreciated, net	0.00	0.00	0.00	0.00	0.00	0.00
Business-type activity capital assets, net	0.00	0.00	0.00	0.00	0.00	0.00

Unaudited Actuals  
FINANCIAL REPORTS  
2016-17 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 2018-19, subject to CDE approval (applicable only if an approved indirect cost rate has been requested).	8.58%

UNAUDITED ACTUAL FINANCIAL REPORT:

To the County Superintendent of Schools:

2016-17 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 21, 2017

To the Superintendent of Public Instruction:

2016-17 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:

For JPA:

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

Joyce Veasley  
Name  
Director of Business Services  
Title  
510-657-1865  
Telephone  
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 2018-19 programs? (Yes/No)

	Unaudited Balance July 1	Audit Adjustments/ Restatements	Audited Balance July 1	Increases	Decreases	Ending Balance June 30	Amounts Due Within One Year
<b>Governmental Activities:</b>							
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	2,780.00		2,780.00		1,103.00	1,677.00	
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	240,422.00	16,465.00	256,887.00	41,027.00	29,328.00	268,586.00	
Compensated Absences Payable	71,332.00	15,679.00	87,011.00			87,011.00	
Governmental activities long-term liabilities	314,534.00	32,144.00	346,678.00	41,027.00	30,431.00	357,274.00	0.00
<b>Business-Type Activities:</b>							
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) 408,097.26
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.

--

**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) 4,765,438.60

**C. Percentage of Plant Services Costs Attributable to General Administration**

- (Line A1 plus Line A2a, divided by Line B1; zero if negative) (See Part III, Lines A5 and A6) 8.56%

**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. 95,102.00



**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)	532,828.40
2. Centralized Data Processing, less portion charged to restricted resources or specific goals (Function 7700, objects 1000-5999, minus Line B10)	136,825.78
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)	49,594.03
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)	25,666.08
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)	95,102.00
8. Total Indirect Costs (Lines A1 through A7a, minus Line A7b)	649,812.29
9. Carry-Forward Adjustment (Part IV, Line F)	0.00
10. Total Adjusted Indirect Costs (Line A8 plus Line A9)	649,812.29

**B. Base Costs**

1. Instruction (Functions 1000-1999, objects 1000-5999 except 5100)	5,119,310.95
2. Instruction-Related Services (Functions 2000-2999, objects 1000-5999 except 5100)	945,400.47
3. Pupil Services (Functions 3000-3999, objects 1000-5999 except 5100)	196,871.52
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)	358,644.59
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)	16,968.18
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)	38,226.04
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)	529,775.45
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)	274,171.34
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)	95,102.00
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)	7,574,470.54

**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) 8.58%

**D. Preliminary Proposed Indirect Cost Rate**

(For final approved fixed-with-carry-forward rate for use in 2018-19 see [www.cde.ca.gov/fg/ac/ic/](http://www.cde.ca.gov/fg/ac/ic/))

(Line A10 divided by Line B18) 8.58%

**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)** 649,812.29

**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%

Fund	Resource	Eligible Expenditures	Indirect Costs Charged	Rate
		(Objects 1000-5999 except Object 5100)	(Objects 7310 and 7350)	Used

	----- Teacher Full-Time Equivalents -----				----- Classroom Units -----		Pupils Transported
	Instructional Supervision and Administration (Functions 2100-2200)	Library, Media, Technology and Other Instructional Resources (Functions 2420-2495)	School Administration (Function 2700)	Pupil Support Services (Functions 3100-3199 & 3900)	Plant Maintenance and Operations (Functions 8100-8400)	Facilities Rents and Leases (Function 8700)	
A. Amount of Undistributed Expenditures, Funds 01, 09, and 62, Goals 0000 and 9000 (will be allocated based on factors input)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
B. Enter Allocation Factor(s) by Goal:  (Note: Allocation factors are only needed for a column if there are undistributed expenditures in line A.)	FTE Factor(s)	FTE Factor(s)	FTE Factor(s)	FTE Factor(s)	CU Factor(s)	CU Factor(s)	PT Factor(s)
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  
2016-17  
General Fund and Charter Schools Funds  
Program Cost Report

Goal	Program/Activity	Direct Charged (Schedule DCC) Column 1	Allocated (Schedule AC) Column 2	Subtotal (col. 1 + 2) Column 3	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
<b>Instructional Goals</b>							
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)	7,229,935.85	0.00	7,229,935.85	1,124,066.49		8,354,002.34
<b>Other Goals</b>							
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
<b>Other Costs</b>							
----	Food Services					0.00	0.00
----	Enterprise					0.00	0.00
----	Facilities Acquisition & Construction					500,020.88	500,020.88
----	Other Outgo					0.00	0.00
<b>Other Funds</b>							
----	Adult Education, Child Development, Cafeteria, Foundation (I[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
----	<b>Total General Fund and Charter Schools Funds Expenditures</b>	7,229,935.85	0.00	7,229,935.85	1,124,066.49	500,020.88	8,854,023.22

Unaudited Actuals  
2016-17  
General Fund and Charter Schools Funds  
Program Cost Report  
Schedule of Direct Charged Costs (DCC)

Goal	Type of Program	Instruction (Functions 1000- 1999)	Instructional Supervision and Administration (Functions 2100- 2200)	Library, Media, Technology and Other Instructional Resources (Functions 2420- 2495)	School Administration (Function 2700)	Pupil Support Services (Functions 3110- 3160 and 3900)	Pupil Transportation (Function 3600)	Ancillary Services (Functions 4000- 4999)	Community Services (Functions 5000- 5999)	General Administration (Functions 7000- 7999, except 7210)*	Plant Maintenance and Operations (Functions 8100- 8400)	Facilities Rents and Leases (Function 8700)	Total
Instructional Goals	0001 Pre-Kindergarten	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
	1110 Regular Education, K-12	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
	3800 Career Technical Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
	4110 Regular Education, Adult	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
	4630 Adult Career Technical Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
5000-5999	Special Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
6000	ROC/P	5,208,456.96	404,097.99	94,560.23	446,742.25	196,871.52	0.00	0.00			579,369.48	299,837.42	7,229,935.85
<b>Other Goals</b>													
7110	Nonagency - Educational	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7150	Nonagency - Other	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00
8500	Child Care and Development Services	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00
<b>Total Direct Charged Costs</b>		5,208,456.96	404,097.99	94,560.23	446,742.25	196,871.52	0.00	0.00	0.00	0.00	579,369.48	299,837.42	7,229,935.85
* 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	
<b>Instructional Goals</b>					
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
<b>Other Goals</b>					
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
<b>Other Funds</b>					
- -	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
<b>Total Allocated Support Costs</b>		0.00	0.00	0.00	0.00



<b>A. Central Administration Costs in General Fund and Charter Schools Funds</b>		
Board and Superintendent (Funds 01, 09, and 62, Functions 7100-7180, Goals 0000-6999 and 9000, Objects 1000-7999)		358,644.59
External Financial Audits (Funds 01, 09, and 62, Functions 7190-7191, Goals 0000-6999 and 9000, Objects 1000-7999)		0.00
Other General Administration (Funds 01, 09, and 62, Functions 7200-7600 except 7210, Goal 0000, Objects 1000-7999)		549,796.58
Centralized Data Processing (Funds 01, 09, and 62, Function 7700, Goal 0000, Objects 1000-7999)		215,625.32
Total Central Administration Costs in General Fund and Charter Schools Funds		1,124,066.49
<b>B. Direct Charged and Allocated Costs in General Fund and Charter Schools Funds</b>		
Total Direct Charged Costs (from Form PCR, Column 1, Total)		7,229,935.85
Total Allocated Costs (from Form PCR, Column 2, Total)		0.00
Total Direct Charged and Allocated Costs in General Fund and Charter Schools Funds		7,229,935.85
<b>C. Direct Charged Costs in Other Funds</b>		
Adult Education (Fund 11, Objects 1000-5999, except 5100)		0.00
Child Development (Fund 12, Objects 1000-5999, except 5100)		0.00
Cafeteria (Funds 13 & 61, Objects 1000-5999, except 5100)		0.00
Foundation (Funds 19 & 57, Objects 1000-5999, except 5100) (Not applicable to JPAs)		0.00
Total Direct Charged Costs in Other Funds		0.00
<b>D. Total Direct Charged and Allocated Costs (B3 + C5)</b>		7,229,935.85
<b>E. Ratio of Central Administration Costs to Direct Charged and Allocated Costs (A5/D)</b>		15.55%

Unaudited Actuals  
2016-17  
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)			500,020.88		500,020.88
Other Outgo (Objects 1000-7999)				0.00	0.00
<b>Total Other Costs</b>	0.00	0.00	500,020.88	0.00	500,020.88

SACS2017ALL Financial Reporting Software - 2017.2.0  
 9/15/2017 7:49:59 AM 01-40402-0000000  
 Unaudited Actuals 2017-18  
 Budget  
 Technical Review Checks  
 Mission Valley ROC/P Alameda County

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

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

## IMPORT CHECKS

CHECKFUND - (F) - All FUND codes must be valid.	<u>PASSED</u>
CHECKRESOURCE - (W) - All RESOURCE codes must be valid.	<u>PASSED</u>
CHK-RS-LOCAL-DEFINED - (F) - All locally defined resource codes must roll up to a CDE defined resource code.	<u>PASSED</u>
CHECKGOAL - (F) - All GOAL codes must be valid.	<u>PASSED</u>
CHECKFUNCTION - (F) - All FUNCTION codes must be valid.	<u>PASSED</u> CHECKOBJECT
- (F) - All OBJECT codes must be valid.	<u>PASSED</u>
CHK-FUNDxOBJECT - (F) - All FUND and OBJECT account code combinations must be valid.	<u>PASSED</u>
CHK-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-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).	<u>PASSED</u>
CHK-FUNCTIONxOBJECT - (F) - All FUNCTION and OBJECT account code combinations must be valid.	<u>PASSED</u>
CHK-GOALxFUNCTION-A - (F) - Goal and function account code combinations (all	

goals with expenditure objects 1000-7999 in functions 1000-1999 and 4000-5999) must be valid. NOTE: Functions not included in the GOALxFUNCTION table (0000, 2000-3999, 6000-6999, 7100-7199, 7210, 8000-8999) are not checked and will pass the TRC. PASSED

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

SPECIAL-ED-GOAL - (F) - Special Education revenue and expenditure transactions (resources 3300-3405, and 6500-6540, 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, and 3332. 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

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

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 Resource 3327), 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.

SACS2017ALL Financial Reporting Software - 2017.2.0  
 9/15/2017 7:53:34 AM

01-40402-00000000

Unaudited Actuals 2016-17  
 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-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, and 6500-6540, 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, and 3332. 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

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 Resource 3327), 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.



## **Business and Finance #5**

X Information  
X Action

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

**AGENDA ITEM  
Business & Finance #5**

**Date of Board Meeting:** September 21, 2017

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

---

**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 June 2017 Board Meeting. MVROP's lease payment for 2017-18 is \$310,331.73. 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, 2017 through June 30, 2018. The term remains the same as prior years. The current Services Agreement expired June 30, 2017. MVROP's payment for services for the 2017-18 fiscal year will be \$195,800.

**Recommendation:**

Staff recommends approval of the annual Services Agreement between Fremont Unified School District and Mission Valley ROP for the 2017-18 school year.

Joyce Veasley  
Staff Contact

Business Services  
Division

Thomas Hanson  
Superintendent



**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 2017-2018***

1. In exchange for the following services, the Mission Valley ROP (MVROP) will pay Fremont Unified School District the sum of \$195,800 for the 2017-2018 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	<b>\$195,800</b>
For the period July 1, 2017 through June 30, 2018	<b><u>\$195,800</u></b>

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:***

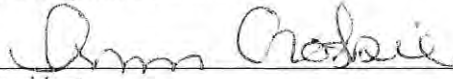
\_\_\_\_\_  
President


\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Clerk

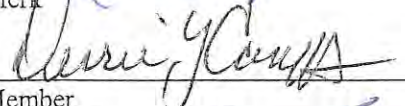
Date \_\_\_\_\_


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

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Vice President

  
\_\_\_\_\_  
Clerk

  
\_\_\_\_\_  
Member

  
\_\_\_\_\_  
Member

Date 7/24/2017



### **Agenda Item Details**

---

Meeting	Jul 26, 2017 - Regular Meeting of the Board of Education
Category	11. CONSENT CALENDAR - FINANCE/FACILITIES
Subject	11.3 Approve Annual Services Agreement with Mission Valley Regional Occupational Program (MVRP)
Type	Action (Consent)
Preferred Date	Jul 26, 2017
Absolute Date	Jul 26, 2017
Fiscal Impact	Yes
Dollar Amount	195,800.00
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 (MVRP) for the 2017-2018 school year.

### **Background**

Beginning the 2007-2008 school-year, the Mission Valley Regional Occupational Program (MVRP) 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 MVRP as outlined in the attached Services Agreement.

### **Current Status**

MVRP and FUSD wish to extend the Services Agreement for the period July 1, 2017 through June 30, 2018. The term remains the same as in prior years. The total fees for services are \$195,800 for the 2017-2018 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 A. Parungao**

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

[MVRP Services Agreement 2017-18.pdf \(10 KB\)](#)

### **Motion & Voting**

---

Take action to approve the Consent Calendar

Take action to approve the Consent Calendar

Motion by Larry Sweeney, second by Yang Shao.

Motion Carries

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



## **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 21, 2017

**TITLE:**      Variable Term Waiver Request

---

**Background:**

Mission Valley ROP hired two new certificated employees to fill teaching positions for the 2017/18 school year. These employees will begin to complete credentialing courses and two years of teaching experience to meet the English Learner Authorization and clear their credentials. A Variable Term Waiver is needed to cover these teachers for the 2017/18 school year.

The employees are:

NAME	SUBJECT	GRADE LEVEL
Jo Roberts	Hospitality, Tourism, and Recreation	9-12
Paul Taglianetti	Arts, Media, and Entertainment	9-12

**Current Status:**

A Variable Term Waiver will be completed to cover the teachers for the 2017/18 school year.

**Recommendation:**

Approve employment of the teachers with the Variable Term Waiver Request for the 2017/18 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 21, 2017

**TITLE:**      Subsequent Variable Term Waiver Requests

---

**Background:**

Mission Valley ROP hired new certificated employees for the 2015/16 and 2016/17 school years. Each employee is currently in the process of completing credentialing courses and/or two years of teaching experience to meet the English Learner Authorization and clear their credential. A Subsequent Variable Term Waiver is needed to cover these teachers for the 2017/18 school year.

The employees are:

NAME	SUBJECT	GRADE LEVEL
Vivien Buhain	Hospitality, Tourism, and Recreation	9-12
Michelle Cimino	Health Science & Medical Technology	9-12
Walter Cruz Pivaral	Arts, Media, and Entertainment	9-12
Stephen Kay	Transportation	9-12

**Current Status:**

A Subsequent Variable Term Waiver will be completed to cover each teacher for the 2017/18 school year.

**Recommendation:**

Approve employment of the teachers with the Subsequent Variable Term Waiver Request for the 2017/18 school year.

Cliff Adams-Hart  
Staff Contact

ROP Center  
Location

Administration  
Division

Thomas Hanson  
MVROP Superintendent



**End of Board Packet**