



Mission Valley ROP
Thursday, September 20, 2018
4 p.m. Governing Council Meeting
MVROP Board Room
(510) 657-1865 Ext. 15141



Agenda

Regular Meeting of the Governing Council
Mission Valley Regional Occupational Center/ Program
ROP Board Room
Thursday, September 20, 2018
Regular Meeting (Open Session) – 4p.m.

Call to order _____p.m.

Pledge of Allegiance

Roll Call:

_____	Nancy Thomas, President
_____	Sharan Kaur, Vice President
_____	Larry Sweeney, Clerk
_____	Other

Approval of Agenda:

Motion:	_____
Second:	_____
Vote:	_____

Communication:

- a. Items from the Staff
- b. Oral Communication
 - *MVROP CCI Update Presentation*
- c. Written Communication
 - *Letter from FCMAT re: Preliminary Findings*
 - *Letter from Alameda County Office of Education re: FY 2018-19 Adopted Budget Technical Review*
- d. Items from the Board
- e. Public Comment
 - Blue Speaker Card – Items on the agenda
 - Green Speaker Card – Items not on the agenda

Consent Calendar:

- a. **Minutes:**
Approve minutes from the Governing Council meetings on June 21, 2018 and August 7, 2018.
- b. **Business and Finance:**

B&F#1	Approve Purchase Orders over \$5,000
B&F#2	Approve Warrants Report
B&F#3	Adopt Resolution Number 1-1819 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 2018-19 Payroll Reimbursements for Fremont, Newark, and New Haven Unified School District Employees Teaching and Supporting ROP Classes

MVROP Governing Council Agenda – September 20, 2018

- B&F#6 Approve 2017-18 Year-End Transfers
- B&F#7 Approve Services Agreement between MVROP and Dannis Woliver Kelley (DWK)
- B&F#8 Approve Agreement for Use of City of Fremont Fire Tactical Training Center
- B&F#9 Approve Agreement for Service between MVROP and Marco Diaz, Jr./TKO San Jose
- B&F#10 Approve Memorandum of Understanding between San Diego County Superintendent of Schools and MVROP
- B&F#11 Approve Increase to Certificated and Classified Administrator Holidays
- B&F#12 Approve Consulting Services Agreement between MVROP and Total Compensation Systems, Inc.

c. Curriculum and Instruction

- C&I#1 Approve MVROP Master Course List for High School and Adult Programs for the School Year 2018/ 2019
- C&I#2 Approve Textbooks for 2018/2019 School Year

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 2018-19

Motion: _____
 Second: _____
 Vote: _____

Business and Finance #4**Information/Action**

Review and Approve Report on Fiscal Year 2017-2018 Unaudited Actuals

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



Communication

August 7, 2018

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

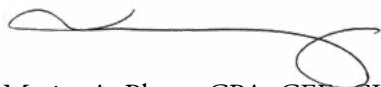
Dear Superintendent Hanson,

In May 2018, the Mission Valley Regional Occupational Program (ROP) and the Fiscal Crisis and Management Assistance Team (FCMAT) entered into an agreement to provide a review of the Joint Powers Authority's (JPA's) 2018-19 general fund adopted budget and develop a multiyear financial projection to validate the JPA's fiscal status. In addition, the agreement states that FCMAT will review processes and procedures for budget development and monitoring. The purpose of this letter is to confirm FCMAT's preliminary findings discussed during the exit meeting.

FCMAT visited the Mission Valley ROP on July 30 through August 2, 2018 to conduct interviews and obtain and review documents. Although FCMAT's complete assessment of the JPA's 2018-19 budget and multiyear financial projection will continue in the weeks ahead, preliminary observations identified weaknesses in the practices used to develop the budget and the multiyear financial projection. During interviews, the JPA's director of business services was unable to clearly communicate the processes used to develop many areas of the budget and multiyear projection, or to describe and/or demonstrate an understanding of processes and procedures consistent with industry standards. Questions about irregularities in basic components of the JPA's budget documents, financial projections and underlying assumptions could not be addressed. Requests for documents to support the budget and multiyear financial projections revealed a lack of traditional documentation, calculations and other industry-standard elements and practices used to prepare estimates in most areas.

The FCMAT study team continues to review documents and develop findings and recommendations that will be included in the full report. We anticipate a draft report will be sent to you for review in approximately six to eight weeks. FCMAT thanks the staff of the Mission Valley ROP for their cooperation and assistance during this engagement. Should you have questions or require additional information prior to issuance of the draft report, please contact me at (610) 304-7072.

Sincerely,



Marisa A. Ploog, CPA, CFE, CICA, CGMA
Fiscal Intervention Specialist

FCMAT

Michael H. Fine, Chief Executive Officer

1300 17th Street - CITY CENTRE, Bakersfield, CA 93301-4533 • Telephone 661-636-4611 • Fax 661-636-4647

755 Baywood Drive, 2nd Floor, Petaluma, CA 94954 • Telephone: 707-775-2850 • Fax: 661-636-4647 • www.fcmat.org

Administrative Agent: Mary C. Barlow - Office of Kern County Superintendent of Schools

Date: August 31, 2018

To: Marie dela Cruz, Director of Business Services
Mission Valley ROP

From: Shirene Moreira
Director II, District Advisory Services

Subject: FY 2018-19 Adopted Budget Technical Review

We have completed the review of the Mission Valley ROP Adopted Budget Report for fiscal year 2018-19. During our review process, we noted the following:

Form MYP

The ROP shows salary increases for what appears to be step and column for both 2019-20 and 2020-21, however the benefits appear to be retained at 21% in 2019-20, which does not seem to capture the increase to both PERS and STRS. The benefits seem to be significantly reduced in 2020-21. Please review at next reporting period.

The ROP did not designate its Reserve for Economic Uncertainties for FY 2019-20 and 2020-21. Please correct at subsequent reporting periods.

Form CASH

The ROP does not include any projected activity for its balance sheet items. Please review and update Section D. Balance Sheet Items at future reporting periods.

Technical Checks

The ROP currently reports a negative \$28K payable that overstates the ROP's position in Fund 01. Please correct prior to close.

The ROP is currently managing the Career Technical Education Incentive Grant Program, Resource 6387, as a Restricted Fund Balance program, but it is actually a Deferred Revenue program, and all excess monies should be coded to Unearned Revenue. At present, the TRC check shows the ROP records, \$1.7M as an Ending Fund Balance in 2017-18, and \$1.6M in 2018-19.

Other Items

The ROP did not project the STRS On-behalf payments (R. 7690) for 2017-18 or 2018-19. While we understand the revenue and expenditures will be off-set in the budget, this does affect the LEA's Reserve for Economic Uncertainties. Please include at the next submission period.

Welcome Back! If you have any questions, please do not hesitate to call me at (510) 670-4192.



Consent Calendar



Minutes

**Regular Meeting of the Governing Council
Mission Valley Regional Occupational Center/ Program
Thursday, June 21, 2018**

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

Present:

Nancy Thomas, President
Sharan Kaur, Vice President
Larry Sweeney, Clerk

Approval of Agenda:

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

Communication:

a. Oral Communication:

MVROP Superintendent Hanson presented Joyce Veasley with a retirement proclamation.

b. Items from Staff:

Superintendent Hanson shared:

- Several school events have taken place in the various MVROP CTE programs including:
 - Helicopter landings on the Kennedy HS campus and the NMHS Campus for Public Safety program students.
 - The CCHS Culinary Arts class carefully curated a special menu for their annual luncheon for special guests.
 - NMHS and ROP Center Public Safety program students participated in a joint agency active shooter training at the NMHS campus. Participating agencies included Alameda County Fire and EMS, Newark Police Department, and Paramedics Plus.
- MVROP Digital Video Arts students from the IHS program took 1st place in the region in two categories for the recent Directing Change Competition. Gitanjali Mahapatra, a Digital Video Production Arts student from the ROP Center Campus, received an honorable mention for the Global Student Voice Film Festival, a very competitive national level film competition.
- MVROP Pharmacy Technology program student, Xin Yi Yu, a senior at AHS, passed the Pharmacy Technician Certified Board Exam for California.
- MVROP Culinary Arts student Kayla Navarro Olvera was named the MVROP Ohlone Promise Scholarship winner for 2018.
- The Strong Workforce Program for K12 CTE through the community college system published some information for K12 LEAs. Each of eight regions of the state will be getting an allocation of the \$150M dollars based on ADA, unemployment, and unfilled jobs. Our region stretches from Napa to Monterey.

There are questions about SWP details and how resources will be available to applicants.

- MVROP held its 2018 Student of the Year Ceremony on Tuesday, May 22nd in the Grand Ballroom of the Fremont Marriott Silicon Valley Hotel. The event had its largest attendance yet. Five MVROP Student of the Year Scholarships were presented at the end of the ceremony. Superintendent Sanchez was the event keynote speaker.

c. Written Communication:

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

- *Letter from Alameda County Office of Education re: 2017-18 Second Interim Report, June 5, 2018*
- *MVROP Spring 2018 Reflections Newsletter, June 13, 2018*

d. Items from the Board:

Member Kaur commended the 2018 SOTY Ceremony being well attended, very well run, and especially noted how she enjoyed the delicious desserts created by MVROP Culinary Arts students.

Additionally, Member Kaur inquired about the active shooter training for Staff Development Training scheduled for August. Superintendent Hanson responded MVROP and its Safety Committee are in the process of creating new school policies and training for Run, Hide, Fight protocols.

e. Public Comment:

None

Consent Calendar:

Member Thomas pulled B&F Items #2 and 7 for discussion.

Pertaining to B&F#2: Member Thomas inquired about the Blue Tarp Credit Services charge. Ms. Veasley responded she would research this and respond to the Governing Council following the meeting with more information.

Pertaining to B&F#7: Member Thomas noted that there were some changes needed for the Infinite Campus contract. The order of the language was incorrect and out of order on numerous pages. The condition of approval for B&F#7 is with the understanding the contract language is to be revised for a more accurate final draft. Ms. Veasley will send the revised contract to the Governing Council once it is finalized.

Member Sweeney made a motion to approve all items in the Consent Calendar. Member Kaur 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 Update**

MVROP Business Services Director, 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 Business Services Director, Joyce Veasley, reviewed Business and Finance Item #2 and answered subsequent Board inquiries regarding the item.

This item is information only.

Business and Finance #3**Public Hearing and Action on the Adopted Budget for 2018-2019**

The Public Hearing opened at 5:06 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 2018-2019.

There was no public comment.

The Public Hearing closed at 5:07 pm.

There was no Board discussion.

Member Kaur made a motion to approve Business and Finance #3, Public Hearing and Action on the Adopted Budget for 2018-2019. Member Sweeney made a second to approve the motion. Members voted 3-0 to approve Business and Finance #3, Public Hearing and Action on the Adopted Budget for 2018-2019.

Board Requests:

None

Adjourn to Closed Session: 5:14 p.m.

The Governing Council discussed the following:

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

Reconvene to Open Session: 6:10 p.m.

No action was taken during closed session.

Meeting adjourned: 6:10 p.m.

Nancy Thomas, President

Sharan Kaur, Vice President

Larry Sweeney, Clerk

**Special Meeting of the Governing Council
Mission Valley Regional Occupational Center/ Program
Thursday, August 7, 2018**

Member Thomas called the meeting to order at 12:06 pm.

Present:

Nancy Thomas, President
Sharan Kaur, Vice President

Approval of Agenda:

Member Kaur made a motion to approve all items on the August agenda. Member Thomas made a second to approve the motion. Members voted 2-0 to approve all items on the August agenda.

Adjourn to Closed Session: 12:09 p.m.

Reconvene to Open Session: 12:26 p.m.

No action was taken.

Communication:

a. Items from Staff:

Superintendent Hanson shared:

- MVROP staff will be receiving a modified version of Run, Hide, Fight Training during staff development days in mid-August. Sgt. Crawford (MVROP Law Enforcement instructor) with the assistance of Sgt. Sal Sandoval (Newark Police Department and MVROP Law Enforcement instructor), have been serving as advisors while drafting and recommending training safety protocols for MVROP. MVROP is in the process of drafting a new safety policy for this new emergency protocol. MVROP has learned no JPA district currently has adopted/updated their emergency policies to date, but have conducted practice drills and varied staff training. During staff development Sgt. Crawford will run the safety/emergency training portion of staff development. MVROP will be advising staff to apply common sense when presented with unusual conditions to ensure student safety. Recommended actions for various scenarios will be shared to better equip staff to react in the safest and most successful manner in dangerous situations.
- MVROP is on schedule for all 2018-2019 school year preparations. Training for Infinite Campus, the new SIS system, has been underway and staff seem pleased with the new platform. Teachers will be provided training during staff development.
- MVROP is in the process of filling two instructor vacancies at the current time. The goal is to have all vacancies filled prior to staff development.

b. Items from the Board:

None

c. Public Comment:

None

Business and Finance #1

**Approve Services Agreement between
MVROP and BoardDocs**

MVROP Superintendent Hanson reviewed Business and Finance #1 and answered subsequent Board inquiries regarding the item.

Member Kaur made a motion to approve Business and Finance #1, Approve Services Agreement between MVROP and BoardDocs. Member Thomas made a second to approve the motion. Members voted 2-0 to approve Business and Finance #1, Approve Services Agreement between MVROP and BoardDocs.

Employment and Personnel #1

**Approve Recommendation to Hire
Director of Business Services**

MVROP Superintendent Hanson reviewed Employment and Personnel #1 and answered subsequent Board inquiries regarding the item.

Member Kaur made a motion to approve Employment and Personnel #1, Approve Recommendation to Hire Director of Business Services. Member Thomas made a second to approve the motion. Members voted 2-0 to approve Employment and Personnel #1, Approve Recommendation to Hire Director of Business Services.

Board Requests:

None

Meeting adjourned: 12:29 p.m.

Nancy Thomas, President

Sharan Kaur, Vice President

Larry Sweeney, Clerk



Business and Finance

☒ Information
☐ Action
☐ Presentation

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

**AGENDA ITEM
B&F#1__**

DATE OF BOARD MEETING: September 20, 2018

TITLE: Approve Purchase Orders over \$5,000

Background:

Per Board Policy 3300, Purchasing, the Governing Board recognizes its fiduciary responsibility to oversee the prudent expenditure of district funds.

Current Status:

Attached is list of Purchase Orders over \$5,000 that were encumbered from July 1, 2018 through September 7, 2018.

Fiscal Impact

Total encumbrance \$394,934.84

Recommendation:

Staff recommends approval of the Purchase Order Report for the period of July 1, 2018 through September 7, 2018.

Marie dela Cruz
Staff/Contact Person

Business Services
Division

Thomas Hanson
Superintendent

Includes Purchase Orders dated 07/01/2018 - 09/07/2018 ***

Board Meeting Date September 20, 2018

PO Number	Vendor Name	Description	Location	Account Number	Account Amount
PO Type PO					
PO19-00471	CRYSTAL COMMUNICATIONS	Radios	ROP Center	96-0000-0-6000-2700-4300-860-800-6013	8,440.11
				96-0000-0-6000-2700-4400-860-800-6013	1,201.78
PO19-00534	LEVY PROMOTIONAL PRODUCTS INC	Open PO for Promotional Supplies		96-0000-0-6000-7100-4300-860-800-6010	12,000.00
PO19-00546	FOLGERGRAPHICS INC	Open PO		96-0000-0-6000-7100-5802-860-800-6010	5,000.00
PO19-00552	SOFTWARE HOUSE INTERNATIONAL	Open PO		96-0000-0-6000-1000-4310-860-800-6005	7,000.00
PO19-00556	PRECISION EXAMS LLC	Certification Exams		96-6387-0-6000-1000-5816-860-800-6998	8,000.00
PO19-00566	XEROX CORPORATION	Open PO for Copier Lease		96-0000-0-6000-1000-5670-860-800-6013	32,000.00
PO19-00568	OFFICE DEPOT BUSINESS DIVISION	Open PO		96-0000-0-6000-2700-4300-860-800-6013	11,000.00
				96-6387-0-6000-1000-4300-860-800-6998	19,000.00
PO19-00771	US BANK	Lease on Sharp Copiers		96-0000-0-6000-2700-5670-860-800-6013	4,116.00
				96-0000-0-6000-3900-5670-860-800-6013	3,564.00
PO19-00776	KEEP IT SIMPLE COMPUTER CTR	Open PO		96-0000-0-0000-7700-5801-860-800-6005	15,000.00
PO19-00829	B & H PHOTO-VIDEO	Instructional Supplies	ROP-American HS	96-6387-0-6000-1000-4400-856-800-6110	4,307.44
				96-6387-0-6000-1000-4300-856-800-6110	1,622.60
PO19-00850	AMAZON.COM	Open PO	ROP Center	96-6387-0-6000-1000-4300-860-800-6706	10,000.00
PO19-00865	INFINITE CAMPUS INC	Student Information System License/Hosting/Support		96-0000-0-0000-7700-5815-860-800-6013	58,550.00
PO19-00872	HULBERT LUMBER AND SUPPLY COMP	Open PO		96-6387-0-6000-1000-4300-860-800-6706	10,000.00
PO19-00878	PROJECT LEAD THE WAY INC	PLTW Participation Fees		96-9601-0-6000-1000-5816-860-800-6506	5,000.00
PO19-00912	HOME DEPOT INC. ATTN: PRO DESK	Open PO		96-6387-0-6000-1000-4300-860-800-6706	10,000.00
PO19-00931	DELL MARKETING L P	Dell Laptop		96-6387-0-6000-1000-4410-860-800-6609	30,832.76
PO19-01042	SMART & FINAL	Open PO for Instructional Supplies	ROP-Newark Memorial HS	96-6387-0-6000-1000-4300-864-800-6621	8,000.00
PO19-01047	AMAZON.COM	Open PO for Instructional Supplies		96-6387-0-6000-1000-4300-864-800-6621	5,000.00
PO19-01238	TRIMARK ECONOMY RESTAURANT FIX	Freezer		96-6387-0-6000-1000-6400-864-800-6621	6,602.62
PO19-01244	KEENAN & ASSOCIATES	Liability Insurance	ROP Center	96-0000-0-0000-7200-5410-860-800-6013	55,273.00

*** 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.

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Includes Purchase Orders dated 07/01/2018 - 09/07/2018 ***

Board Meeting Date September 20, 2018

PO Number	Vendor Name	Description	Location	Account Number	Account Amount
PO Type PO (continued)					
PO19-01291	B & H PHOTO-VIDEO	Cameras	ROP-Logan HS	96-6387-0-6000-1000-4400-867-800-6110	10,679.84
				96-6387-0-6000-1000-4300-867-800-6110	3,349.80
PO19-01343	SCHOOL SPECIALTY ORDER ENTRY	Tables and Cabinets	ROP Center	96-6387-0-6000-1000-4300-862-800-6507	5,794.05
				96-6387-0-6000-1000-4300-867-800-6507	2,785.85
				96-6387-0-6000-1000-4400-862-800-6507	1,814.99
PO19-01439	AMAZON.COM	Open PO for instructional supplies	ROP-Irvington HS	96-6387-0-6000-1000-4300-851-800-6506	5,000.00
PO19-01491	SMART & FINAL	Open PO for Instructional Supplies	ROP-Kennedy HS	96-6387-0-6000-1000-4300-852-800-6621	5,500.00
PO19-01492		Open PO for Instructional Supplies	ROP-American HS	96-6387-0-6000-1000-4300-856-800-6621	6,000.00
PO19-01700	AB SUPPLY	Open PO	ROP Center	96-6387-0-6000-1000-4300-860-800-6701	5,500.00
PO19-01705	AMAZON.COM	Open PO		96-6387-0-6000-1000-4300-860-800-6703	6,000.00
PO19-01706		Open PO	ROP-Washington HS	96-6387-0-6000-1000-4300-854-800-6621	5,000.00
PO19-01709	SMART & FINAL	Open PO		96-6387-0-6000-1000-4300-854-800-6621	6,000.00
Total Number of POs		29	Total for PO Type PO		394,934.84

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.

ESCAPE ONLINE

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_____ Information
__X__ Action
_____ Presentation

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

**AGENDA ITEM
B&F#2**

DATE OF BOARD MEETING: September 20, 2018

TITLE: Approve Warrants Report

Background:

Education Code 42631 states that all payments from the funds of a school district shall be made by written order of the governing board of the district. Education Code 42632 describes that each order shall be signed by a person(s) authorized by the governing board to sign orders in its name. Warrant Registers are routinely presented to the Governing Board for approval.

Current Status:

Attached is list of warrants issued from July 1, 2018 through September 7, 2018.

Fiscal Impact

Total amount of warrants issued \$562,781.16

Recommendation:

Staff recommends approval of the Warrants Report for the period of July 1, 2018 through September 7, 2018.

Marie dela Cruz

Staff/Contact Person

Business Services

Division

Thomas Hanson

Superintendent

Checks Dated 07/01/2018 through 09/07/2018					Board Meeting Date September 20, 2018	
Check Number	Check Date	Pay to the Order of	Fund-Resource-Object-Location-Cost Center		Expensed Amount	Check Amount
51091852	07/11/2018	DELTA DENTAL CLIENT SERVICES	96-	-9560- -	4,673.66	
51102629	08/08/2018	DELTA DENTAL CLIENT SERVICES	96-	-9560- -	4,593.88	
51111321	09/05/2018	DELTA DENTAL CLIENT SERVICES	96-	-9560- -	4,367.47	
51091852	07/11/2018	DELTA DENTAL CLIENT SERVICES	96-	-9561- -	75.47	
51102629	08/08/2018	DELTA DENTAL CLIENT SERVICES	96-	-9561- -	75.47	
51111321	09/05/2018	DELTA DENTAL CLIENT SERVICES	96-	-9561- -	150.94	
51091852	07/11/2018	DELTA DENTAL CLIENT SERVICES	96-	-9562- -	922.39	
51102629	08/08/2018	DELTA DENTAL CLIENT SERVICES	96-	-9562- -	922.39	
51111321	09/05/2018	DELTA DENTAL CLIENT SERVICES	96-	-9562- -	922.39	
51091851	07/11/2018	DELTA DENTAL INS. COMPANY ACCOUNTS RECEIVABLE	96-	-9564- -	385.70	
51102628	08/08/2018	DELTA DENTAL INS. COMPANY ACCOUNTS RECEIVABLE	96-	-9564- -	385.70	
51111320	09/05/2018	DELTA DENTAL INS. COMPANY ACCOUNTS RECEIVABLE	96-	-9564- -	385.70	
51094523	07/25/2018	MISSION VALLEY ROP	96-0000-3701-860-6019		5,922.58	
51104961	08/22/2018	MISSION VALLEY ROP	96-0000-3701-860-6019		5,606.24	
51090483	07/05/2018	LEVY PROMOTIONAL PRODUCTS	96-0000-4300-860-6010		5,498.09	
51094548	07/25/2018	SAVE MART SUPERMARKET FILE# 33486-01	96-0000-4300-860-6010		21.62	
51090427	07/05/2018	SYNCB/AMAZON #6045787810138129	96-0000-4300-860-6013		1,700.04	
51090494	07/05/2018	OFFICE DEPOT	96-0000-4300-860-6013		62.83	
51090508	07/05/2018	SMART & FINAL	96-0000-4300-860-6013		40.30	
51091867	07/11/2018	IMAGINATION BRANDING	96-0000-4300-860-6013		848.95	
51093156	07/18/2018	MVROP REVOLVING FUND	96-0000-4300-860-6013		157.66	
51094458	07/25/2018	SYNCB/AMAZON #6045787810138129	96-0000-4300-860-6013		2.54	
51094564	07/25/2018	US BANK CORPORATE PAYMENT SYS	96-0000-4300-860-6013		1,755.88	
51102698	08/08/2018	OFFICE DEPOT	96-0000-4300-860-6013		251.78	
51103734	08/15/2018	SYNCB/AMAZON #6045787810138129	96-0000-4300-860-6013		2.04-	
51103803	08/15/2018	OFFICE DEPOT	96-0000-4300-860-6013		82.12	
51103831	08/15/2018	SUPPLY WORKS	96-0000-4300-860-6013		1,095.92	
51104970	08/22/2018	OFFICE DEPOT	96-0000-4300-860-6013		96.92	
51104991	08/22/2018	SMART & FINAL	96-0000-4300-860-6013		188.59	
51105001	08/22/2018	SUPPLY WORKS	96-0000-4300-860-6013		135.80	
51109602	08/27/2018	OFFICE DEPOT	96-0000-4300-860-6013		138.52	
51109629	08/27/2018	US BANK CORPORATE PAYMENT SYS	96-0000-4300-860-6013		409.78	
51111293	09/05/2018	SYNCB/AMAZON #6045787810138129	96-0000-4300-860-6013		25.68	
51111357	09/05/2018	OFFICE DEPOT	96-0000-4300-860-6013		219.55	
51111374	09/05/2018	SAVE MART SUPERMARKET FILE# 33486-01	96-0000-4300-860-6013		59.94	
51111398	09/05/2018	ACCREDITING COMMISSION FOR WESTERN ASSOC OF SCHOOLS	96-0000-4300-860-6013		120.00	

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Check Number	Check Date	Pay to the Order of	Fund-Resource-Object-Location-Cost Center	Expensed Amount	Check Amount
51090427	07/05/2018	SYNCB/AMAZON #6045787810138129	96-0000-4310-860-6005	208.55	
51091862	07/11/2018	FRYS ELECTRONICS ATTN JOAN ACCOUNTS RECEIVABLE	96-0000-4310-860-6005	2,689.59	
51094458	07/25/2018	SYNCB/AMAZON #6045787810138129	96-0000-4310-860-6005	510.81	
51111293	09/05/2018	SYNCB/AMAZON #6045787810138129	96-0000-4310-860-6005	864.35	
51090427	07/05/2018	SYNCB/AMAZON #6045787810138129	96-0000-4400-860-6013	1,002.92	
51091737	07/11/2018	THOMAS H. HANSON	96-0000-5210-860-6001	678.75	
51093083	07/18/2018	JACKLYNN R. SPRAGUE	96-0000-5210-860-6001	967.08	
51093156	07/18/2018	MVROP REVOLVING FUND	96-0000-5210-860-6001	195.00	
51093107	07/18/2018	BJ TRAVEL	96-0000-5210-860-6013	446.28	
51094564	07/25/2018	US BANK CORPORATE PAYMENT SYS	96-0000-5210-860-6013	88.14	
51102551	08/08/2018	JOYCE VEASLEY	96-0000-5210-860-6013	90.02	
51091802	07/11/2018	MICHAEL TRAN	96-0000-5220-860-6005	13.73	
51091694	07/11/2018	ALLISON M. ALDINGER	96-0000-5220-860-6010	295.44	
51102551	08/08/2018	JOYCE VEASLEY	96-0000-5220-860-6013	20.17	
51093093	07/18/2018	ACSA	96-0000-5300-860-6001	1,525.00	
51102584	08/08/2018	ASCD	96-0000-5300-860-6001	59.00	
51102603	08/08/2018	CALIFORNIA SCHOOL BOARDS ASSN CO WEST AMERICA BANK	96-0000-5300-860-6013	1,438.00	
51102647	08/08/2018	FREMONT CHAMBER OF COMMERCE	96-0000-5300-860-6013	270.00	
51105018	08/22/2018	ACCREDITING COMMISSION FOR WESTERN ASSOC OF SCHOOLS	96-0000-5300-860-6013	1,020.00	
51102669	08/08/2018	KEENAN & ASSOCIATES	96-0000-5410-860-6013	55,273.00	
51090495	07/05/2018	PACIFIC GAS & ELECTRIC CO	96-0000-5510-860-6013	15,702.03	
51093166	07/18/2018	PACIFIC GAS & ELECTRIC CO	96-0000-5510-860-6013	332.99	
51102703	08/08/2018	PACIFIC GAS & ELECTRIC CO	96-0000-5510-860-6013	9,492.61	
51103806	08/15/2018	PACIFIC GAS & ELECTRIC CO	96-0000-5510-860-6013	216.70	
51093188	07/18/2018	SPURR	96-0000-5520-860-6013	1,004.04	
51104995	08/22/2018	SPURR	96-0000-5520-860-6013	243.00	
51091822	07/11/2018	ALAMEDA CO WATER DISTRICT	96-0000-5530-860-6013	152.66	
51111290	09/05/2018	ALAMEDA CO WATER DISTRICT	96-0000-5530-860-6013	152.66	
51093173	07/18/2018	AMERICAN EXPRESS FOR V REPUBLIC SERVICES	96-0000-5550-860-6013	45.82	
51103813	08/15/2018	AMERICAN EXPRESS FOR V REPUBLIC SERVICES	96-0000-5550-860-6013	47.27	
51093173	07/18/2018	AMERICAN EXPRESS FOR V REPUBLIC SERVICES	96-0000-5560-860-6013	1,239.46	
51103811	08/15/2018	RAIBON & COLBERT ASSOC INC	96-0000-5560-860-6013	2,648.50	
51103813	08/15/2018	AMERICAN EXPRESS FOR V REPUBLIC SERVICES	96-0000-5560-860-6013	1,278.64	
51091903	07/11/2018	SONITROL	96-0000-5640-860-6013	134.00	
51093162	07/18/2018	OLDCASTLE PRECAST INC	96-0000-5640-860-6013	272.00	

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Check Number	Check Date	Pay to the Order of	Fund-Resource-Object-Location-Cost Center	Expensed Amount	Check Amount
51094555	07/25/2018	SONITROL	96-0000-5640-860-6013	134.00	
51103823	08/15/2018	SONITROL	96-0000-5640-860-6013	134.00	
51091848	07/11/2018	COMM USA GO WIRELESS	96-0000-5650-860-6005	491.63	
51102671	08/08/2018	KEEP IT SIMPLE COMPUTER CTR	96-0000-5670-860-6005	1,561.65	
51091914	07/11/2018	US BANK EQUIPMENT FINANCE	96-0000-5670-860-6013	627.14	
51091922	07/11/2018	XEROX CORPORATION	96-0000-5670-860-6013	2,671.52	
51093092	07/18/2018	ABS ALARM CO AFA REDEMPTION CENTER	96-0000-5670-860-6013	198.00	
51093165	07/18/2018	PAC INTEGRATIONS INC	96-0000-5670-860-6013	91.90	
51103804	08/15/2018	PAC INTEGRATIONS INC	96-0000-5670-860-6013	91.90	
51103842	08/15/2018	US BANK EQUIPMENT FINANCE	96-0000-5670-860-6013	627.14	
51103851	08/15/2018	XEROX CORPORATION	96-0000-5670-860-6013	2,671.52	
51090477	07/05/2018	KEEP IT SIMPLE COMPUTER CTR	96-0000-5801-860-6005	1,897.00	
51093147	07/18/2018	KEEP IT SIMPLE COMPUTER CTR	96-0000-5801-860-6005	779.62	
51102671	08/08/2018	KEEP IT SIMPLE COMPUTER CTR	96-0000-5801-860-6005		
51104947	08/22/2018	KEEP IT SIMPLE COMPUTER CTR	96-0000-5801-860-6005	1,755.00	
51094523	07/25/2018	MISSION VALLEY ROP	96-0000-5801-860-6013	60.97	
51102745	08/08/2018	SUJU'S COFFEE	96-0000-5801-860-6013	54.44	
51102757	08/08/2018	TOTAL COMPENSATION SYSTEMS INC	96-0000-5801-860-6013	1,890.00	
51102765	08/08/2018	ACCREDITING COMMISSION FOR WESTERN ASSOC OF SCHOOLS	96-0000-5801-860-6013	900.00	
51103837	08/15/2018	TOTAL COMPENSATION SYSTEMS INC	96-0000-5801-860-6013	1,890.00	
51104961	08/22/2018	MISSION VALLEY ROP	96-0000-5801-860-6013	60.24	
51109567	08/27/2018	ARAMARK UNIFORM SERVICES	96-0000-5801-860-6013	72.27	
51090493	07/05/2018	NEWARK UNIFIED SCHOOL DISTRICT	96-0000-5801-864-6008	48,189.89	
51094527	07/25/2018	NEW HAVEN UNIFIED SCHOOL DISTRICT ACCOUNTS RECEIVABLE	96-0000-5801-867-6007	32,876.72	
51111350	09/05/2018	MINUTEMAN PRESS	96-0000-5802-860-6013	253.00	
51103844	08/15/2018	VALLEY YELLOW PAGES DEPT 33302	96-0000-5804-860-6010	672.00	
51109582	08/27/2018	E&M CONSULTING INC	96-0000-5804-860-6010	755.50	
51102594	08/08/2018	BAY AREA NEWS GROUP EAST BAY	96-0000-5804-860-6013	74.88	
51103755	08/15/2018	CRAIGS LIST	96-0000-5804-860-6013	75.00	
51093156	07/18/2018	MVROP REVOLVING FUND	96-0000-5805-860-6013	10.00	
51090492	07/05/2018	NEW HAVEN UNIFIED SCHOOL DISTRICT	96-0000-5810-867-6007	40,900.43	
51104996	08/22/2018	STATE OF CALIFORNIA JUSTICE ACCOUNTING SVCS	96-0000-5813-860-6013	32.00	
51102663	08/08/2018	INFINITE CAMPUS INC	96-0000-5815-860-6013	53,000.00	
51103742	08/15/2018	ADMINISTRATIVE SOFTWARE APPLICATIONS INC	96-0000-5815-860-6013	1,500.00	
51104971	08/22/2018	OPENING TECHNOLOGIES	96-0000-5815-860-6013	3,208.34	
51111333	09/05/2018	HARRIS SCHOOL SOLUTIONS	96-0000-5815-860-6013	3,936.19	
51093169	07/18/2018	PROJECT LEAD THE WAY INC	96-0000-5816-841-6506	750.00	
			96-0000-5816-842-6506	750.00	

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Check Number	Check Date	Pay to the Order of	Fund-Resource-Object-Location-Cost Center	Expensed Amount	Check Amount
51093169	07/18/2018	PROJECT LEAD THE WAY INC	96-0000-5816-843-6506	750.00	
			96-0000-5816-845-6506	750.00	
			96-0000-5816-846-6506	750.00	
51090469	07/05/2018	I SAFE INC	96-0000-5816-860-6005	600.00	
51091837	07/11/2018	CASPIO INC	96-0000-5816-860-6005	734.40	
51102650	08/08/2018	FRESHWORKS INC	96-0000-5816-860-6005	1,920.00	
51103791	08/15/2018	KEEP IT SIMPLE COMPUTER CTR	96-0000-5816-860-6005	990.00	
51111300	09/05/2018	B&H PHOTO VIDEO REMITTANCE PROCESSING CTR	96-0000-5816-860-6005	438.29	
51111390	09/05/2018	TEAMVIEWER GMBH	96-0000-5816-860-6005	1,140.00	
51111333	09/05/2018	HARRIS SCHOOL SOLUTIONS	96-0000-5816-860-6013	462.50	
51090490	07/05/2018	MRC SMART TECHNOLOGY SOLUTIONS	96-0000-5910-860-6013	7.98	
51102688	08/08/2018	MRC SMART TECHNOLOGY SOLUTIONS	96-0000-5910-860-6013	7.98	
51111352	09/05/2018	MRC SMART TECHNOLOGY SOLUTIONS	96-0000-5910-860-6013	7.98	
51090435	07/05/2018	AT&T	96-0000-5920-860-6013	732.40	
51094467	07/25/2018	AT&T	96-0000-5920-860-6013	733.14	
51109568	08/27/2018	AT&T	96-0000-5920-860-6013	748.97	
51090397	07/05/2018	JOE S. SIMAS	96-0000-5921-860-6013	20.00	
51091802	07/11/2018	MICHAEL TRAN	96-0000-5921-860-6013	20.00	
51102546	08/08/2018	JOE S. SIMAS	96-0000-5921-860-6013	20.00	
51111280	09/05/2018	JOE S. SIMAS	96-0000-5921-860-6013	20.00	
51102615	08/08/2018	COMCAST	96-0000-5940-860-6005	166.23	
51104910	08/22/2018	COMCAST	96-0000-5940-860-6005	166.23	
51102726	08/08/2018	SCHOOL SERVICES OF CA INC	96-0000-9330- -	235.00	
51111333	09/05/2018	HARRIS SCHOOL SOLUTIONS	96-0000-9330- -	462.50	
51102671	08/08/2018	KEEP IT SIMPLE COMPUTER CTR	96-0000-9501- -	3,750.00	
51103734	08/15/2018	SYNCB/AMAZON #6045787810138129	96-0000-9501- -	19.64	
51111333	09/05/2018	HARRIS SCHOOL SOLUTIONS	96-0000-9501- -	925.00	
51102694	08/08/2018	NEW HAVEN UNIFIED SCHOOL DISTRICT ACCOUNTS RECEIVABLE	96-0000-9503- -	75.79	
51094558	07/25/2018	BOARD OF EQUALIZATION SPECIAL TAXES AND FEES	96-0000-9507- -	342.96	
51104279	08/17/2018	CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION	96-0000-9507- -	620.34	
51090427	07/05/2018	SYNCB/AMAZON #6045787810138129	96-6387-4300-851-6506	995.07	
51094458	07/25/2018	SYNCB/AMAZON #6045787810138129	96-6387-4300-851-6506	480.83	
51093156	07/18/2018	MVROP REVOLVING FUND	96-6387-4300-853-6110	69.82	
51094469	07/25/2018	B&H PHOTO VIDEO REMITTANCE PROCESSING CTR	96-6387-4300-853-6110	1,116.53-	
51094458	07/25/2018	SYNCB/AMAZON #6045787810138129	96-6387-4300-854-6621	1,733.42	
51091858	07/11/2018	FASTENAL COMPANY	96-6387-4300-854-6703	258.06	

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Check Number	Check Date	Pay to the Order of	Fund-Resource-Object-Location-Cost Center	Expensed Amount	Check Amount
51093116	07/18/2018	DALE HARDWARE (DCIS)	96-6387-4300-854-6703	423.20	
51093134	07/18/2018	HOME DEPOT CREDIT SERVICES DEPT 32-2500091081	96-6387-4300-854-6703	412.44	
51094458	07/25/2018	SYNCB/AMAZON #6045787810138129	96-6387-4300-854-6703	1,856.80	
51104954	08/22/2018	LEONARD SAFETY EQUIPMENT INC. Branch 1	96-6387-4300-854-6703	237.70	
51094469	07/25/2018	B&H PHOTO VIDEO REMITTANCE PROCESSING CTR	96-6387-4300-856-6110	787.69	
51103744	08/15/2018	B&H PHOTO VIDEO REMITTANCE PROCESSING CTR	96-6387-4300-856-6110	589.43	
51104892	08/22/2018	B&H PHOTO VIDEO REMITTANCE PROCESSING CTR	96-6387-4300-856-6110	245.48	
51090454	07/05/2018	EAST BAY RESTAURANT SUPPLY INC	96-6387-4300-856-6621	234.84	
51094458	07/25/2018	SYNCB/AMAZON #6045787810138129	96-6387-4300-856-6621	4,762.38	
51094493	07/25/2018	EAST BAY RESTAURANT SUPPLY INC	96-6387-4300-856-6621	1,408.80	
51090427	07/05/2018	SYNCB/AMAZON #6045787810138129	96-6387-4300-860-6101	1,208.08	
51094458	07/25/2018	SYNCB/AMAZON #6045787810138129	96-6387-4300-860-6101	1,118.65	
51103729	08/15/2018	3D MOLECULAR DESIGNS	96-6387-4300-860-6506	170.43	
51103846	08/15/2018	WARDS SCIENCE	96-6387-4300-860-6506	119.37	
51090427	07/05/2018	SYNCB/AMAZON #6045787810138129	96-6387-4300-860-6601	324.71	
51093156	07/18/2018	MVROP REVOLVING FUND	96-6387-4300-860-6603	480.46	
			96-6387-4300-860-6610	139.81	
51090422	07/05/2018	AIRGAS USA LLC	96-6387-4300-860-6701	682.93	
51093134	07/18/2018	HOME DEPOT CREDIT SERVICES DEPT 32-2500091081	96-6387-4300-860-6701	493.08	
51104954	08/22/2018	LEONARD SAFETY EQUIPMENT INC. Branch 1	96-6387-4300-860-6701	272.37	
51090427	07/05/2018	SYNCB/AMAZON #6045787810138129	96-6387-4300-860-6703	3,427.80	
51093156	07/18/2018	MVROP REVOLVING FUND	96-6387-4300-860-6703	87.00	
51094458	07/25/2018	SYNCB/AMAZON #6045787810138129	96-6387-4300-860-6703	480.92	
51093134	07/18/2018	HOME DEPOT CREDIT SERVICES DEPT 32-2500091081	96-6387-4300-860-6706	125.72	
51094458	07/25/2018	SYNCB/AMAZON #6045787810138129	96-6387-4300-860-6706	2,493.21	
51103779	08/15/2018	HARBOR FREIGHT TOOLS	96-6387-4300-860-6706	920.83	
51104954	08/22/2018	LEONARD SAFETY EQUIPMENT INC. Branch 1	96-6387-4300-860-6706	354.57	
51090427	07/05/2018	SYNCB/AMAZON #6045787810138129	96-6387-4300-860-6998	97.09	
51090494	07/05/2018	OFFICE DEPOT	96-6387-4300-860-6998	113.13	

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51094458	07/25/2018	SYNCB/AMAZON #6045787810138129	96-6387-4300-860-6998	303.33	
51103734	08/15/2018	SYNCB/AMAZON #6045787810138129	96-6387-4300-860-6998	243.76-	
51104970	08/22/2018	OFFICE DEPOT	96-6387-4300-860-6998	1,494.41	
51109602	08/27/2018	OFFICE DEPOT	96-6387-4300-860-6998	371.64	
51111293	09/05/2018	SYNCB/AMAZON #6045787810138129	96-6387-4300-860-6998	33.64	
51111357	09/05/2018	OFFICE DEPOT	96-6387-4300-860-6998	72.24	
51111314	09/05/2018	CREATIVE NOTEBOOK SOLUTIONS	96-6387-4300-862-6507	82.50	
51090427	07/05/2018	SYNCB/AMAZON #6045787810138129	96-6387-4300-864-6202	366.48	
51093156	07/18/2018	MVROP REVOLVING FUND	96-6387-4300-864-6202	117.13	
51090427	07/05/2018	SYNCB/AMAZON #6045787810138129	96-6387-4300-864-6621	779.44	
51093156	07/18/2018	MVROP REVOLVING FUND	96-6387-4300-864-6621	191.50	
51093197	07/18/2018	TRIMARK ECONOMY RESTAURANT FIX	96-6387-4300-864-6621	1,110.20	
51094458	07/25/2018	SYNCB/AMAZON #6045787810138129	96-6387-4300-864-6621	582.06	
51094548	07/25/2018	SAVE MART SUPERMARKET FILE# 33486-01	96-6387-4300-864-6621	882.82	
51102759	08/08/2018	TRIMARK ECONOMY RESTAURANT FIX	96-6387-4300-864-6621	1,833.97	
51109617	08/27/2018	SMART & FINAL	96-6387-4300-864-6621	25.40	
51111380	09/05/2018	SMART & FINAL	96-6387-4300-864-6621	76.27	
51090427	07/05/2018	SYNCB/AMAZON #6045787810138129	96-6387-4300-865-6621	830.37	
51093156	07/18/2018	MVROP REVOLVING FUND	96-6387-4300-865-6621	49.00	
51094548	07/25/2018	SAVE MART SUPERMARKET FILE# 33486-01	96-6387-4300-865-6621	59.41	
51093156	07/18/2018	MVROP REVOLVING FUND	96-6387-4300-867-6110	235.63	
51109570	08/27/2018	B&H PHOTO VIDEO REMITTANCE PROCESSING CTR	96-6387-4300-867-6110	1,789.47	
51109588	08/27/2018	FREESTYLE SALES CO INC	96-6387-4300-867-6110	4,566.46	
51111300	09/05/2018	B&H PHOTO VIDEO REMITTANCE PROCESSING CTR	96-6387-4300-867-6110	1,560.33	
51093156	07/18/2018	MVROP REVOLVING FUND	96-6387-4300-867-6507	107.09	
51090427	07/05/2018	SYNCB/AMAZON #6045787810138129	96-6387-4300-867-6608	943.83	
51094458	07/25/2018	SYNCB/AMAZON #6045787810138129	96-6387-4300-867-6608	2,298.82	
51093156	07/18/2018	MVROP REVOLVING FUND	96-6387-4300-867-6621	27.15	
51094548	07/25/2018	SAVE MART SUPERMARKET FILE# 33486-01	96-6387-4300-867-6621	120.87	
51090422	07/05/2018	AIRGAS USA LLC	96-6387-4300-867-6703	174.81	
51090427	07/05/2018	SYNCB/AMAZON #6045787810138129	96-6387-4300-867-6703	299.18	
51093116	07/18/2018	DALE HARDWARE (DCIS)	96-6387-4300-867-6703	247.70	

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51094458	07/25/2018	SYNCB/AMAZON #6045787810138129	96-6387-4300-867-6703	204.27	
51104954	08/22/2018	LEONARD SAFETY EQUIPMENT INC. Branch 1	96-6387-4300-867-6703	177.28	
51093134	07/18/2018	HOME DEPOT CREDIT SERVICES DEPT 32-2500091081	96-6387-4300-868-6621	1,036.04	
51093156	07/18/2018	MVROP REVOLVING FUND	96-6387-4300-868-6621	199.30	
51094458	07/25/2018	SYNCB/AMAZON #6045787810138129	96-6387-4300-868-6621	4,222.95	
51090427	07/05/2018	SYNCB/AMAZON #6045787810138129	96-6387-4310-851-6503	803.95	
51094458	07/25/2018	SYNCB/AMAZON #6045787810138129	96-6387-4310-851-6503	918.43	
51102618	08/08/2018	CONVERGE ONE INC	96-6387-4310-851-6503	3,541.01	
51111313	09/05/2018	CONVERGE ONE INC	96-6387-4310-851-6503	28.19	
51090427	07/05/2018	SYNCB/AMAZON #6045787810138129	96-6387-4310-860-6610	327.74	
51111293	09/05/2018	SYNCB/AMAZON #6045787810138129	96-6387-4310-860-6998	4.82	
51094469	07/25/2018	B&H PHOTO VIDEO REMITTANCE PROCESSING CTR	96-6387-4400-856-6110	2,091.05	
51103744	08/15/2018	B&H PHOTO VIDEO REMITTANCE PROCESSING CTR	96-6387-4400-856-6110	1,564.71	
51104892	08/22/2018	B&H PHOTO VIDEO REMITTANCE PROCESSING CTR	96-6387-4400-856-6110	651.68	
51090427	07/05/2018	SYNCB/AMAZON #6045787810138129	96-6387-4400-860-6703	1,324.12	
51093106	07/18/2018	AMERICAN EXPRESS FOR V# 000817	96-6387-4400-864-6621	1,511.97	
51094469	07/25/2018	B&H PHOTO VIDEO REMITTANCE PROCESSING CTR	96-6387-4400-867-6106	3,164.78	
51109570	08/27/2018	B&H PHOTO VIDEO REMITTANCE PROCESSING CTR	96-6387-4400-867-6110	5,705.17	
51111300	09/05/2018	B&H PHOTO VIDEO REMITTANCE PROCESSING CTR	96-6387-4400-867-6110	4,974.68	
51102618	08/08/2018	CONVERGE ONE INC	96-6387-4410-851-6503	11,276.59	
51111313	09/05/2018	CONVERGE ONE INC	96-6387-4410-851-6503	89.80	
51093101	07/18/2018	AMERICAN EXPRESS FOR V APPLE ACCT# 3787 517063 11018	96-6387-4410-853-6110	1,036.78	
51102580	08/08/2018	AMERICAN EXPRESS FOR V APPLE ACCT# 3787 517063 11018	96-6387-4410-853-6110	2,506.06	
51103760	08/15/2018	AMERICAN EXPRESS FOR V DELL ACCOUNT# 3787 517063 11018	96-6387-4410-860-6609	30,294.30	
51102503	08/08/2018	CATHERINE CECIL-HUNTER	96-6387-5210-856-6807	374.68	
51093057	07/18/2018	JAY CRAWFORD	96-6387-5210-860-6601	343.33	
51090325	07/05/2018	IRENE BRUCKER	96-6387-5210-860-6623	70.70	
51090327	07/05/2018	RAYMUND CABALONA	96-6387-5210-860-6706	129.98	
51111308	09/05/2018	CHABOT-LAS POSITAS COLLEGE OSHA TRAINING CENTER	96-6387-5210-860-6706	750.00	

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

ESCAPE ONLINE

Page 21 of 24

Checks Dated 07/01/2018 through 09/07/2018				Board Meeting Date September 20, 2018	
Check Number	Check Date	Pay to the Order of	Fund-Resource-Object-Location-Cost Center	Expensed Amount	Check Amount
51093068	07/18/2018	KIM E. LEE	96-6387-5210-862-6616	225.45	
51102519	08/08/2018	KIM E. LEE	96-6387-5210-862-6616	22.07	
51090325	07/05/2018	IRENE BRUCKER	96-6387-5220-860-6610	619.13	
51090366	07/05/2018	KIM E. LEE	96-6387-5220-862-6616	197.00	
51090407	07/05/2018	MIMI VAN KIRK	96-6387-5220-867-6507	36.25	
51093139	07/18/2018	ISING'S CULLIGAN-LIVERMORE	96-6387-5630-860-6998	358.83	
51090499	07/05/2018	RAY WEAVER GENERAL CONTRACTING	96-6387-5640-856-6621	13,882.50	
51102581	08/08/2018	ARAMARK UNIFORM SERVICES	96-6387-5801-854-6703	39.54	
51093156	07/18/2018	MVROP REVOLVING FUND	96-6387-5803-860-6606	306.00	
51111354	09/05/2018	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	
51093137	07/18/2018	ICE SAFETY SOLUTIONS	96-6387-5816-860-6506	288.00	
			96-6387-5816-860-6609	1,134.00	
			96-6387-5816-860-6610	1,026.00	
51104874	08/22/2018	ALLDATA CORPORATION	96-6387-5816-860-6701	690.30	
51093177	07/18/2018	S/P2	96-6387-5816-860-6703	249.00	
51104874	08/22/2018	ALLDATA CORPORATION	96-6387-5816-860-6703	1,064.70	
51102710	08/08/2018	PRECISION EXAMS LLC	96-6387-5816-860-6998	8,000.00	
51093177	07/18/2018	S/P2	96-6387-5816-867-6703	249.00	
51102674	08/08/2018	LCA ARCHITECTS INC	96-6387-9501- -	5,081.32	
51103734	08/15/2018	SYNCB/AMAZON #6045787810138129	96-6387-9501- -	878.00	
51104918	08/22/2018	EAST BAY RESTAURANT SUPPLY INC	96-6387-9501- -	253.38	
51111293	09/05/2018	SYNCB/AMAZON #6045787810138129	96-6387-9501- -	100.52	
			96-6387-9503- -	1,441.47	
51102556	08/08/2018	JASON A. WHALLEY	96-9601-5210-843-6506	218.00	
51094444	07/25/2018	JOAN M. KERR	96-9601-5210-852-6506	2,741.02	
51102600	08/08/2018	BJ TRAVEL	96-9601-5210-860-6507	1,006.55	
51103707	08/15/2018	MAURICE L. BRITTAIN	96-9601-5210-860-6507	654.12	
51093169	07/18/2018	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	

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 22 of 24

Checks Dated 07/01/2018 through 09/07/2018				Board Meeting Date September 20, 2018	
Check Number	Check Date	Pay to the Order of	Fund-Resource-Object-Location-Cost Center	Expensed Amount	Check Amount
51093169	07/18/2018	PROJECT LEAD THE WAY INC	96-9601-5816-860-6506	5,000.00	
51102695	08/08/2018	NEWARK UNIFIED SCHOOL DISTRICT	96-9601-5816-864-6506	3,000.00	
51091887	07/11/2018	PROJECT LEAD THE WAY INC	96-9601-5816-867-6506	500.00	
51093169	07/18/2018	PROJECT LEAD THE WAY INC	96-9601-5816-867-6506	1,750.00	
51102693	08/08/2018	NEW HAVEN UNIFIED SCHOOL DISTRICT ACCOUNTS RECEIVABLE	96-9601-9501- -	4,412.96	
51093104	07/18/2018	B&H PHOTO VIDEO REMITTANCE PROCESSING CTR	Cancelled		1,591.03 *
Cancel	1	1,591.03	Total Number of Checks	163	562,781.16

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.

CT-100 ONLINE

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<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 20, 2018

TITLE: Adopt Resolution No. 1-1819
 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	\$10,000.00

Recommendation:

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

<u>Marie dela Cruz, 657-1865</u>	<u>ROP Center</u>	<u>Bus. Svcs. Thomas Hanson</u>
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 20, 2018

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

INCOME APPROPRIATION	ACCOUNT NO.	AMOUNT
Local Income	96-9601-0-0000-0000-8699-000-000-0000	\$ 10,000

EXPENDITURE APPROPRIATION	ACCOUNT NO.	AMOUNT
Teacher Stipends	96-9601-0-6000-1000-1140-843-800-6506	\$ 2,000
Teacher Benefits	96-9601-0-6000-1000-3xxx-843-800-6506	\$ 430
Travel and Conferences	96-9601-0-6000-1000-5210-8xx-800-6xxx	\$ 7,570
		\$ 10,000

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 20, 2018

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-Vallesterro have created a Memorandum of Understanding specifying the agreement for contracting training services for Direct Support Professional Training. The term of the agreement is for July 1, 2018 to June 30, 2019.

Recommendation:

MVROP recommends approval of the Memorandum of Understanding with Direct Support Professional Trainer, Gina Rivera and Jamie Rivera-Vallesterro for the period of July 1, 2018 to June 30, 2019.

Marie dela Cruz
Staff Contact

Business Services
Division

Thomas Hanson
Superintendent

AGREEMENT FOR SERVICE BETWEEN THE MVROP AND CONTRACTOR

This agreement is made as of this day of July 1, 2018 by and between the Mission Valley Regional Occupational Program (MVROP) and Jamie Rivera-Vallestero (CONTRACTOR) to provide services.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. **SERVICES:** In consideration of the payments hereinafter set forth, CONTRACTOR shall perform services for MVROP in accordance with the terms, conditions and specifications set forth herein:

The CONTRACTOR agrees to provide

Scope of Services: Consultant will perform duties below at Mission Valley ROP:

DSPT Proctor for Direct Support Professional Training Program

2. **TERM OF AGREEMENT:** The term of this agreement is July 1, 2018 through June 30, 2019.
3. **COMPENSATION:** The CONTRACTOR agrees to perform the services of this agreement at the rate/amount of \$50/test, not to exceed \$5,000.
4. **PAYMENT:** The CONTRACTOR shall submit an invoice detailing the services performed. The CONTRACTOR is responsible to comply with all state and federal tax requirements and is the CONTRACTOR'S sole responsibility. MVROP's financial obligations are limited to payment of compensation in Paragraph 3, it shall not be liable for damages, lost profits or revenue, in connection with this Agreement.
5. **EQUIPMENT AND MATERIALS:** CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance on the Agreement.
6. **USE OF SUBCONTRACTORS:** CONTRACTOR shall not assign this Agreement or any portion thereof to a third party without the prior written consent of MVROP.
7. **LICENSES AND PERMITS:** It shall be the CONTRACTOR's responsibility to obtain and keep in force any license, permit or approval required from any agency for work/services to be performed at his/her own expense, prior to commencement of said work/services or forfeit any right to compensation under this Agreement.
8. **COMPLIANCE WITH STATE, FEDERAL, AND LOCAL LAWS, REGULATIONS, AND ORDINANCES:** CONTRACTOR and all approved subcontractors shall ensure compliance with all state, federal and local laws or rules applicable to performance of the work required under this agreement, and shall execute all necessary certifications of compliance therewith.
9. **RELATIONSHIP OF THE PARTIES:** CONTRACTOR agrees and understands that the work/services performed under this Agreement are performed as an Independent Contractor, not as an employee of MVROP, and that CONTRACTOR acquires none of the rights, privileges, powers or advantages of MVROP employees.
10. **INSURANCE:** CONTRACTOR understands the MVROP does not provide liability, malpractice, or workers compensation insurance for the CONTRACTOR. The CONTRACTOR is responsible for the maintenance of personal and professional insurance to provide protection for any claims arising out of service under this agreement. The CONTRACTOR assumes all liability for services provided under this contract. The CONTRACTOR will provide proof of insurance with \$1 million general liability coverage and will identify MVROP as an additional insured.
11. **WAIVER:** No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that, or any other right, or prevent a similar subsequent act from constituting a violation of the Agreement.
12. **EQUAL EMPLOYMENT OPPORTUNITY:** In connection with the performance of this agreement, the CONTRACTOR shall comply with all local, state and federal laws concerning employment and shall not discriminate against any employee or applicant for employment on the basis of actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.
13. **HOLD HARMLESS:** CONTRACTOR agrees to indemnify and defend MVROP, its employees, and agents from any and all claims, damages, and liability in any way occasioned by or arising out of the performance of this Agreement.
14. **DISPUTE RESOLUTION:** Should any dispute arise out of this Agreement, the Parties should meet in mediation and attempt to reach a resolution with the assistance of a mutually acceptable mediator. The costs of the mediator, if any, shall be equally shared by the CONTRACTOR and MVROP. If a mediated settlement is reached, neither party shall be the prevailing party for the purposes of this settlement. Neither party shall be permitted to file legal action without first meeting in mediation and maintaining a good faith attempt to reach a mediated resolution.

15. **GOVERNING LAW:** This Agreement, including any exhibits, shall for all purposes be deemed subject to the laws of the State of California, and in the event of a lawsuit concerning this Agreement shall be venued in the County of Alameda.
16. **FINGERPRINTING & TUBERCULOSIS (TB) CERTIFICATION:** CONTRACTOR shall, at its expense: (1) conduct background checks pursuant to Ed. Code § 45125.1, for all personnel (employees, independent contractors, volunteers) who may have contact with pupils; (2) obtain subsequent arrest notifications for all personnel; and, (3) not allow personnel convicted of a felony listed in Ed. Code § 45122.1 to come into contact with pupils.
- JRV Initial here if CONTRACTOR will have minimal to no contact with MVROP students.
- _____ Initial here if CONTRACTOR and its services require frequent or prolonged contact with pupils, they must submit a TB risk assessment ([click here for form](#) or Infectious TB clearance, as applicable), in accordance with Ed. Code § 49406.
17. **TERMINATION:** MVROP may at any time terminate this Agreement upon written notice to CONTRACTOR. MVROP shall compensate CONTRACTOR for services satisfactorily provided through the date of termination. In addition, MVROP may terminate this agreement for cause should CONTRACTOR fail to perform any part of this Agreement. In the event of termination for cause, MVROP may secure the required services from another contractor. If the cost to MVROP exceeds the cost of providing the services pursuant to this Agreement, CONTRACTOR shall pay the additional cost.
18. **COMPLETENESS OF AGREEMENT:** This Agreement constitutes the entire understanding of the parties and any changes shall be agreed to in writing.
19. **AMENDMENTS:** This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved in the same manner as this Agreement.

Budget Code: 96-6355-0-6000-1000-2905-860-800-6355

Principal/Director Approval: _____

To be completed by Human Resources Department if applicable

Is the CONTRACTOR a member of PERS? ☐ YES ☐ NO ☐ N/A ☐ Retired

Is the CONTRACTOR a member of STRS? ☐ YES ☐ NO ☐ N/A ☐ Retired

The CONTRACTOR has fulfilled the fingerprint requirements ☐ YES ☐ NO ☐ N/A

Tom Hanson
Tom Hanson, Superintendent, MVROP

9/13/18
Date

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by their duly authorized officers:

CONTRACTOR

Jamie Rivera
Signature

Sept. 11 2018
Date

Name and Title: Jamie Rivera-Vallesterio, DSP Instructor

Social Security Number or Federal Tax ID Number: _____

Mailing Address: _____

Phone Number: _____

Email: _____

ADDENDUM TO CONTRACT

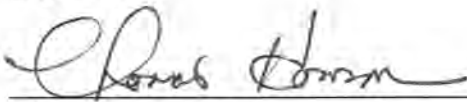
This is an Addendum to the Program Contract/Confirmation between Mission Valley Regional Occupational Program, and Jamie Rivera-Vallesterio for services to be conducted from July 1, 2018 through June 30, 2019. The Contract is attached and made a part of this document.

The parties, for good consideration, hereby agree as follows:

INSURANCE: CONTRACTOR understands Mission Valley Regional Occupational Program does not provide liability, malpractice, or workers compensation insurance for the CONTRACTOR. The CONTRACTOR is responsible for the maintenance of personal and professional insurance to provide protection for any claims arising out of service under this agreement. The CONTRACTOR assumes all liability for services provided under this contract.

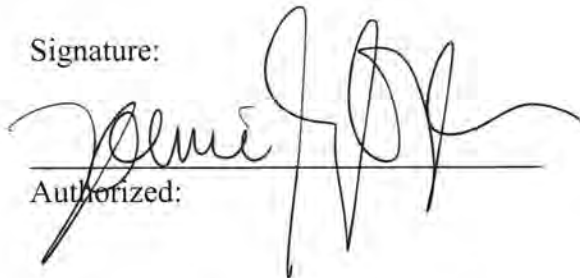
HOLD HARMLESS: CONTRACTOR agrees to indemnify and defend Mission Valley Regional Occupational Program, its employees, and agents from any and all claims, damages, and liability in any way occasioned by or arising out of the performance of this Agreement.

Signature:



Thomas Hanson, Superintendent
Mission Valley ROP

Signature:



Authorized:

Jamie Rivera-Vallesterio

Print Name of Authorized Signer



Memorandum of Understanding (MOU)

By this agreement made and entered into the 1st day of July 2018 between Mission Valley Regional Occupational Program (hereinafter referred to as MVROP) and Jamie Rivera-Vallesterio (hereinafter referred to as Provider), in consideration of mutual covenants, the parties hereto agree as follows:

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

Conference Dates: Tuesday, 8/7/2018 10:00 AM – 4:00 PM - Wednesday 8/8/2018
8:00 AM – 3:00 PM

Location: 8265 Aspen St, Rancho Cucamonga, CA 91730

Purpose: Re-certification of proctors and trainers, 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, 2018 through June 30, 2019 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

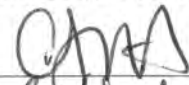
Signature: 

Print name: Jamie Rivera-Vallesterio

Title: DSP Trainer

Date Signed: September 11, 2018


MVROP REPRESENTATIVE

Signature: 

Print name: Cliff Adams Holt

Title: Director of Educational Services

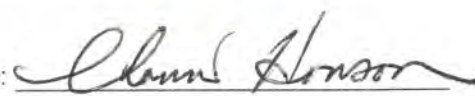
Date Signed: SEPT 12, 2018

Signature: 

Print name: Marie dela Cruz

Title: Director of Business Services

Date Signed: 9/12/18

Signature: 

Print name: Thomas Hanson

Title: Superintendent

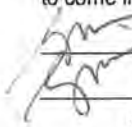
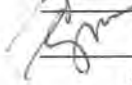
Date Signed: 9/13/18

AGREEMENT FOR SERVICE BETWEEN THE MVROP AND CONTRACTOR

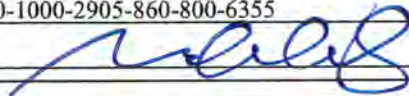
This agreement is made as of this day of July 1, 2018 by and between the Mission Valley Regional Occupational Program (MVROP) and Gina Rivera (CONTRACTOR) to provide services.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. **SERVICES:** In consideration of the payments hereinafter set forth, CONTRACTOR shall perform services for MVROP in accordance with the terms, conditions and specifications set forth herein:
The CONTRACTOR agrees to provide
Scope of Services: Consultant will perform duties below at Mission Valley ROP:
Trainer, Proctor, DSP Coordinator, Direct Support Professional.
Direct Support Professional training program to include creating/submitting calendar of dates for testing and training.
Administration of challenge tests, teaching DSP class, completion/submission of necessary work of training and testing.
2. **TERM OF AGREEMENT:** The term of this agreement is July 1, 2018 through June 30, 2019.
3. **COMPENSATION:** The CONTRACTOR agrees to perform the services of this agreement at the rate/amount of \$50/test, \$100/testing,
\$200/course-participant, not to exceed \$20,000.
4. **PAYMENT:** The CONTRACTOR shall submit an invoice detailing the services performed. The CONTRACTOR is responsible to comply with all state and federal tax requirements and is the CONTRACTOR'S sole responsibility. MVROP's financial obligations are limited to payment of compensation in Paragraph 3, it shall not be liable for damages, lost profits or revenue, in connection with this Agreement.
5. **EQUIPMENT AND MATERIALS:** CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance on the Agreement.
6. **USE OF SUBCONTRACTORS:** CONTRACTOR shall not assign this Agreement or any portion thereof to a third party without the prior written consent of MVROP.
7. **LICENSES AND PERMITS:** It shall be the CONTRACTOR's responsibility to obtain and keep in force any license, permit or approval required from any agency for work/services to be performed at his/her own expense, prior to commencement of said work/services or forfeit any right to compensation under this Agreement.
8. **COMPLIANCE WITH STATE, FEDERAL, AND LOCAL LAWS, REGULATIONS, AND ORDINANCES:** CONTRACTOR and all approved subcontractors shall ensure compliance with all state, federal and local laws or rules applicable to performance of the work required under this agreement, and shall execute all necessary certifications of compliance therewith.
9. **RELATIONSHIP OF THE PARTIES:** CONTRACTOR agrees and understands that the work/services performed under this Agreement are performed as an Independent Contractor, not as an employee of MVROP, and that CONTRACTOR acquires none of the rights, privileges, powers or advantages of MVROP employees.
10. **INSURANCE:** CONTRACTOR understands the MVROP does not provide liability, malpractice, or workers compensation insurance for the CONTRACTOR. The CONTRACTOR is responsible for the maintenance of personal and professional insurance to provide protection for any claims arising out of service under this agreement. The CONTRACTOR assumes all liability for services provided under this contract. The CONTRACTOR will provide proof of insurance with \$1 million general liability coverage and will identify MVROP as an additional insured.
11. **WAIVER:** No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that, or any other right, or prevent a similar subsequent act from constituting a violation of the Agreement.
12. **EQUAL EMPLOYMENT OPPORTUNITY:** In connection with the performance of this agreement, the CONTRACTOR shall comply with all local, state and federal laws concerning employment and shall not discriminate against any employee or applicant for employment on the basis of actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.
13. **HOLD HARMLESS:** CONTRACTOR agrees to indemnify and defend MVROP, its employees, and agents from any and all claims, damages, and liability in any way occasioned by or arising out of the performance of this Agreement.
14. **DISPUTE RESOLUTION:** Should any dispute arise out of this Agreement, the Parties should meet in mediation and attempt to reach a resolution with the assistance of a mutually acceptable mediator. The costs of the mediator, if any, shall be equally shared by the CONTRACTOR and MVROP. If a mediated settlement is reached, neither party shall be the prevailing party for the purposes of this settlement. Neither party shall be permitted to file legal action without first meeting in mediation and maintaining a good faith attempt to reach a mediated resolution.

15. **GOVERNING LAW:** This Agreement, including any exhibits, shall for all purposes be deemed subject to the laws of the State of California, and in the event of a lawsuit concerning this Agreement shall be venued in the County of Alameda.
16. **FINGERPRINTING & TUBERCULOSIS (TB) CERTIFICATION:** CONTRACTOR shall, at its expense: (1) conduct background checks pursuant to Ed. Code § 45125.1, for all personnel (employees, independent contractors, volunteers) who may have contact with pupils; (2) obtain subsequent arrest notifications for all personnel; and, (3) not allow personnel convicted of a felony listed in Ed. Code § 45122.1 to come into contact with pupils.
-  Initial here if CONTRACTOR will have minimal to no contact with MVROP students.
-  Initial here if CONTRACTOR and its services require frequent or prolonged contact with pupils, they must submit a TB risk assessment ([click here for form](#) or Infectious TB clearance, as applicable), in accordance with Ed. Code § 49406.
17. **TERMINATION:** MVROP may at any time terminate this Agreement upon written notice to CONTRACTOR. MVROP shall compensate CONTRACTOR for services satisfactorily provided through the date of termination. In addition, MVROP may terminate this agreement for cause should CONTRACTOR fail to perform any part of this Agreement. In the event of termination for cause, MVROP may secure the required services from another contractor. If the cost to MVROP exceeds the cost of providing the services pursuant to this Agreement, CONTRACTOR shall pay the additional cost.
18. **COMPLETENESS OF AGREEMENT:** This Agreement constitutes the entire understanding of the parties and any changes shall be agreed to in writing.
19. **AMENDMENTS:** This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved in the same manner as this Agreement.

Budget Code: 96-6355-0-6000-1000-2905-860-800-6355

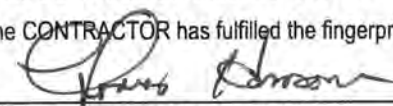
Principal/Director Approval: 

To be completed by Human Resources Department if applicable

Is the CONTRACTOR a member of PERS? ☐ YES ☐ NO ☐ N/A ☐ Retired

Is the CONTRACTOR a member of STRS? ☐ YES ☐ NO ☐ N/A ☐ Retired

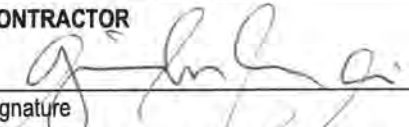
The CONTRACTOR has fulfilled the fingerprint requirements ☐ YES ☐ NO ☐ N/A


Tom Hanson, Superintendent, MVROP

9/12/18
Date


IN WITNESS WHEREOF, the parties hereto have executed this Agreement by their duly authorized officers:

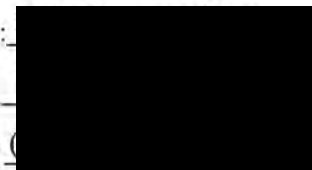
CONTRACTOR

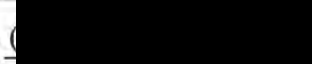

Signature

9/12/18
Date

Name and Title: Gina Rivera, DSP Trainer

Social Security Number or Federal Tax ID Number: 

Mailing Address: 

Phone Number: 

Email: 

ADDENDUM TO CONTRACT

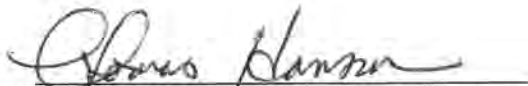
This is an Addendum to the Program Contract/Confirmation between Mission Valley Regional Occupational Program, and Gina Rivera for services to be conducted from July 1, 2018 through June 30, 2019. The Contract is attached and made a part of this document.

The parties, for good consideration, hereby agree as follows:

INSURANCE: CONTRACTOR understands Mission Valley Regional Occupational Program does not provide liability, malpractice, or workers compensation insurance for the CONTRACTOR. The CONTRACTOR is responsible for the maintenance of personal and professional insurance to provide protection for any claims arising out of service under this agreement. The CONTRACTOR assumes all liability for services provided under this contract.

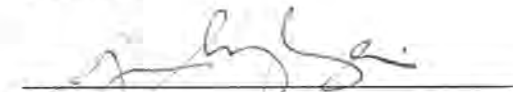
HOLD HARMLESS: CONTRACTOR agrees to indemnify and defend Mission Valley Regional Occupational Program, its employees, and agents from any and all claims, damages, and liability in any way occasioned by or arising out of the performance of this Agreement.

Signature:



Thomas Hanson, Superintendent
Mission Valley ROP

Signature:



Authorized:

GINA M. RIVERA
Print Name of Authorized Signer



Memorandum of Understanding (MOU)

By this agreement made and entered into the 1st day of July 2018, 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: Tuesday, 8/7/2018 10:00 AM – 4:00 PM - Wednesday 8/8/2018
8:00 AM – 3:00 PM

Location: 8265 Aspen St, Rancho Cucamonga, CA 91730

Purpose: Re-certification of proctors and trainers, 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 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, 2018 through June 30, 2019 and may continue on a year-to-year basis. Either party may terminate the agreement with at least 30 days written notification.

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

H. GENERAL TERMS AND CONDITIONS:

1. **INDEMNIFICATION:** MVROP and Gina Rivera agree to indemnify, defend, and save harmless the other local education agency's officers, agents, employees, and volunteers from any and all claims and losses accruing or resulting to any and all persons, firms, or corporations furnishing or supplying work, services, materials, or supplies in connection with the performance of this agreement and from any and all claims and licenses resulting to any person, firm, or corporation who may be injured or damaged by MVROP or Gina Rivera in the performance of this agreement.

2. **INSURANCE:** MVROP shall maintain general liability insurance, automobile coverage, and workers' compensation coverage in such an amount as may be

reasonably necessary to assure compliance with the Indemnification provision, herein above.

3. **NON-DISCRIMINATION:** No discrimination shall be made in the employment - of persons under this agreement because of race, religion, sex, age, national origin, ancestry, political affiliations, disability, medical condition, marital status or sexual orientation.
4. **SUCCESSORS AND ASSIGNS:** This agreement shall be binding on the administrators, successors and assigns of the respective parties.
5. **FINGERPRINTING AND CRIMINAL RECORDS CHECK:** MVROP and Gina Rivera shall comply with the provisions of Education Code Section 45125.1 regarding the submission of employee fingerprints with the California Department of Justice and the completion of criminal background investigations of its employees.
6. **HEALTH EXAMINATIONS:** No person shall be initially allowed to interact with students unless he/she has placed on file with the appropriate local education agency a certificate from a licensed physician indicating that a tuberculosis examination in accordance with Education Code 49406.
7. **CHANGES OR ALTERATIONS:** No changes, alterations or variations of any kind to this agreement are authorized without the written consent of both parties.

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

PROVIDER

Gina Rivera
Direct Support Professional Trainer



MVROP

Thomas Hanson
Superintendent
Mission Valley ROP
5019 Stevenson Boulevard
Fremont, CA 94538

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

DSP Trainer

Signature:

Print name: GINA M. RIVERA

Title: DSP Trainer

Date Signed: 9/12/18

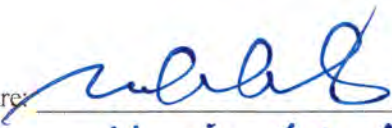
MVROP REPRESENTATIVE

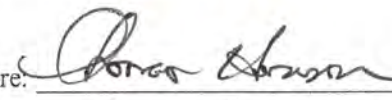
Signature:

Print name: THOMAS HANSON

Title: Director of Educational Services

Date Signed: 9/12/18

Signature: 
Print name: Marie dela Cruz
Title: Director of Business Services
Date Signed: 9/12/18

Signature: 
Print name: Thomas Hanson
Title: Superintendent
Date Signed: 9/12/18

X Information
 X Action
 Presentation

MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM

AGENDA ITEM

B&F #5

Date of Board Meeting: **September 20, 2018**

TITLE: **Approve 2018-19 Payroll Reimbursements for Fremont,
Newark, and New Haven Unified School District Employees
Teaching and Supporting ROP Classes**

Background:

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

Current Status:

The attached list represents the 2018-19 payroll reimbursement schedules for Fremont, Newark, and New Haven Unified School District employees.

Fiscal Impact:

Total Estimated Payroll Cost \$737,526

Recommendation:

Staff recommends approval of the 2018-19 payroll reimbursement schedules for Fremont, Newark, and New Haven Unified School Districts.

Marie dela Cruz
Staff Contact

Business Services
Division

Thomas Hanson
Superintendent

**2018-19 PAYROLL REIMBURSEMENT SCHEDULE
FOR FREMONT, NEWARK, AND NEW HAVEN SCHOOL DISTRICTS**

FREMONT UNIFIED SCHOOL DISTRICT

Employee Name	Location	Description	FTE Reimbursement
<u>Instructors:</u>			
Bartholomew-Couts, Thomas	American	Digital Photography	0.80
Berbawy, Salwa Kristen	Irvington	POE, IED	0.60
Burton, Shiloh	Irvington	Digital Photography	0.60
Eugster, Belinda	Mission	Marketing	0.40
Rodocker, Mark	Irvington	Culinary Arts	0.60
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			5.50

NEW HAVEN UNIFIED SCHOOL DISTRICT

Employee Name	Location	Description	FTE Reimbursement
Yacco, Richard*	Logan	Instructor-TV Broadcast Technology *Plus \$1,000 Industry Cluster Stipend	0.40
Banther, Charmaine	Logan	Instructor	0.40
Guzman Benitez, Victor	Logan	Career Technician	0.50
Nguyen, Dung Kim	Logan	Administrator	0.10
Total FTEs New Haven			1.40

NEWARK UNIFIED SCHOOL DISTRICT

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

Grand Total FTEs All Districts			7.50
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<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 #6

DATE OF BOARD MEETING: September 20, 2018

TITLE: 2017/18 Year End Transfers

Current Status:

Mission Valley ROP has two (2) year end budget transfers to report:

- BR18-00726, Correction to PLTW beginning balance and revenue. Net change to Fund Balance is a decrease of \$32,036.
- BR18-00762, To close out our Facilities Fund 97. Net change to Fund Balance is a decrease of \$1195.

Recommendation:

Staff recommends approval of the year end transfers for 2017/18.

<u>Marie dela Cruz</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 20, 2018

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

PLTW and Facilities Fund

TRANSFER FROM	AMOUNT	TRANSFER TO	AMOUNT
96-9601-0-0000-0000-9790-000-000-0000	32,036		
97-7710-0-0000-0000-9790-000-000-0000	<u>1,195</u>		
	33,231		
		96-9601-0-0000-0000-8699-000-000-0000	35,947
		96-9601-0-0000-0000-9791-000-000-0000	(3,911)
		97-7710-0-0000-0000-8660-000-000-0000	(17)
		97-7710-0-6000-8100-5801-860-800-6430	<u>1,212</u>
			33,231

X Information
X Action

MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM

AGENDA ITEM

B&F #7

Date of Board Meeting: September 20, 2018

TITLE: Approve Services Agreement between MVROP and Dannis Woliver Kelley (DWK)

Background:

MVROP has been using the services of Dannis Woliver Kelley, formerly known as Miller Brown & Dannis, to represent, advise, counsel, prepare periodic reviews of relevant court decisions, legislation, and other legal issues. In addition, Dannis Woliver Kelley have kept current and in force at all times a policy covering incidents of legal malpractice. The services agreement between MVROP and Dannis Woliver Kelly has expired June 30, 2018.

Current Status:

A new Services Agreement between Mission Valley ROP and Dannis Woliver Kelley is recommended. The services provided to MVROP will remain unchanged for 2018-2019. The contract will be effective July 1, 2018, through June 30, 2019, and continuing thereafter as approved.

Fiscal Impact:

\$130 - \$365 per hour based upon services rendered.

Recommendation:

Staff recommends approval of the Services Agreement between Mission Valley ROP and Dannis Woliver Kelley for the 2018-2019 school year.

Marie dela Cruz

Staff Contact

Business Services

Division

Thomas Hanson

Superintendent



MATTHEW J. TAMEL

Attorney at Law
mtamel@DWKesq.com

San Francisco

July 26, 2018

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

Re: 2018 - 19 Agreement for Professional Services

Dear Mr. Hanson:

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

In recognition of the financial challenges you face, DWK has not raised their hourly rate ranges in the last three years. For 2018-19, our rate ranges are increasing slightly. Attorneys on your team may increase in a range from zero to \$15/hr. We will continue to offer the ROP the efficient and prompt service you have come to expect.

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

Best regards,

DANNIS WOLIVER KELLEY

Matthew J. Tamel

MJT:pc
Enclosures

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

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

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

SAN RAFAEL
4040 Civic Center Drive
Suite 200
San Rafael, CA 94903
TEL 415.543.4111
FAX 415.543.4384

CHICO
2485 Notre Dame Boulevard
Suite 370-A
Chico, CA 95928
TEL 530.343.3334
FAX 530.924.4784

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

SAN LUIS OBISPO
1065 Higuera Street
Suite 301
San Luis Obispo, CA 93401
TEL 805.980.7900
FAX 916.978.4039

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made and entered into on July 26, 2018, by and between the Mission Valley ROP, hereinafter referred to as ROP, and Dannis Woliver Kelley, a professional corporation, hereinafter referred to as Attorney.

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

SCOPE OF SERVICES. ROP appoints Attorney to represent, advise, and counsel it from July 1, 2018, through and including June 30, 2019, and continuing thereafter as approved. Any services performed during the period between the above commencement date and the date of Board action approving this Agreement are hereby ratified by said Board approval. Attorney agrees to prepare periodic reviews of relevant court decisions, legislation, and other legal issues. Attorney agrees to keep current and in force at all times a policy covering incidents of legal malpractice.

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

FEES AND BILLING PRACTICES. Except as hereinafter provided, ROP agrees to pay Attorney two hundred twenty-five dollars (\$225) to three hundred thirty-five dollars (\$335) per hour for shareholders, special counsel and of counsel; one hundred eighty-five dollars (\$185) to two hundred thirty-five dollars (\$235) per hour for associates; and one hundred thirty dollars (\$130) to one hundred fifty dollars (\$150) per hour for paralegals and law clerks. The rate for Gregory J. Dannis will be three hundred sixty-five dollars (\$365) per hour. Rates for individual attorneys may vary within the above ranges depending on the level of experience and qualifications and the nature of the legal services provided. Substantive communications advice (telephone, voice-mail, e-mail) is billed in a minimum increment of one-tenth (.1) of an hour, except for the first such advice in any business day, which is charged in a minimum of three-tenths (.3) of an hour. In the course of travel it may be necessary for Attorney to work for and bill other clients while in transit. If, during the course of representation of ROP, an insurance or other entity assumes responsibility for payment of all or partial fees of Attorney on a particular case or matter, ROP shall remain responsible for the difference between fees paid by the other entity and Attorney's hourly rates as specified in this Agreement unless otherwise agreed by the parties.

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

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

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

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

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

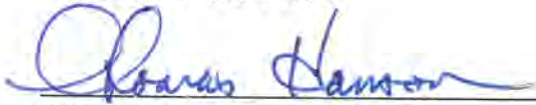
INDEPENDENT CONTRACTOR. It is expressly understood and agreed to by both parties that Attorney, while carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the ROP.

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

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

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

MISSION VALLEY ROP



Thomas Hanson
Superintendent

7/31/18

Date

DANNIS WOLIVER KELLEY



Matthew J. Tamel
Attorney at Law

7/26/18

Date

At its public meeting of September 20 2018, the Board approved this Agreement and authorized the Board President, Superintendent or Designee to execute this Agreement.

X Information
X Action

MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM

AGENDA ITEM

B&F #8

Date of Board Meeting: September 20, 2018

TITLE: Approve Agreement between MVROP and City of Fremont for the use of Fire Tactical Training Center

Background:

MVROP Fire Technology class has been using the City of Fremont Fire Tactical Training Center located at 7200 Stevenson Blvd. Fremont, CA 94538 which includes training areas for; confined space, trench rescue, burn room, HazMat, and CSRI training classroom.

Current Status:

A new Agreement between Mission Valley ROP and the City of Fremont to use the Fire Tactical Training Center to provide training for Fire Technology students and learn the core skills needed for careers in the fire service, will be effective July 1, 2018, through June 30, 2019, and continuing thereafter as approved.

Fiscal Impact:

None

Recommendation:

MVROP recommends approval of the Agreement with City of Fremont for the use of Fire Tactical Training Center for the 2018-2019 school year.

Marie dela Cruz

Staff Contact

Business Services

Division

Thomas Hanson

Superintendent

**Agreement for Use of City of Fremont
Fire Tactical Training Center**

This Agreement for use of the Fremont Fire Tactical Training Center (hereinafter "Agreement") is made and entered into by and between the CITY OF FREMONT, a municipal corporation (hereinafter "CITY"), and **Mission Valley Regional Occupational Program** (hereinafter "USER"). CITY and USER may be referred to individually as "Party" and collectively as "Parties" In this Agreement.

RECITALS

- A. CITY owns and operates a Fire Tactical Training Center, ("Facilities") at 7200 Stevenson Boulevard, Fremont, California which includes training areas for; confined space, trench rescue, burn room, HazMat, CSRI Training and classroom.
- B. USER is organized under a joint powers agreement between Fremont, New Haven, and Newark Unified School Districts to provide career training for high school students and adults. Training includes careers in the fire service and USER provides students recruitment opportunities to the Fremont Fire Department Explorer program and and to the Fremont Fire Department.
- C. USER desires to use the Facilities for the purpose of providing training to its students and will conduct the training using the areas of the facility outlined in Exhibit A, including the Classroom, burn room and the remainder of the tower building.
- D. USER's temporary use of the Facilities will not interfere with CITY'S use of the Facility.
- E. CITY is willing to allow the USER to use the Facilities on the terms and conditions set forth in this Agreement.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS AND CONDITIONS IDENTIFIED HEREIN, THE PARTIES HEREBY AGREE AS FOLLOWS:

- 1. PERMISSION TO ENTER:** CITY grants to USER the right of entry to, and

use of, the Facilities, on an "as is" basis, subject to the following:

a) **USER** shall use the Facilities to provide fire training to its students and for no other purpose. The Facilities are subject to the needs of the City and as such USER'S use of the Facilities may be cancelled by the City at any time. In the event City determines, in its sole and absolute discretion, that the Facilities are needed for any City purposes, the Agency shall immediately vacate the Facilities upon notice by the City.

b) **USER** shall use the Facilities on the day(s), time(s) set forth in Exhibit A attached to and made a part of this Agreement.
USER shall use the classrooms and/or equipment as described in Exhibit A.

c) **USER** represents and warrants that all attendees, participants, students, observers, instructors and any other persons brought to the Facilities by the USER ("USER Invitees") are qualified to participate in the Training Events, and use of the Facilities. CITY retains the discretion to terminate this Agreement and require all USER Invitees to immediately vacate the Facilities if the Training Events or anyone's participation in the Training Events poses any kind of threat or liability to the City, the public, USER Invitees or anyone else. USER Invitees shall not be considered an employee or agent of City for any purpose related to the Training Events

d) **USER** shall (a) clean up its use area(s) when USER has completed its use and otherwise return Facility to CITY in the same condition as it existed before its use; (b) not allow any other USER to use the Facility without the CITY'S prior written consent; and (c) not make any material or structural alterations to the Facility without the CITY'S prior written consent.

e) **USER** shall be responsible for any and all damages to CITY property or equipment that arise out of USER'S use of the Facility. USER shall make payment to the CITY within 30 days of CITY'S written demand for payment for the damaged property or equipment.

f) **CITY** and any of its officers, employees or independent contractors, shall

provided that such activities shall not unduly or unreasonably interfere with or impede USER'S use of the Facility.

- g) **USER** will notify the **CITY** of outside trainers/instructors/contractors that it intends to bring on the premises. All outside trainers/instructors/contractors will be required to get a City of Fremont Business License and proof of insurance insurance as required in 5(a) of this agreement.
- h) **USER** will follow the General Rules of the Facility in EXHIBIT B of this agreement.

2. **RELEASE OF LIABILITY/ASSUMPTION OF RISK:** In consideration of the City's agreement to allow USER to use the Facilities, USER, on behalf of itself and its elected officials, officers, employees, contractors, agents, volunteers and all USER Invitees, releases and discharges the City and its elected officials, officers, employees, contractors, agents and volunteers from any and all claims, demands, rights and causes of action against, and covenants not to sue, City under any present or future laws, statutes or regulations, for any claim or event relating to the Training Events, use of the Facilities, or this Agreement. USER assumes all risks associated with using the Facilities for the Training Events, including, but not limited to, inspection of the Facility prior to and after use, and supervision and control of all USER Invitees involved in the Training Events

In connection with the foregoing release, USER acknowledges that it is familiar with Section 1542 of the California Civil Code, which reads:

"A general release does not extend to claims which the creditor does not know or suspect to exist in his or her favor at the time of executing the release, which if known by him or her must have materially affected his or her settlement with the debtor."

3. **INDEMNIFICATION:** To the fullest extent permitted by law, USER agrees to defend, indemnify, hold harmless the City and its elected and appointed officials, officers, agents, employees and volunteers from and against any and all claims, damages, liability, demands, costs, losses and expenses, including without limitation court costs and attorney's fees and other costs arising out of or in connection with or in any way related to USER's actions or inactions under this

and expenses, including without limitation court costs and attorney's fees and other costs arising out of or in connection with or in any way related to USER's actions or inactions under this Agreement, including without limitation any actions or inactions related to use of the Facilities or the Training Events (collectively "Claims"), regardless of the existence or degree of fault or negligence, whether active or passive, sole or concurrent, on the part of the City or of anyone acting under its direction or control or on its behalf, except to the extent that such Claims are caused by the sole negligence or willful misconduct of City, its elected and appointed officials, officers, agents, employees, and volunteers.

4. ASSUMPTION OF RISK AGREEMENT AND PARTICIPANT RELEASE:

USER shall ensure that all USER Invitees observing or participating in Training Events sign and execute a release, substantially in the same form as set forth Exhibit "D", attached to and made a part of this Agreement. ("Participant Release"). No one shall attend or participate in a Training Event or use the Facilities without signing and executing a Participant Release.

5. INSURANCE: USER shall, throughout the duration of this Agreement, maintain insurance to cover USER (including its agents, representatives, contractors, and employees) against claims for injuries to persons or damages to property which may arise from or be in connection with the Facilities and the Training Events or activities conducted by the USER, its elected officials, officers, employees, contractors, agents, volunteers and User Invitees under this Agreement, of the types and in the coverage amounts set forth in Exhibit "E" entitled "Insurance Requirements," attached to and made a part of this Agreement. This Agreement identifies the minimum insurance levels with which USER shall comply; however, the minimum insurance levels shall not relieve USER of any other performance responsibilities under this Agreement (including the indemnity requirements), and USER may carry, at its own expense, any additional insurance it deems necessary or prudent. Concurrently with the execution of this Agreement by the USER, and prior to entering the Facilities for the Training Events, USER shall furnish written proof of insurance (certificates and endorsements), in a form acceptable to the City. USER shall provide substitute written proof of insurance no later than 30 days prior to the expiration date of any insurance policy required by this Agreement.

6. REPORTING DAMAGES: If any damage (including death, personal injury

or property damage) occurs in connection with the performance of this Agreement, USER shall immediately notify the City Risk Manager's office by telephone at 510-284-4050, and USER shall promptly submit to the City's Risk Manager and the City's Authorized Representative, a written report (in a form acceptable to the City) with the following information: (a) name and address of the injured or deceased person(s), (b) name and address of witnesses, (c) name and address of USER's insurance company, and (d) a detailed description of the damage and whether any City property was involved.

- 7. NOTICES:** All notices required or contemplated by this Agreement shall be in writing and shall be personally delivered or mailed to the respective party as set forth in this section. Communications shall be deemed to be effective upon the first to occurrence of: (a) actual receipt by a party's Authorized Representative, or (b) actual receipt at the address designated below, or (c) three working days following deposit in the United States Mail of registered or certified mail sent to the address designated below.

To: City of Fremont

Attn: Captain John Kinson
3300 Capitol Avenue
Fremont, CA 94538
jkinson@fremont.gov
(510) 494-4200

To: Representative

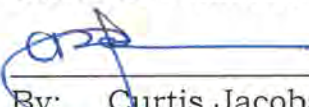
Attn: Thomas Hanson
5019 Stevenson Blvd.
Fremont, CA 94538
thanson@mvrop.org
(510) 657-1865

- 8. SEVERABILITY:** If any term of this Agreement (including any phrase, provision, covenant, or condition) is held by a court of competent jurisdiction to be invalid or unenforceable, the Agreement shall be construed as not containing that term, and the remainder of this Agreement shall remain in full force and effect; provided, however, this paragraph shall not be applied to the extent that it would result in a frustration of the parties' intent under this Agreement.
- 9. GOVERNING LAW, JURISDICTION, AND VENUE:** The interpretation, validity, and enforcement of this Agreement shall be governed by and interpreted in accordance with the laws of the State of California. Any suit, claim, or legal proceeding of any kind related to this Agreement shall be filed and heard in a court of competent jurisdiction in the County of Alameda.
- 10. ATTORNEY'S FEES:** In the event any legal action is commenced to enforce this Agreement, the prevailing party is entitled to reasonable attorney's fees, costs, and expenses incurred.


11. **MODIFICATIONS:** This Agreement may not be modified orally or in any manner other than by an agreement in writing signed by both parties.
12. **CONFLICTS:** If any conflicts arise between the terms and conditions of this Agreement and the terms and conditions of the attached exhibits or any documents expressly incorporated, the terms and conditions of this Agreement shall control.
13. **SIGNATURES:** The individuals executing this Agreement represent and warrant that they have the right, power, legal capacity, and authority to enter into and to execute this Agreement on behalf of the respective legal entities of the Owner and the City. This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF, the City and Owner do hereby agree to the full performance of the terms set forth herein.

CITY OF FREMONT


By: Curtis Jacobson
Title: Fire Chief
Date: 8/8/18

USER


By: Thomas Hanson
Title: Superintendent of MVRP
Date: 7/16/18

APPROVED AS TO FORM:

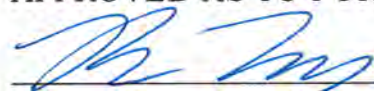

By: Bronwen Lacey
Title: Deputy City Attorney
Sr.

EXHIBIT A

City of Fremont Fire Department



TACTICAL TRAINING CENTER USE

Date of Rental: 7/1/18-6/30/19 Fee: Waived Hours:
TBD to

Facility Used by / Address: Mission Valley ROP
5019 Stevenson Blvd.
Fremont, CA 94538

=====

Total # of Apparatus on Site: Provided by MVROP Total Personnel:
0

Agency Representative: Thomas Arison Phone #:
(916) 657-1865

Contracted Use Area: Classroom, Tower Building, grounds surrounding the
tower and locker rooms

Training Activities: Fire service related activities including, water supply from
hydrants, deploying hose lines,

rope exercises, simulated rescues and ground ladder exercises

X Information
X Action

MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM

AGENDA ITEM

B&F #9

Date of Board Meeting: September 20, 2018

TITLE: Approve Agreement for Service between MVROP and TKO San Jose

Background:

MVROP Law Enforcement class has been consulting with Prof. Marco Diaz Jr. from TKO San Jose for the past five years to help the students develop self-confidence, learn different techniques on how to protect and defend themselves in the law enforcement industry.

Current Status:

A new Agreement for Service between Mission Valley ROP and TKO San Jose to provide self-defense lessons for Law Enforcement students will be effective July 1, 2018, through June 30, 2019, and continuing thereafter as approved.

Fiscal Impact:

\$300 for the 1st session and \$240 for the follow-up sessions, not to exceed \$1,500.

Recommendation:

MVROP recommends approval of the Agreement for Service with TKO San Jose for the Law Enforcement self-defense lessons for the 2018-2019 school year.

Marie dela Cruz
Staff Contact

Business Services
Division

Thomas Hanson
Superintendent

AGREEMENT FOR SERVICE BETWEEN THE MVROP AND CONTRACTOR

This agreement is made as of this day of July 1, 2018 by and between the Mission Valley Regional Occupational Program (MVROP) and Marco Diaz Jr./TKO San Jose (CONTRACTOR) to provide services.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. **SERVICES:** In consideration of the payments hereinafter set forth, CONTRACTOR shall perform services for MVROP in accordance with the terms, conditions and specifications set forth herein:
The CONTRACTOR agrees to provide
Scope of Services: Consultant will perform duties below at Mission Valley ROP:
Self-defense lessons for Law Enforcement at Mission Valley ROP
2. **TERM OF AGREEMENT:** The term of this agreement is July 1, 2018 through June 30, 2019
3. **COMPENSATION:** The CONTRACTOR agrees to perform the services of this agreement at the rate/amount of \$300/1st session,
\$240/per follow-up session, not to exceed \$1,500
4. **PAYMENT:** The CONTRACTOR shall submit an invoice detailing the services performed. The CONTRACTOR is responsible to comply with all state and federal tax requirements and is the CONTRACTOR'S sole responsibility. MVROP's financial obligations are limited to payment of compensation in Paragraph 3, it shall not be liable for damages, lost profits or revenue, in connection with this Agreement.
5. **EQUIPMENT AND MATERIALS:** CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance on the Agreement.
6. **USE OF SUBCONTRACTORS:** CONTRACTOR shall not assign this Agreement or any portion thereof to a third party without the prior written consent of MVROP.
7. **LICENSES AND PERMITS:** It shall be the CONTRACTOR's responsibility to obtain and keep in force any license, permit or approval required from any agency for work/services to be performed at his/her own expense, prior to commencement of said work/services or forfeit any right to compensation under this Agreement.
8. **COMPLIANCE WITH STATE, FEDERAL, AND LOCAL LAWS, REGULATIONS, AND ORDINANCES:** CONTRACTOR and all approved subcontractors shall ensure compliance with all state, federal and local laws or rules applicable to performance of the work required under this agreement, and shall execute all necessary certifications of compliance therewith.
9. **RELATIONSHIP OF THE PARTIES:** CONTRACTOR agrees and understands that the work/services performed under this Agreement are performed as an Independent Contractor, not as an employee of MVROP, and that CONTRACTOR acquires none of the rights, privileges, powers or advantages of MVROP employees.
10. **INSURANCE:** CONTRACTOR understands the MVROP does not provide liability, malpractice, or workers compensation insurance for the CONTRACTOR. The CONTRACTOR is responsible for the maintenance of personal and professional insurance to provide protection for any claims arising out of service under this agreement. The CONTRACTOR assumes all liability for services provided under this contract. The CONTRACTOR will provide proof of insurance with \$1 million general liability coverage and will identify MVROP as an additional insured.
11. **WAIVER:** No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that, or any other right, or prevent a similar subsequent act from constituting a violation of the Agreement.
12. **EQUAL EMPLOYMENT OPPORTUNITY:** In connection with the performance of this agreement, the CONTRACTOR shall comply with all local, state and federal laws concerning employment and shall not discriminate against any employee or applicant for employment on the basis of actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.
13. **HOLD HARMLESS:** CONTRACTOR agrees to indemnify and defend MVROP, its employees, and agents from any and all claims, damages, and liability in any way occasioned by or arising out of the performance of this Agreement.
14. **DISPUTE RESOLUTION:** Should any dispute arise out of this Agreement, the Parties should meet in mediation and attempt to reach a resolution with the assistance of a mutually acceptable mediator. The costs of the mediator, if any, shall be equally shared by the CONTRACTOR and MVROP. If a mediated settlement is reached, neither party shall be the prevailing party for the purposes of this settlement. Neither party shall be permitted to file legal action without first meeting in mediation and maintaining a good faith attempt to reach a mediated resolution.

15. **GOVERNING LAW:** This Agreement, including any exhibits, shall for all purposes be deemed subject to the laws of the State of California, and in the event of a lawsuit concerning this Agreement shall be venued in the County of Alameda.
16. **FINGERPRINTING & TUBERCULOSIS (TB) CERTIFICATION:** CONTRACTOR shall, at its expense: (1) conduct background checks pursuant to Ed. Code § 45125.1, for all personnel (employees, independent contractors, volunteers) who may have contact with pupils; (2) obtain subsequent arrest notifications for all personnel; and, (3) not allow personnel convicted of a felony listed in Ed. Code § 45122.1 to come into contact with pupils.
- MO Initial here if CONTRACTOR will have minimal to no contact with MVROP students.
- Initial here if CONTRACTOR and its services require frequent or prolonged contact with pupils, they must submit a TB risk assessment ([click here for form](#) or Infectious TB clearance, as applicable), in accordance with Ed. Code § 49406.
17. **TERMINATION:** MVROP may at any time terminate this Agreement upon written notice to CONTRACTOR. MVROP shall compensate CONTRACTOR for services satisfactorily provided through the date of termination. In addition, MVROP may terminate this agreement for cause should CONTRACTOR fail to perform any part of this Agreement. In the event of termination for cause, MVROP may secure the required services from another contractor. If the cost to MVROP exceeds the cost of providing the services pursuant to this Agreement, CONTRACTOR shall pay the additional cost.
18. **COMPLETENESS OF AGREEMENT:** This Agreement constitutes the entire understanding of the parties and any changes shall be agreed to in writing.
19. **AMENDMENTS:** This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved in the same manner as this Agreement.

Budget Code: 96-6387-0-6000-1000-5801-860-800-6601

Principal/Director Approval: _____

To be completed by Human Resources Department if applicable

Is the CONTRACTOR a member of PERS? ☐ YES ☐ NO ☐ N/A ☐ Retired

Is the CONTRACTOR a member of STRS? ☐ YES ☐ NO ☐ N/A ☐ Retired

The CONTRACTOR has fulfilled the fingerprint requirements ☐ YES ☐ NO ☐ N/A

Tom Hanson, Superintendent, MVROP

Date

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by their duly authorized officers:

CONTRACTOR

Marco Diaz Jr.
Signature

9/5/18
Date

Name and Title: Marco Diaz Jr., Professor

Social Security Number or Federal Tax ID Number: 549-41-0660

Mailing Address: 4084 San Ysidro Way

San Jose, CA 95111

Phone Number: (408) 217-4081

Email: tkosanjose@yahoo.com

ADDENDUM TO CONTRACT

This is an Addendum to the Program Contract/Confirmation between Mission Valley Regional Occupational Program, and Marco Diaz Jr. for services to be conducted from July 1, 2018 through June 30, 2019. The Contract is attached and made a part of this document.

The parties, for good consideration, hereby agree as follows:

INSURANCE: CONTRACTOR understands Mission Valley Regional Occupational Program does not provide liability, malpractice, or workers compensation insurance for the CONTRACTOR. The CONTRACTOR is responsible for the maintenance of personal and professional insurance to provide protection for any claims arising out of service under this agreement. The CONTRACTOR assumes all liability for services provided under this contract.

HOLD HARMLESS: CONTRACTOR agrees to indemnify and defend Mission Valley Regional Occupational Program, its employees, and agents from any and all claims, damages, and liability in any way occasioned by or arising out of the performance of this Agreement.

Signature:

Thomas Hanson, Superintendent
Mission Valley ROP

Signature:

Marco Diaz Jr.
Authorized:

Prof. Marco Diaz Jr.
Print Name of Authorized Signer

Superintendent

X Information
X Action
 Presentation

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

**AGENDA ITEM
B&F #12**

Date of Board Meeting: **September 20, 2018**

TITLE: **Approve Consulting Services Agreement between MVROP and
Total Compensation Systems, Inc.**

Background:

Governmental Accounting Standards Board (GASB) Statement Number 74/75 requires employers to report Other Post-Employment Benefits (OPEB) costs and obligations using the full accrual basis of accounting. Historically, retiree health benefits were accounted for on "Cash Basis". Under cash basis, OPEB costs were expensed as benefits were paid. Under the accrual basis, costs of retiree benefits must be expensed when the obligation takes place. For retiree benefits, the transaction creating the obligation is the year of employment.

Mission Valley ROP was required to implement GASB 74/75 in fiscal year 2009-10. An Actuarial Study of Retiree Health Liabilities for Mission Valley ROP was completed by Total Compensation Systems, Inc. on September 1, 2013 and September 1, 2016.

Current Status:

The actuarial study needs to be updated every 3 years. Total Compensation Systems, Inc. will complete the Actuarial Study of Retiree Health Liabilities as of June 30, 2018.

Recommendation:

Staff recommends approval of the Consulting Services Agreement between MVROP and Total Compensation Systems, Inc. for the Actuarial Study of Retiree Health Liabilities.

Marie dela Cruz
Staff Contact

Business Services
Division

Thomas Hanson
Superintendent

CONSULTING SERVICES AGREEMENT

This Agreement is entered into effective the 5th day of April, 2018 by and between Total Compensation Systems, Inc. ("Consultant"), a California corporation with principal offices located at 5655 Lindero Canyon Road, Suite 223, Westlake Village, California, 91362 and Mission Valley ROP ("Customer").

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

1. Consulting Services. Consultant shall provide the consulting services described on Schedule 1 attached hereto.
2. Compensation to Consultant. Customer shall pay Consultant for the consulting services described on Schedule 1 attached hereto the compensation set forth on Schedule 2 attached hereto.
3. Term and Termination. (a) Term. This Agreement shall commence on the date first written above and shall continue in effect until December 31, 2018, or until all consulting services described on Schedule 1 have been performed, whichever occurs first, unless sooner terminated in accordance with the provisions of this Agreement. (b) Termination Without Cause. This agreement may be terminated at any time by either party upon sixty (60) days prior written notice to the other party. (c) Termination With Cause. Either party shall have the right to terminate this Agreement upon the failure of either party to observe any of the covenants and agreements required to be observed by it under this Agreement, and such failure continues for a period of thirty (30) days after written notice thereof. (d) Rights and Obligations after Termination. Termination of this agreement shall not relieve either party of any rights or obligations arising out of the Agreement prior to termination, with the exception that the amount of the final payment that shall be made by Customer shall be based solely upon the percentage of work that was completed by Consultant.
4. Customer Will Provide Information. Customer shall provide Consultant with the information necessary for Consultant to provide the consulting services described on Schedule 1 attached hereto.
5. Authorization to Acquire Information. Customer hereby authorizes Consultant to acquire the necessary information reasonably required by Consultant to provide the consulting services described on Schedule 1 attached hereto from any agency, agencies, source or sources.
6. Customer's Right to Provide Information. Customer represents and warrants to Consultant that it has the right to provide the information that will be given by Customer to Consultant, or which will be acquired by Consultant pursuant to paragraphs 4 and 5 above.
7. Limitation on Services. Customer understands that Customer retains sole authority and responsibility for the operation and design of all Customer's employee benefit plans.
8. Ownership of Systems and Materials. All systems, programs, operating instructions, forms and other documentation prepared by or for Consultant shall be and remain the property of Consultant. All data source documents provided by Customer shall remain the property of Customer.
9. Indemnification. (a) By Customer. Customer hereby agrees to defend and indemnify Consultant and hold Consultant harmless against any claims, injury, costs or damages (including actual attorneys' fees incurred) resulting from Customer's gross negligence or willful misconduct. (b) By Consultant. Consultant hereby agrees to defend and indemnify Customer and hold Customer

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

10. General.

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

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

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

"CONSULTANT"

TOTAL COMPENSATION SYSTEMS, INC.

Signed: Jeffrey L. Kischuk

By: Geoffrey L. Kischuk

Title: President

Date: 04/05/2018

"CUSTOMER"

MISSION VALLEY ROP

Signed: Joyce Veasley

By: JOYCE VEASLEY

Title: DIRECTOR OF BUSINESS SERVICES

Date: 4/16/18

SCHEDULE 1

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

Consulting reports including all actuarial information necessary for Customer to comply with the requirements of current GASB accounting standards 74/75 related to retiree health benefits for two years, including one full valuation and one "roll-forward" valuation. Study results will be separated between four employee classifications. Consultant will provide as many copies of the final reports as Customer shall reasonably request.

Services do not include Consultant's attendance at any meetings, unless requested by Customer at the fee shown in Schedule 2. Services also do not include a funding valuation unless requested by Customer at the fee shown in Schedule 2

SCHEDULE 2

Customer shall pay Consultant for the retiree health valuation report based on the full valuation a total of \$4,200. One-half, or \$2,100 shall be due within 30 days of the commencement of work by Consultant. One-half, or \$2,100 shall be due within 30 days of the delivery by Consultant to Customer of the draft consulting report for the full valuation (or within 30 days of contract termination, if earlier). Customer shall also pay Consultant for the retiree valuation report based on the "roll-forward" valuation a total of \$2,100 within 30 days of the delivery by Consultant to Customer of the draft consulting report for the "roll-forward" valuation (or within 30 days of contract termination, if earlier)

If Consultant receives a non-refundable deposit from Customer of \$1,890 by June 1, 2018, all amounts shown above shall be reduced by 10%.

In addition to the above fees, Customer agrees to pay Consultant an all-inclusive fee of \$1,900 per meeting to attend meetings related to the consulting services. Customer shall pay such meeting fees within 30 days of the meeting. Also in addition, to all of the above fees, Customer will pay Consultant \$1,400 for each "funding valuation" requested by Customer. Neither the meeting fee nor the fee for a "funding valuation" shall be subject to the above discount or to any other discounts.



Curriculum & Instruction

Mission Valley ROP 2018-2019 Courses (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

2018-2019 TEXTBOOK LIST

C&I #2

- **Anatomy & Physiology**
Anatomy & Physiology for Health Professionals: An Interactive Journey, 1st Edition, 2006, by Colbert and Ankney
- **Automotive Technology 1 & 2**
Modern Automotive Technology, 8th Edition, by James Duffy, Goodheart-Willcox Publishing, 2010
Automotive Technology- Principles, Diagnosis and Service, 5th Edition
- **Auto Body Painting/ Refinishing**
Auto Body, 9th 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, 1st Edition, Glencoe-McGraw Hill Publishing
Entrepreneurship: Building a Business, Glencoe-McGraw Hill Publishing, 2016
- **Business and Professional Development & Computer Tech/ Applications**
School to Career, J.J. Littrel, James Lorenz, Harry Smith, Goodheart-Wilcox, 2014
- **Careers in Education 1& 2**
Working with Young Children, Judy Herr
- **Computer Animation/ 2-D Animation**
Adobe Flash CS5 Professional: Classroom in a Book, Russel Chun, Adobe Systems Inc.
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, 8th 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, 8th Edition, by Jean Andrews
Electricity and Basic Electronics, 8th Edition, by Jean Andrews
Digital Multimeter Principles, 4th Edition, by Glen A. Mazur
Wireshark Network Analysis: The Official Wireshark Network Analyst Study Guide by Laura Chappell
The Official Wireshark Certified Network Analyst Study Guide by Laua Chapppell
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

Nmap Network Scanning: The Official Nmap Project Guide to Network Discovery and Security
Scanning by Gordon Fayodor Lyon

- **Construction Technology**

Carpentry, by Leonard Koel, 6th Edition
AC/DC Principles and Application, by Paul T. Shultz, 2nd Edition
Residential Wiring, by Gary J. Rockis and Suzanne M. Rockis, 3rd Edition
Plumbing Design and Installation, by L.V. Ripka, 4th 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, 6th Edition
Electrical Principles and Practices, by Glen A. Muzer and Peter A. Zurilis, 4th 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
Baking: I'm Just Here for the Food by Alton Brown
Salt, Fat, Acid, Heat by Samin Nosrat and Wendy MacNaughton

- **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 1st Edition, by Paul Hayes and Scott Worton
Photo & Digital Imaging, The Goodheart-Willcox Co., by Jack Klasey
Design Basics, 5th Edition, by David Lauer, Wadsworth Publishing, 1999
Exploring Color Photography, 5th Edition, by Robert Hirsch, Focal Press, 2011
Basic Critical Theory for Photographers, by Ashley la Grange, Focal Press, 2005
The Photographic Eye: Learning to See with a Camera, by Michael O'Brien and Norman Sibley
Photography In Focus, 5th edition, by Jerry Burchfield, Mark Jacobs, & Ken Kokrda NTC Publishing Group, 5th Edition, (1997)

- **Digital Sound Design**

Adobe Soundbooth CS6 Classroom in a Book, Adobe Press/ Peachpit Press
ProTools LE8 Ignite by Andrew Hagerman

- **Digital Electronics/ Computer Science**

Blown to Bits by Hal Abelson, Ken Ledeen, Harry Lewis, 1st Edition
Python Crash Course: A Hands-on, Project-Based Introduction to Programming, 1st Edition, by Eric Matthes

- **Fire Technology/ EMS**

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

- **Game Design/ Interactive Media Arts**
Unreal Game Development, AK Peters, by Ashish Amresh and Alex Okita, 2010
Introducing Autodesk 3ds Max 2011, Sybex, by Dariush Derakshani and Randi Derakshani
- **Law Enforcement /Homeland Security (Administration of Justice)**
Policing America: Methods, Issues, Challenges, 6th Edition, by Kenneth Peak
Report Writing for Criminal Justice Professionals, Miller and Whitehead, Anderson Publishing, 5th Edition
- **Marketing (Special Education)**
61 Cooperative Learning Activities for Business Classes
The ABC's of Financial Literacy (ANG Newspaper and Summit Bank Foundation)
High School Financial Planning Program Workbook
School Store Operations (DECA)
- **Medical Assisting**
"The Medical Assistant- Applied Learning Approach", 9th Edition
Diversified Health Occupations, 6th Edition, 2004
Medical Terminology Express; A Short Course Approached by Body Systems, by Barbara A. Gylys and Regina M. Masters, 2nd Edition, 2015
- **Medical and Health Careers**
Introduction to Health Occupations, 6th Edition, Prentice Hall, 2003
Introduction to Health Occupations Workbook, 6th Edition, Prentice Hall, 2003
- **Medical Occupations**
Diversified Health Occupations, 7th Edition
Diversified Health Occupations Workbook, 7th Edition
American Heart Association Cardio Pulmonary Resuscitation Handbook
- **Motion Graphics**
Adobe InDesign CS6 Classroom in a Book, Adobe/Peachpit Press
Adobe Photoshop CS6 Classroom in a Book, Adobe/Peachpit Press
Adobe Illustrator CS6 Classroom in a Book, Adobe/Peachpit Press
Adobe Flash CS6 Classroom in a Book, Youngjin Singapore
- **Nursing Assistant Program/ HHA (Home Health Aide)**
Nursing Assistant Care: Long Term Care and Home Health , Hartman Publishing Inc.
Taber Medical Dictionary
American Heart Association Cardio Pulmonary Resuscitation Handbook
American Red Cross Review for Competency Examination Text
- **Pharmacy Technology (High School/ Adult)**
Sterile Products, 2nd Edition, by Mike Johnson
Sterile Products and Aseptic Techniques for Pharmacy Technicians, 2nd Edition
Pharmacy Calculations for Technicians, 5th Edition
Pharmacy Practice for Technicians, by Don A. Ballington and Robert J. Anderson, 4th Edition
Taber Medical Dictionary
The PILL BOOK, 13th Edition
- **SHAPE (Sports, Health, Athletics, Physical Education) Program**
Health Care Technology, by Kathryn A. Booth

- **Sports Therapy**

Principles of Athletic Training, 15th Edition, by William Prentice

American Heart Association Cardio Pulmonary Resuscitation Handbook

Body Structures & Functions, 11th Edition, by Ann Senisi Scott and Elizabeth Fong

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

Television Production: A Classroom Approach, 2nd Edition, Libraries Unlimited,

by Keith Kyker and Christopher Curchy

Video Communication and Production, 1st Edition, The Goodheart-Wilcox Co., Jim Stinson

- **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
E & P #1**

 Information

Date: September 20, 2018

 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 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	
Cynthia Barry	1	6 hr	Finance and Business/ Marketing, Sales, and Service	
Maurice Brittain	1	6 hr	Information & Communication Technologies	Additional .5 hour per day paid at instructional hourly rate
Irene Brucker	1	6 hr	Health Science and Medical Technology	Additional .5 hour per day paid at instructional hourly rate
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	
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
Joshua Finley	1	6 hr	Transportation	Additional .5 hour per day paid at instructional rate
Ngan Ha	.4	6 hr	Health Science and Medical Technology	
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	8/29/18	
Demetrius Booker	Varies	Substitute	8/29/18	
Bernadette Eichensehr	4.8 hrs/day - 2 days/week	Public Services	8/16/18	Shared Assignment
Victor Guerrieri	Varies	Substitute	8/29/18	
Ngan Ha	18 hrs/week First Semester 10.5 hrs/week 3 rd Quarter	Pharmacy Technology	8/29/18	Based on fee based adult schedule
Brandon Hayward	1.2 hrs/day	Law Enforcement	8/16/18	
Paul Hughes	Varies	Substitute	8/29/18	
Shubhangi Kulkarni	Varies	Substitute	8/29/18	
Herve LeBiavant	Varies	Substitute	8/29/18	
Usha Ramani	Varies	Substitute	8/29/18	
Stan Rodrigues	Varies	Substitute	8/29/18	
Deeptiprava Samal	Varies	Substitute	8/29/18	
Larry Tehero	Varies	Substitute	8/29/18	

Resignation

NAME	FTE	6HR/ 7HR	DEPARTMENT	OTHER
Craig Barnard	1	7 hr	Hospitality, Tourism, and Recreation	Resigned 8/3/18



End of Consent



Business and Finance



Business and Finance #1

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

**AGENDA ITEM
Business & Finance #1**

DATE OF BOARD MEETING: September 20, 2018

TITLE: Review MVROP Fiscal Update

Background:

The Governor's 2018-19 budget revision was released in May and there are aspects that could impact both MVROP and JPA member districts. MVROP is continuing to work on program improvements and major projects as well as considering new projects made possible by CTE Incentive Grant (CTEIG) funding.

Current Status:

The Governor signed the \$139 billion 2018-19 State budget on June 27, 2018. Significant items for CTE include the following:

- \$164 million (ongoing) to implement a K-12 Career Technical Education (CTE) component within the community college Strong Workforce Program
 - \$14 million will support the Workforce Pathway Coordinators, K-14 Technical Assistance Providers and the consortia administrative costs
- \$150 million (ongoing) funding for the CTE Incentive Grant Program

MVROP JPA member districts will continue to fund MVROP at the current level through June 30, 2019. Funding commitments have not been established for the 2019-20 school year. MVROP will initiate discussions this fall with JPA districts in order to address plans for 2019-20 funding.

MVROP has received CTEIG funds for 2015-16, 2016-17 and 2017-18 for a total of \$9,169,932. Included in the installments was an increase to the award due to the reallocation of funds from California Department of Education (CDE) in the 2015-16 year. MVROP submitted required reports for the 2015-16 and 2016-17 year on the financial activity of CTEIG and indicators of high quality CTE. The report for 2017-18 is due October 1, 2018. MVROP is currently in the final year of spending. The remaining amount to be spent is \$3,347,992.

Upcoming major projects include the Culinary Classrooms at Irvington High School, Conley-Carabello High School and Logan High School. These projects require ongoing cooperation and communication between MVROP/District/Site Administration, instructors, architects and future contractors.

Recommendation:

None

Marie dela Cruz

Business Services

Thomas Hanson

Staff Contact

Division

Superintendent



Business and Finance #2

MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM BOARD OF EDUCATION

AGENDA ITEM Business & Finance #2

DATE OF BOARD MEETING: September 20, 2018

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 in 2015-16 (Round 1) of \$3,397,236 to be expended over a three-year period. In addition to the original CTEIG allocation, MVROP received an additional \$851,630 due to the reallocation of total grant funds that were not disbursed. Total grant award for Round 1 was \$4,248,866. The deadline for spending all CTEIG funds was extended through a fourth year (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.

The CTEIG award for 2016-17 (Round 2) was \$3,063,729.

Current status:

In 2017-18, MVROP received an award of \$1,857,337 (Round 3). Total award received to date is \$9,169,932 with total expenses of \$5,821,940. The following is a summary of revenue and expenditures through June 30, 2018:

CTEIG AWARD & MATCHING FUNDS	2015-16	2016-17	2017-18	Totals
Grant Award	4,248,866	3,063,729	1,857,337	9,169,932
Expenditures	833,074	2,143,854	2,845,012	5,821,940
Balance	3,415,792	919,875	(987,675)	3,347,992
Matching Funds	1:1	1.5:1	2:1	Totals
Minimum Required Match	4,248,866	4,595,594	3,714,674	12,559,134
Actual Match based on Expenditures:				
Round 1 Year 1	833,074			
Round 1 Year 2	1,500,548			
Round 2 Year 1		378,096		
Total Match reported through 10/1/17	2,333,622	378,096	-	2,711,718
Balance Due on Matching Funds	1,915,244	4,217,498	3,714,674	9,847,416

Recommendation: None

Marie dela Cruz

Business Services

Thomas Hanson

Staff Contact

Division

Superintendent



Business and Finance #3

X Information
 X Action
 Presentation

MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM

AGENDA ITEM Business & Finance #3

Date of Board Meeting: **September 20, 2018**

TITLE: **Review and Approve Mission Valley ROP Organizational Chart
2018-19**

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 2018-19.

Recommendation:

It is recommended that the Governing Board ratify the Mission Valley ROP organizational structure for the 2018-19 school year.

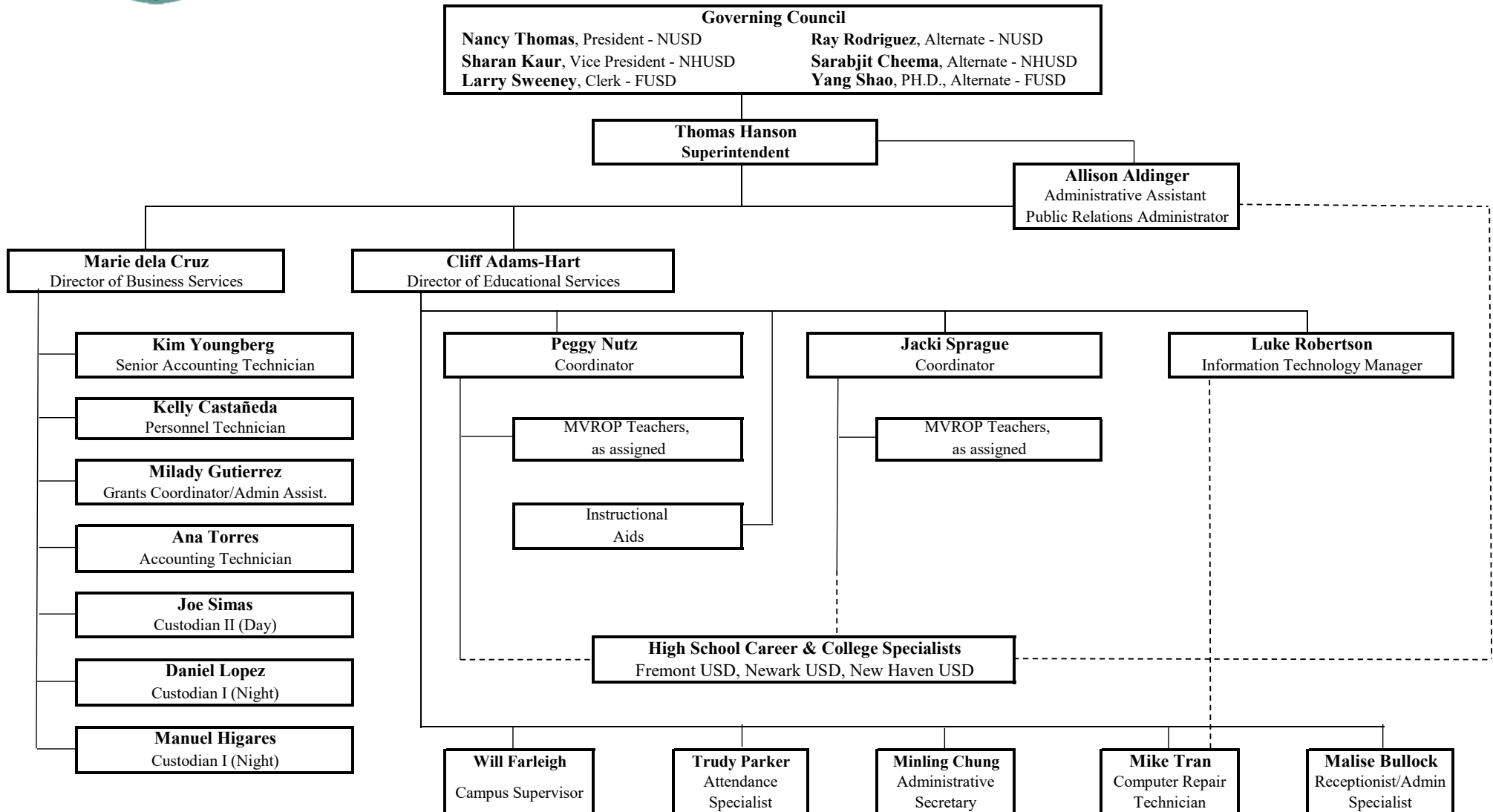
Marie dela Cruz
Staff Contact

Business Services
Division

Thomas Hanson
Superintendent



Mission Valley ROP Organizational Chart 2018-19





Business and Finance #4

☐ Information
☒ Action
☐ Presentation

MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM

AGENDA ITEM Business & Finance #4

Date of Board Meeting: September 20, 2018

TITLE: Review and Approve Report on Fiscal Year 2017-2018
Unaudited Actuals

Background:

Year-end closing has been completed for fiscal year 2017-18. A summary of income and expenditures for 2017-18 is attached.

Recommendation:

Review and approve unaudited actuals for 2017-18.

Marie dela Cruz
Staff Contact

Business Services
Division

Thomas Hanson
Superintendent

Mission Valley Regional Occupational Program

2017-18 Unaudited Actuals



Governing Council

Nancy Thomas, President

Sharan Kaur, Vice-President

Larry Sweeney, Clerk

Administration

Thomas Hanson, Superintendent

Marie dela Cruz, Director of Business Services

MISSION VALLEY ROP
Executive Summary
2017-18 Unaudited Actuals
September 20, 2018 Board Meeting

It is my privilege to share with you the year end financial report for the 2017-18 school year. I would like to thank and congratulate the Business Services staff, including Kim Youngberg, Kelly Castañeda, Ana Torres, and Milady Gutierrez for their hard work in closing the books during this busy time of the year and the work that they do throughout the year.

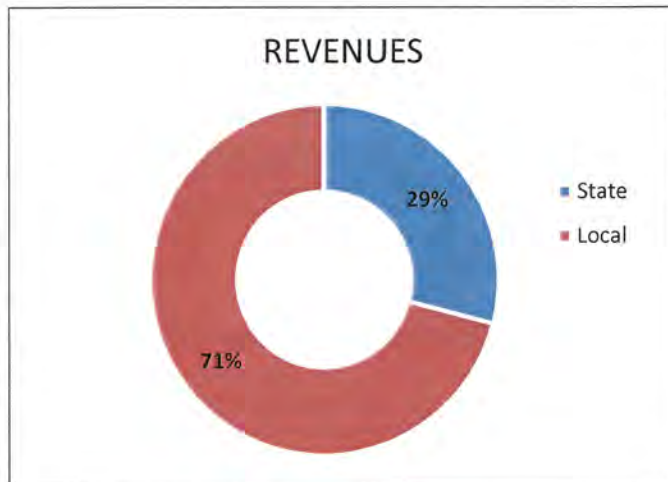
STATE AND LOCAL BUDGET:

There were no significant changes to the State's Career Technical Education (CTE) funding in 2017-18; however, for future years, the State allocated \$150 million in ongoing CTE funding through the regional community college Strong Workforce Program and \$150 million through the CTE Incentive Grant (CTEIG). The details, such as the allocation formula, funding requirements and timelines, are still being worked out at the State level.

MVROP is the fiscal agent for the Career Technical Education Incentive Grant (CTEIG) for its JPA member districts. This program started in 2015-16 and will end in June 2019. MVROP received a total of \$9.1 million in CTEIG funds over a 3 year period.

REVENUES:

The total General Fund revenues for the 2017-18 fiscal year was \$9.8 million, less than 1% compared to the original budget. State revenue represents 21% of MVROP's revenues. These are funds we receive directly from the State including the CTEIG and DSP funds. Other Local revenue is 71% of MVROP's funds. This includes funding that is passed through from the JPA member districts and any additional funds generated from adult registration fees, interest income, and other local grant funds. The JPA funding for the year was \$6,675,464.



General Fund 01	Original Budget 2017-18	Actuals 2017-18	Difference Budget vs. Actuals	Act vs. Original
State	3,073,299	2,849,162	(224,137)	-7.9%
Other Local	6,805,156	6,964,091	158,935	2.3%
Total	9,878,455	9,813,253	(65,202)	-0.7%

CTE INCENTIVE GRANT (CTEIG):

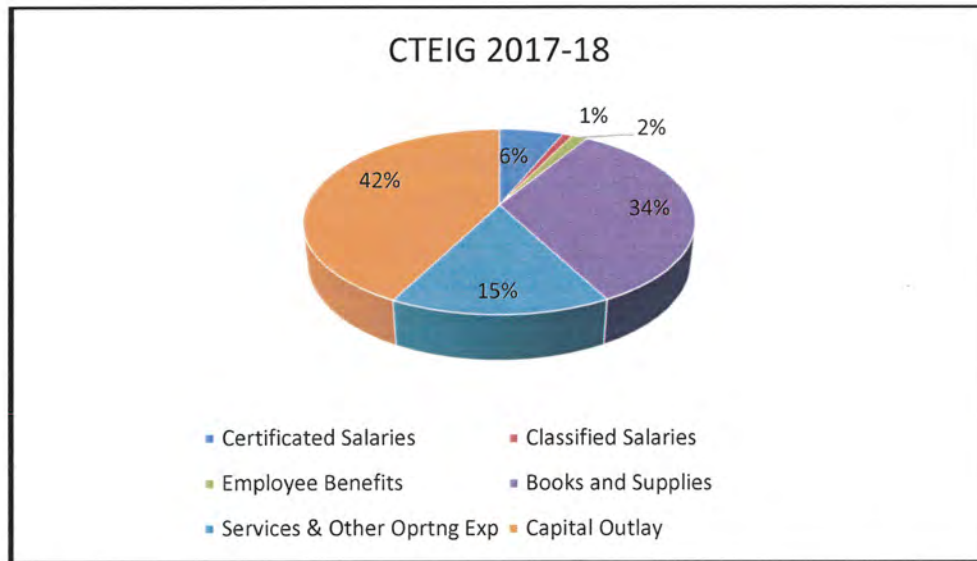
MVROP received an initial CTE Incentive Grant award of \$3,397,236. An additional \$851,630 was subsequently awarded due to re-allocation of undisbursed funds for a total of \$4,248,866 in Round 1 funding. In 2016-17, MVROP received \$3,063,729 (Round 2) and \$1,857,337 in 2017-18 (Round 3). MVROP has received a total of \$9,169,932 in CTEIG funds. To date a total of \$5,821,940 has been spent on various projects for several programs including Automotive, Culinary Arts, Arts, Media and Entertainment, Engineering, and Information Technology. The remaining balance carried over to 2018-19 is \$3,347,992.

CTEIG AWARD & MATCHING FUNDS	2015-16	2016-17	2017-18	Totals
Grant Award	4,248,866	3,063,729	1,857,337	9,169,932
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Round 2 Year 1		378,096		
Total Match reported through 10/1/17*	2,333,622	378,096	-	2,711,718
Balance Due on Matching Funds	1,915,244	4,217,498	3,714,674	9,847,416

**The next reporting period is due October 1, 2018.*

2017-18 CTEIG Expenditures:

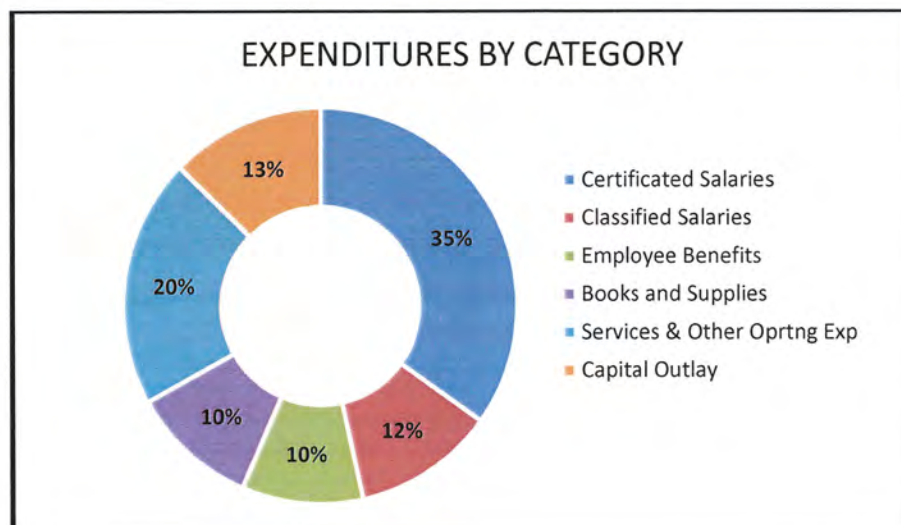
CTEIG EXPEDITURES	2017-18
Certificated Salaries	179,040
Classified Salaries	28,959
Employee Benefits	42,114
Books and Supplies	952,409
Services & Other Operating Exp	435,789
Capital Outlay	1,206,702
Total CTEIG 2017-18	2,845,013

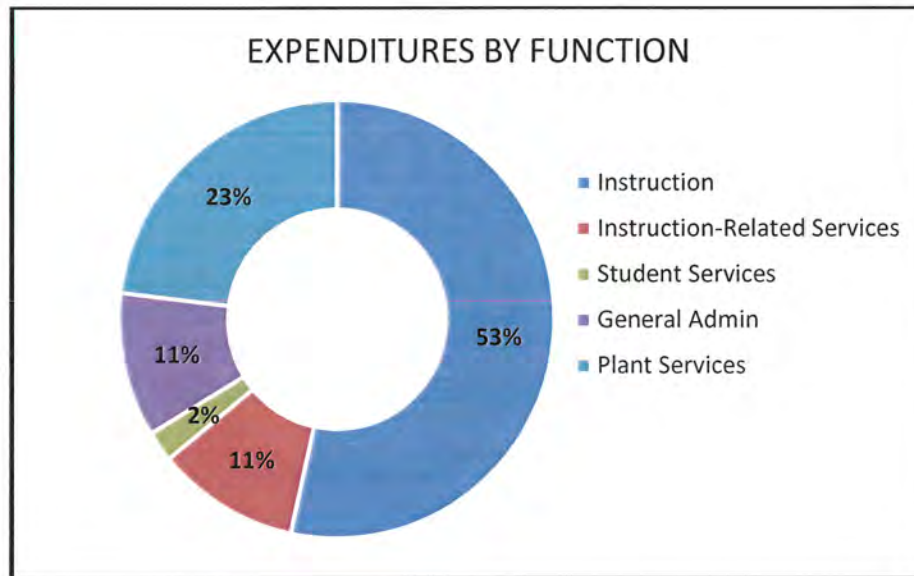


EXPENDITURES- GENERAL FUND (01):

General Fund total expenditures were \$9.76 million, about 4% (\$348 thousand) more than originally budgeted. Total salaries and benefits was \$5.5 million which is about 57% of total expenditures. The estimated cost of a 1% increase in salaries is \$55 thousand.

General Fund	Original Budget 2017-18	Actuals 2017-18	Budget vs. Actuals	% Change
Certificated Salaries	3,168,263	3,405,665	237,402	7.5%
Classified Salaries	1,029,626	1,139,346	109,720	10.7%
Benefits	870,954	973,606	102,652	11.8%
Supplies	1,000,148	1,019,570	19,422	1.9%
Services/Utilities	1,846,788	1,990,524	143,736	7.8%
Capital Outlay	1,499,999	1,235,784	(264,215)	-17.6%
Total	9,415,778	9,764,495	348,717	3.7%





ENDING FUND BALANCE/RESERVES:

The 2017-18 ending balance reflects a surplus of \$48 thousand in the General Fund. The total ending fund balance is \$8.96 million. This amount does not include \$3.3 million of CTEIG carryover which is recorded separately under "Deferred/Unearned Revenue". The reserve for economic uncertainties is \$1.4 million representing 15% of total expenditures which is above the State required minimum of 3%. Prop 1D projects have been closed out and the savings of \$61 thousand has been returned to the State.

General Fund	17-18 Original Budget	17-18 Actuals	Difference	% Difference
Revenues	9,878,455	9,813,253	(65,202)	-0.66%
Expenditures	9,415,778	9,764,495	348,717	3.70%
Balance	462,677	48,758	(413,919)	-89.46%

The Components of the Ending Fund Balance are as follows:

Components of Ending Fund Balance/Reserves	General Fund
Prop 1D, Contingency	-
Equipment Replacement	800,000
Facilities Improvements	3,705,603
STRS/PERS Rate Increases	600,000
Lottery Unrestricted – Carryover	228,661
Lottery Prop 20–Carryover	234,890

DSP Carryover	54,710
Local Grants Carryover	107,271
Retiree Benefits	160,000
Prepaid Expenditures	18,961
Revolving Cash	7,500
Local Income Carryover	1,577,254
Total Assigned	7,494,850
Reserve for Economic Uncertainties	1,464,675
Total Ending Fund Balance	8,959,525

2017-18 ACTUALS VS. 2018-19 BUDGET

The 2017-18 actuals includes an adjustment to the Beginning Fund Balance of \$4.3 million to correct the prior year recording of the CTEIG carryover. Additional adjustments to the 2018-19 revenues and expenditures will be reflected in the First Interim Report.

ACTUALS VS. ADOPTED BUDGET	2017-18 Actuals	2018-19 Budget	Difference between 17-18 Actuals & 18-19 Budget	% Difference
Revenues	9,813,253	8,982,804	(830,449)	-8.5%
Expenditures	9,764,495	8,759,506	(1,004,989)	-10.3%
Balance	48,758	223,298	174,540	358.0%
Beginning Fund Balance	13,246,434	8,959,525	(4,286,909)	-32.4%
Adjustments	(4,335,667)	335,667	4,671,334	-107.7%
Adjusted Beginning Balance	8,910,767	9,295,192	384,425	4.3%
Increase	48,758	223,298	174,540	358.0%
Ending Fund Balance	8,959,525	9,518,490	558,965	6.2%

SACS Report Technical Review Checks:

There is one (1) "EXCEPTION" in the SACS report technical review checks due to prior year (2016-17) errors that were not corrected. The ending fund balance was overstated by \$4,335,667. The CTEIG carryover funds were recorded in the ending fund balance as a "Restricted Fund Balance" but they should have been recorded as "Deferred/Unearned Revenue". All other technical checks "PASSED".

SUMMARY:

In summary, MVROP was able to meet its 2017-18 obligations and preserve funds for assigned reserve designations. The uncertainty surrounding any future funding weighs very heavily on all ongoing expenditure decisions. Although the 2018-19 State budget includes over \$300 million in ongoing CTE funding, there is no guarantee that MVROP will actually receive any of this funding.

For long term financial stability, we appreciate and depend on continued member districts support, ongoing State CTE funding, business partnerships and other sources of revenues. We will continue and strive to be the high-value, high quality provider of career technical education for high school and adult students in our community.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Marie dela Cruz', with a stylized, flowing script.

Marie dela Cruz

UNAUDITED ACTUAL FINANCIAL REPORT:

To the County Superintendent of Schools:

2017-18 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 20, 2018

To the Superintendent of Public Instruction:

2017-18 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:

Shirene Moreira
Name
Director II
Title
510-670-4192
Telephone
smoreira@acoe.org
E-mail Address

For JPA:

Marie dela Cruz
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Director of Business Services
Title
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mdelacruz@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 2019-20 programs? (Yes/No)

Unaudited Actuals
FINANCIAL REPORTS
2017-18 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 2019-20, subject to CDE approval (applicable only if an approved indirect cost rate has been requested).	8.83%

G = General Ledger Data; S = Supplemental Data

Form	Description	Data Supplied For:	
		2017-18 Unaudited Actuals	2018-19 Budget
01	General Fund/County School Service Fund	GS	GS
10	Special Education Pass-Through Fund		
11	Adult Education Fund		
12	Child Development Fund		
13	Cafeteria Special Revenue Fund		
14	Deferred Maintenance Fund		
15	Pupil Transportation Equipment Fund		
17	Special Reserve Fund for Other Than Capital Outlay Projects		
18	School Bus Emissions Reduction Fund		
20	Special Reserve Fund for Postemployment Benefits		
21	Building Fund		
35	County School Facilities Fund	G	G
40	Special Reserve Fund for Capital Outlay Projects		
61	Cafeteria Enterprise Fund		
67	Self-Insurance Fund		
71	Retiree Benefit Fund		
95	Student Body Fund		
95A	Changes in Assets and Liabilities (Student Body)		
ASSET	Schedule of Capital Assets	S	
CA	Unaudited Actuals Certification	S	
CAT	Schedule for Categoricals	S	
CHG	Change Order Form		
DEBT	Schedule of Long-Term Liabilities	S	
ICR	Indirect Cost Rate Worksheet	GS	
PCRAF	Program Cost Report Schedule of Allocation Factors	GS	
PCR	Program Cost Report	GS	
SEA	Special Education Revenue Allocations		
SEAS	Special Education Revenue Allocations Setup (SELPA Selection)		
SIAA	Summary of Interfund Activities - Actuals	G	

Description	Resource Codes	Object Codes	2017-18 Unaudited Actuals	2018-19 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	2,849,162.48	1,861,487.00	-34.7%
4) Other Local Revenue		8600-8799	6,964,090.59	7,121,317.00	2.3%
5) TOTAL, REVENUES			9,813,253.07	8,982,804.00	-8.5%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	3,405,665.43	3,368,845.00	-1.1%
2) Classified Salaries		2000-2999	1,139,346.43	1,114,914.00	-2.1%
3) Employee Benefits		3000-3999	973,605.81	970,492.00	-0.3%
4) Books and Supplies		4000-4999	1,019,569.90	1,354,843.00	32.9%
5) Services and Other Operating Expenditures		5000-5999	1,990,523.99	1,716,798.00	-13.8%
6) Capital Outlay		6000-6999	1,235,783.48	233,614.00	-81.1%
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			9,764,495.04	8,759,506.00	-10.3%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			48,758.03	223,298.00	358.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2017-18 Unaudited Actuals	2018-19 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			48,758.03	223,298.00	358.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	13,246,433.79	8,959,525.02	-32.4%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			13,246,433.79	8,959,525.02	-32.4%
d) Other Restatements		9795	(4,335,666.80)	335,667.00	-107.7%
e) Adjusted Beginning Balance (F1c + F1d)			8,910,766.99	9,295,192.02	4.3%
2) Ending Balance, June 30 (E + F1e)			8,959,525.02	9,518,490.02	6.2%
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 Items		9713	18,960.72	0.00	-100.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	396,871.42	599,157.42	51.0%
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	7,071,517.88	7,454,657.60	5.4%
Facilities Improvements	0000	9780	3,705,603.27		
STRS/PERS Employer Rate Increase	0000	9780	600,000.00		
Equipment Reserves	0000	9780	800,000.00		
OPEB	0000	9780	160,000.00		
Local Income Carryover	0000	9780	1,577,254.00		
Lottery carryover	1100	9780	228,660.61		
Facilities Improvements	0000	9780		4,088,742.99	
STRS/PERS Employer	0000	9780		600,000.00	
Equipment Reserves	0000	9780		800,000.00	
OPEB	0000	9780		160,000.00	
Local Income Carryover	0000	9780		1,577,254.00	
Lottery Carryover	1100	9780		228,660.61	
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	1,464,675.00	1,464,675.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2017-18 Unaudited Actuals	2018-19 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	11,855,462.28		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	5,684.44		
c) in Revolving Cash Account		9130	7,500.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	118,976.02		
4) Due from Grantor Government		9290	622,020.72		
5) Due from Other Funds		9310	1,211.95		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	18,960.72		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			12,629,816.13		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	322,299.79		
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	3,347,991.32		
6) TOTAL, LIABILITIES			3,670,291.11		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 + H2) - (I6 + J2)			8,959,525.02		

Description	Resource Codes	Object Codes	2017-18 Unaudited Actuals	2018-19 Budget	Percent Difference
FEDERAL REVENUE					
Special Education Discretionary Grants		8182	0.00	0.00	0.0%
Child Nutrition Programs		8220	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.0%
Pass-Through Revenues from Federal Sources		8287	0.00	0.00	0.0%
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%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.0%
OTHER STATE REVENUE					
Other State Apportionments					
All Other State Apportionments - Current Year		8311	0.00	0.00	0.0%
All Other State Apportionments - Prior Years		8319	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	2,845,012.48	1,857,337.00	-34.7%
Drug/Alcohol/Tobacco Funds	6695	8590	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	4,150.00	4,150.00	0.0%
TOTAL, OTHER STATE REVENUE			2,849,162.48	1,861,487.00	-34.7%
OTHER LOCAL REVENUE					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2017-18 Unaudited Actuals	2018-19 Budget	Percent Difference
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	147,209.37	200,000.00	35.9%
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	72,560.00	167,800.00	131.3%
Other Local Revenue					
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.0%
All Other Local Revenue		8699	68,857.22	78,050.00	13.4%
Tuition		8710	0.00	0.00	0.0%
All Other Transfers In		8781-8783	6,675,464.00	6,675,467.00	0.0%
Transfers of Apportionments					
Special Education SELPA Transfers					
From Districts or Charter Schools	6500	8791	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.0%
ROC/P Transfers					
From Districts or Charter Schools	6360	8791	0.00	0.00	0.0%
From County Offices	6360	8792	0.00	0.00	0.0%
From JPAs	6360	8793	0.00	0.00	0.0%
Other Transfers of Apportionments					
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			6,964,090.59	7,121,317.00	2.3%
TOTAL, REVENUES			9,813,253.07	8,982,804.00	-8.5%

Description	Resource Codes	Object Codes	2017-18 Unaudited Actuals	2018-19 Budget	Percent Difference
CERTIFICATED SALARIES					
Certificated Teachers' Salaries		1100	2,843,794.95	2,836,202.00	-0.3%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	561,870.48	532,643.00	-5.2%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			3,405,665.43	3,368,845.00	-1.1%
CLASSIFIED SALARIES					
Classified Instructional Salaries		2100	58,736.33	54,500.00	-7.2%
Classified Support Salaries		2200	194,122.43	186,300.00	-4.0%
Classified Supervisors' and Administrators' Salaries		2300	318,981.00	317,000.00	-0.6%
Clerical, Technical and Office Salaries		2400	558,805.87	549,114.00	-1.7%
Other Classified Salaries		2900	8,700.80	8,000.00	-8.1%
TOTAL, CLASSIFIED SALARIES			1,139,346.43	1,114,914.00	-2.1%
EMPLOYEE BENEFITS					
STRS		3101-3102	499,334.84	480,960.00	-3.7%
PERS		3201-3202	151,040.62	146,550.00	-3.0%
OASDI/Medicare/Alternative		3301-3302	124,438.77	122,368.00	-1.7%
Health and Welfare Benefits		3401-3402	87,139.22	89,730.00	3.0%
Unemployment Insurance		3501-3502	2,275.65	2,252.00	-1.0%
Workers' Compensation		3601-3602	82,427.00	103,429.00	25.5%
OPEB, Allocated		3701-3702	26,949.71	25,203.00	-6.5%
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			973,605.81	970,492.00	-0.3%
BOOKS AND SUPPLIES					
Approved Textbooks and Core Curricula Materials		4100	34,860.08	0.00	-100.0%
Books and Other Reference Materials		4200	1,737.52	0.00	-100.0%
Materials and Supplies		4300	589,091.62	1,016,298.00	72.5%
Noncapitalized Equipment		4400	393,880.68	338,545.00	-14.0%
Food		4700	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			1,019,569.90	1,354,843.00	32.9%

Description	Resource Codes	Object Codes	2017-18 Unaudited Actuals	2018-19 Budget	Percent Difference
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	65,065.96	379,841.00	483.8%
Dues and Memberships		5300	11,585.68	9,560.00	-17.5%
Insurance		5400-5450	53,015.00	53,000.00	0.0%
Operations and Housekeeping Services		5500	205,153.12	163,400.00	-20.4%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	628,127.55	500,487.00	-20.3%
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	1,010,566.24	582,310.00	-42.4%
Communications		5900	17,010.44	28,200.00	65.8%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			1,990,523.99	1,716,798.00	-13.8%
CAPITAL OUTLAY					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	1,063,717.24	0.00	-100.0%
Equipment		6400	172,066.24	233,614.00	35.8%
Equipment Replacement		6500	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			1,235,783.48	233,614.00	-81.1%

Description	Resource Codes	Object Codes	2017-18 Unaudited Actuals	2018-19 Budget	Percent Difference
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Tuition					
Tuition, Excess Costs, and/or Deficit Payments					
Payments to Districts or Charter Schools		7141	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.0%
Other Transfers Out					
Transfers of Pass-Through Revenues					
To Districts or Charter Schools		7211	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.0%
Special Education SELPA Transfers of					
Apportionments					
To Districts or Charter Schools	6500	7221	0.00	0.00	0.0%
To County Offices	6500	7222	0.00	0.00	0.0%
To JPAs	6500	7223	0.00	0.00	0.0%
ROC/P Transfers of Apportionments					
To Districts or Charter Schools	6360	7221	0.00	0.00	0.0%
To County Offices	6360	7222	0.00	0.00	0.0%
To JPAs	6360	7223	0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS					
Transfers of Indirect Costs		7310	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.0%
TOTAL, EXPENDITURES			9,764,495.04	8,759,506.00	-10.3%

Description	Resource Codes	Object Codes	2017-18 Unaudited Actuals	2018-19 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
From: Special Reserve Fund		8912	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
To: Special Reserve Fund		7612	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES					
(a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2017-18 Unaudited Actuals	2018-19 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	2,849,162.48	1,861,487.00	-34.7%
4) Other Local Revenue		8600-8799	6,964,090.59	7,121,317.00	2.3%
5) TOTAL, REVENUES			9,813,253.07	8,982,804.00	-8.5%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		5,213,501.37	5,399,483.00	3.6%
2) Instruction - Related Services	2000-2999		1,038,663.78	1,128,081.00	8.6%
3) Pupil Services	3000-3999		219,668.11	151,280.00	-31.1%
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		1,041,075.61	1,171,458.00	12.5%
8) Plant Services	8000-8999		2,251,586.17	909,204.00	-59.6%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			9,764,495.04	8,759,506.00	-10.3%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			48,758.03	223,298.00	358.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2017-18 Unaudited Actuals	2018-19 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			48,758.03	223,298.00	358.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	13,246,433.79	8,959,525.02	-32.4%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			13,246,433.79	8,959,525.02	-32.4%
d) Other Restatements		9795	(4,335,666.80)	335,667.00	-107.7%
e) Adjusted Beginning Balance (F1c + F1d)			8,910,766.99	9,295,192.02	4.3%
2) Ending Balance, June 30 (E + F1e)			8,959,525.02	9,518,490.02	6.2%
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 Items		9713	18,960.72	0.00	-100.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	396,871.42	599,157.42	51.0%
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	7,071,517.88	7,454,657.60	5.4%
Facilities Improvements	0000	9780	3,705,603.27		
STRS/PERS Employer Rate Increase	0000	9780	600,000.00		
Equipment Reserves	0000	9780	800,000.00		
OPEB	0000	9780	160,000.00		
Local Income Carryover	0000	9780	1,577,254.00		
Lottery carryover	1100	9780	228,660.61		
Facilities Improvements	0000	9780		4,088,742.99	
STRS/PERS Employer	0000	9780		600,000.00	
Equipment Reserves	0000	9780		800,000.00	
OPEB	0000	9780		160,000.00	
Local Income Carryover	0000	9780		1,577,254.00	
Lottery Carryover	1100	9780		228,660.61	
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	1,464,675.00	1,464,675.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2017-18	2018-19
		Unaudited Actuals	Budget
6300	Lottery: Instructional Materials	234,890.62	234,890.62
6355	Direct Support Professional Training Program	54,709.76	36,228.76
9010	Other Restricted Local	107,271.04	328,038.04
Total, Restricted Balance		396,871.42	599,157.42

Description	Resource Codes	Object Codes	2017-18 Unaudited Actuals	2018-19 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	13.34	0.00	-100.0%
5) TOTAL, REVENUES			13.34	0.00	-100.0%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	1,211.95	0.00	-100.0%
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			1,211.95	0.00	-100.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(1,198.61)	0.00	-100.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2017-18 Unaudited Actuals	2018-19 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(1,198.61)	0.00	-100.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	1,198.61	0.00	-100.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,198.61	0.00	-100.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,198.61	0.00	-100.0%
2) Ending Balance, June 30 (E + F1e)			0.00	0.00	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 Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	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	2017-18 Unaudited Actuals	2018-19 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	1,207.91		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	4.04		
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			1,211.95		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	1,211.95		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			1,211.95		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 + H2) - (I6 + J2)			0.00		

Description	Resource Codes	Object Codes	2017-18 Unaudited Actuals	2018-19 Budget	Percent Difference
FEDERAL REVENUE					
All Other Federal Revenue		8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.0%
OTHER STATE REVENUE					
School Facilities Apportionments		8545	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.0%
OTHER LOCAL REVENUE					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	13.34	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			13.34	0.00	-100.0%
TOTAL, REVENUES			13.34	0.00	-100.0%

Description	Resource Codes	Object Codes	2017-18 Unaudited Actuals	2018-19 Budget	Percent Difference
CLASSIFIED SALARIES					
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.0%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.0%
BOOKS AND SUPPLIES					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2017-18 Unaudited Actuals	2018-19 Budget	Percent Difference
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	1,211.95	0.00	-100.0%
Communications		5900	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			1,211.95	0.00	-100.0%
CAPITAL OUTLAY					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Other Transfers Out					
Transfers of Pass-Through Revenues To Districts or Charter Schools		7211	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
TOTAL, EXPENDITURES			1,211.95	0.00	-100.0%

Description	Resource Codes	Object Codes	2017-18 Unaudited Actuals	2018-19 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
To: State School Building Fund/ County School Facilities Fund From: All Other Funds		8913	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2017-18 Unaudited Actuals	2018-19 Budget	Percent Difference
OTHER SOURCES/USES					
SOURCES					
Proceeds					
Proceeds from Sale/Lease- Purchase of Land/Buildings		8953	0.00	0.00	0.0%
Other Sources					
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2017-18 Unaudited Actuals	2018-19 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	13.34	0.00	-100.0%
5) TOTAL, REVENUES			13.34	0.00	-100.0%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		1,211.95	0.00	-100.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			1,211.95	0.00	-100.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			(1,198.61)	0.00	-100.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2017-18 Unaudited Actuals	2018-19 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(1,198.61)	0.00	-100.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	1,198.61	0.00	-100.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,198.61	0.00	-100.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,198.61	0.00	-100.0%
2) Ending Balance, June 30 (E + F1e)			0.00	0.00	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 Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	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	2017-18	2018-19
		Unaudited Actuals	Budget
Total, Restricted Balance		0.00	0.00

	Unaudited Balance July 1	Audit Adjustments/ Restatements	Audited Balance July 1	Increases	Decreases	Ending Balance June 30	Amounts Due Within One Year
Governmental Activities:							
General Obligation Bonds Payable			0.00			0.00	
State School Building Loans Payable			0.00			0.00	
Certificates of Participation Payable			0.00			0.00	
Capital Leases Payable	1,677.00		1,677.00	94,498.00		96,175.00	
Lease Revenue Bonds Payable			0.00			0.00	
Other General Long-Term Debt			0.00			0.00	
Net Pension Liability			0.00			0.00	
Total/Net OPEB Liability	268,586.00		268,586.00	638,338.00		906,924.00	
Compensated Absences Payable	87,011.00		87,011.00	24,275.00		111,286.00	
Governmental activities long-term liabilities	357,274.00	0.00	357,274.00	757,111.00	0.00	1,114,385.00	0.00
Business-Type Activities:							
General Obligation Bonds Payable			0.00			0.00	
State School Building Loans Payable			0.00			0.00	
Certificates of Participation Payable			0.00			0.00	
Capital Leases Payable			0.00			0.00	
Lease Revenue Bonds Payable			0.00			0.00	
Other General Long-Term Debt			0.00			0.00	
Net Pension Liability			0.00			0.00	
Total/Net OPEB Liability			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

	Unaudited Balance July 1	Audit Adjustments/ Restatements	Audited Balance July 1	Increases	Decreases	Ending Balance June 30
Governmental Activities:						
Capital assets not being depreciated:						
Land			0.00			0.00
Work in Progress	4,798,491.00		4,798,491.00	113,042.00		4,911,533.00
Total capital assets not being depreciated	4,798,491.00	0.00	4,798,491.00	113,042.00	0.00	4,911,533.00
Capital assets being depreciated:						
Land Improvements			0.00			0.00
Buildings	711,147.00		711,147.00	950,675.00		1,661,822.00
Equipment	582,229.00		582,229.00	172,066.00		754,295.00
Total capital assets being depreciated	1,293,376.00	0.00	1,293,376.00	1,122,741.00	0.00	2,416,117.00
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	1,293,376.00	0.00	1,293,376.00	1,122,741.00	0.00	2,416,117.00
Governmental activity capital assets, net	6,091,867.00	0.00	6,091,867.00	1,235,783.00	0.00	7,327,650.00
Business-Type Activities:						
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	0.00	0.00	0.00	0.00
Capital assets being depreciated:						
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

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

STATE PROGRAM NAME	LOTTERY	DSP	TOTAL
RESOURCE CODE	6300	6355	
REVENUE OBJECT	8590	8590	
LOCAL DESCRIPTION (if any)			
AWARD			
1. Prior Year Restricted Ending Balance	234,890.62	75,278.52	310,169.14
2. a. Current Year Award		4,150.00	4,150.00
b. Other Adjustments			0.00
c. Adj Curr Yr Award (sum lines 2a & 2b)	0.00	4,150.00	4,150.00
3. Required Matching Funds/Other			0.00
4. Total Available Award (sum lines 1, 2c, & 3)	234,890.62	79,428.52	314,319.14
REVENUES			
5. Cash Received in Current Year			0.00
6. Amounts Included in Line 5 for Prior Year Adjustments			0.00
7. a. Accounts Receivable (line 2c minus lines 5 & 6)	0.00	4,150.00	4,150.00
b. Noncurrent Accounts Receivable			0.00
c. Current Accounts Receivable (line 7a minus line 7b)	0.00	4,150.00	4,150.00
8. Contributed Matching Funds			0.00
9. Total Available (sum lines 5, 7c, & 8)	0.00	4,150.00	4,150.00
EXPENDITURES			
10. Donor-Authorized Expenditures		24,718.76	24,718.76
11. Non Donor-Authorized Expenditures			0.00
12. Total Expenditures (line 10 plus line 11)	0.00	24,718.76	24,718.76
RESTRICTED ENDING BALANCE			
13. Current Year (line 4 minus line 10)	234,890.62	54,709.76	289,600.38

REVENUES, AND EXPENDITURES - ALL FUNDS
SCHEDULE FOR CATEGORICALS SUBJECT TO DEFERRAL OF UNEARNED REVENUES

STATE PROGRAM NAME	CTEIG	TOTAL
RESOURCE CODE	6387	
REVENUE OBJECT	8590	
LOCAL DESCRIPTION (if any)		
AWARD		
1. Prior Year Carryover	4,335,666.80	4,335,666.80
2. a. Current Year Award	1,857,337.00	1,857,337.00
b. Other Adjustments		0.00
c. Adj Curr Yr Award		
(sum lines 2a & 2b)	1,857,337.00	1,857,337.00
3. Required Matching Funds/Other		0.00
4. Total Available Award		
(sum lines 1, 2c, & 3)	6,193,003.80	6,193,003.80
REVENUES		
5. Unearned Revenue Deferred from Prior Year	4,335,666.80	4,335,666.80
6. Cash Received in Current Year	1,857,337.00	1,857,337.00
7. Contributed Matching Funds		0.00
8. Total Available (sum lines 5, 6, & 7)	6,193,003.80	6,193,003.80
EXPENDITURES		
9. Donor-Authorized Expenditures	2,845,012.48	2,845,012.48
10. Non Donor-Authorized Expenditures		0.00
11. Total Expenditures (lines 9 & 10)	2,845,012.48	2,845,012.48
12. Amounts Included in Line 6 above for Prior Year Adjustments		0.00
13. Calculation of Unearned Revenue or A/P, & A/R amounts (line 8 minus line 9 plus line 12)		
a. Unearned Revenue	3,347,991.32	3,347,991.32
b. Accounts Payable		0.00
c. Accounts Receivable		0.00
14. Unused Grant Award Calculation (line 4 minus line 9)		
3,347,991.32	3,347,991.32	3,347,991.32
15. If Carryover is allowed, enter line 14 amount here		0.00
16. Reconciliation of Revenue (line 5 plus line 6 minus line 13a minus line 13b plus line 13c)	6,193,003.80	6,193,003.80

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) 346,834.34
2. Contracted general administrative positions not paid through payroll
 - a. Enter the costs, if any, of general administrative positions performing services ON SITE but paid through a contract, rather than through payroll, in functions 7200-7700, goals 0000 and 9000, Object 5800.
 - b. If an amount is entered on Line A2a, provide the title, duties, and approximate FTE of each general administrative position paid through a contract. Retain supporting documentation in case of audit.

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B. Salaries and Benefits - All Other Activities

1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)
(Functions 1000-6999, 7100-7180, & 8100-8400; Functions 7200-7700, all goals except 0000 & 9000) 5,144,833.62

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) 6.74%

Part II - Adjustments for Employment Separation Costs

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

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

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

A. Normal Separation Costs (optional)

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

B. Abnormal or Mass Separation Costs (required)

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

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

A. Indirect Costs

1. Other General Administration, less portion charged to restricted resources or specific goals (Functions 7200-7600, objects 1000-5999, minus Line B9)	470,073.05
2. Centralized Data Processing, less portion charged to restricted resources or specific goals (Function 7700, objects 1000-5999, minus Line B10)	143,546.64
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)	57,185.89
6. Facilities Rents and Leases (portion relating to general administrative offices only) (Function 8700, resources 0000-1999, objects 1000-5999 except 5100, times Part I, Line C)	20,916.36
7. Adjustment for Employment Separation Costs	
a. Plus: Normal Separation Costs (Part II, Line A)	0.00
b. Less: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
8. Total Indirect Costs (Lines A1 through A7a, minus Line A7b)	691,721.94
9. Carry-Forward Adjustment (Part IV, Line F)	0.00
10. Total Adjusted Indirect Costs (Line A8 plus Line A9)	691,721.94

B. Base Costs

1. Instruction (Functions 1000-1999, objects 1000-5999 except 5100)	5,070,516.99
2. Instruction-Related Services (Functions 2000-2999, objects 1000-5999 except 5100)	1,038,663.78
3. Pupil Services (Functions 3000-3999, objects 1000-5999 except 5100)	219,668.11
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)	409,066.20
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)	18,389.72
10. Centralized Data Processing (portion charged to restricted resources or specific goals only) (Function 7700, resources 2000-9999, objects 1000-5999; Function 7700, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	0.00
11. Plant Maintenance and Operations (all except portion relating to general administrative offices) (Functions 8100-8400, objects 1000-5999 except 5100, minus Part III, Line A5)	791,269.45
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)	289,415.37
13. Adjustment for Employment Separation Costs	
a. Less: Normal Separation Costs (Part II, Line A)	0.00
b. Plus: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
14. Adult Education (Fund 11, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
15. Child Development (Fund 12, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
16. Cafeteria (Funds 13 and 61, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
17. Foundation (Funds 19 and 57, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
18. Total Base Costs (Lines B1 through B12 and Lines B13b through B17, minus Line B13a)	7,836,989.62

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)	8.83%
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D. Preliminary Proposed Indirect Cost Rate

(For final approved fixed-with-carry-forward rate for use in 2019-20 see www.cde.ca.gov/fg/ac/ric) (Line A10 divided by Line B18)	8.83%
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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)	<u>691,721.94</u>
B. Carry-forward adjustment from prior year(s)	
1. Carry-forward adjustment from the second prior year	<u>0.00</u>
2. Carry-forward adjustment amount deferred from prior year(s), if any	<u>0.00</u>
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	<u>0.00</u>
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	<u>0.00</u>
D. Preliminary carry-forward adjustment (Line C1 or C2)	<u>0.00</u>
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:	<u>not applicable</u>
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:	<u>not applicable</u>
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:	<u>not applicable</u>
LEA request for Option 1, Option 2, or Option 3	<u>1</u>
F. Carry-forward adjustment used in Part III, Line A9 (Line D minus amount deferred if Option 2 or Option 3 is selected)	<u>0.00</u>

Unaudited Actuals
2017-18
General Fund and Charter Schools Funds
Program Cost Report

Goal	Program/Activity	Direct Costs			Central Admin Costs (col. 3 x Sch. CAC line E) Column 4	Other Costs (Schedule OC) Column 5	Total Costs by Program (col. 3 + 4 + 5) Column 6
		Direct Charged (Schedule DCC) Column 1	Allocated (Schedule AC) Column 2	Subtotal (col. 1 + 2) Column 3			
Instructional Goals	0001 Pre-Kindergarten	0.00	0.00	0.00	0.00		0.00
	1110 Regular Education, K-12	0.00	0.00	0.00	0.00		0.00
	3800 Career Technical Education	0.00	0.00	0.00	0.00		0.00
	4110 Regular Education, Adult	0.00	0.00	0.00	0.00		0.00
	4630 Adult Career Technical Education	0.00	0.00	0.00	0.00		0.00
	5000-5999 Special Education	0.00	0.00	0.00	0.00		0.00
	6000 Regional Occupational Ctr/Prg (ROC/P)	7,659,702.19	0.00	7,659,702.19	1,041,075.61		8,700,777.80
Other Goals	7110 Nonagency - Educational	0.00	0.00	0.00	0.00		0.00
	7150 Nonagency - Other	0.00	0.00	0.00	0.00		0.00
	8500 Child Care and Development Services	0.00	0.00	0.00	0.00		0.00
	Other Costs						
----	Food Services					0.00	0.00
----	Enterprise					0.00	0.00
----	Facilities Acquisition & Construction					1,063,717.24	1,063,717.24
----	Other Outgo					0.00	0.00
Other Funds	Adult Education, Child Development, Cafeteria, Foundation ([Column 3 + CAC, line C5] times CAC, line E)				0.00		0.00
	Indirect Cost Transfers to Other Funds (Net of Funds 01, 09, 62, Function 7210, Object 7350)						
	----				0.00		0.00
----	Total General Fund and Charter Schools Funds Expenditures	7,659,702.19	0.00	7,659,702.19	1,041,075.61	1,063,717.24	9,764,495.04

	----- 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	0.00	
B. Enter Allocation Factor(s) by Goal: (Note: Allocation factors are only needed for a column if there are undistributed expenditures in line A.)									
Instructional Goals Description									
0001	Pre-Kindergarten								
1110	Regular Education, K-12								
3800	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	0.00	

Unaudited Actuals
2017-18 Unaudited Actuals
SUMMARY OF INTERFUND ACTIVITIES
FOR ALL FUNDS

Description	Direct Costs - Interfund		Indirect Costs - Interfund		Interfund Transfers In 8900-8929	Interfund Transfers Out 7600-7629	Due From Other Funds 9310	Due To Other Funds 9610
	Transfers In 5750	Transfers Out 5750	Transfers In 7350	Transfers Out 7350				
01 GENERAL FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							1,211.95	0.00
10 SPECIAL EDUCATION PASS-THROUGH FUND								
Expenditure Detail								
Other Sources/Uses Detail							0.00	0.00
Fund Reconciliation								
11 ADULT EDUCATION FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
12 CHILD DEVELOPMENT FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
13 CAFETERIA SPECIAL REVENUE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
14 DEFERRED MAINTENANCE FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
15 PUPIL TRANSPORTATION EQUIPMENT FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
17 SPECIAL RESERVE FUND FOR OTHER THAN CAPITAL OUTLAY								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
18 SCHOOL BUS EMISSIONS REDUCTION FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
20 SPECIAL RESERVE FUND FOR POSTEMPLOYMENT BENEFITS								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
21 BUILDING FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
35 COUNTY SCHOOL FACILITIES FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	1,211.95
40 SPECIAL RESERVE FUND FOR CAPITAL OUTLAY PROJECTS								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
61 CAFETERIA ENTERPRISE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
67 SELF-INSURANCE FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
71 RETIREE BENEFIT FUND								
Expenditure Detail								
Other Sources/Uses Detail					0.00			
Fund Reconciliation							0.00	0.00
95 STUDENT BODY FUND								
Expenditure Detail								
Other Sources/Uses Detail								
Fund Reconciliation							0.00	0.00
TOTALS	0.00	0.00	0.00	0.00	0.00	0.00	1,211.95	1,211.95

Fund: 01 General Fund Resource: 0000 Unrestricted		
Description	Object	2017-18 Unaudited Actuals
Ending Fund Balance	979Z	8,323,392.99
Components of Ending Fund Balance		
Nonspendable		
Revolving Cash	9711	7,500.00
Stores	9712	0.00
Prepaid Expenditures	9713	8,360.72
All Others	9719	0.00
Restricted	9740	0.00
Committed		
Stabilization Arrangements	9750	0.00
Other Commitments	9760	0.00
Assigned		
Other Assignments	9780	6,842,857.27
Facilities Improvements	9780	3,705,603.27
STRS/PERS Employer Rate Increase	9780	600,000.00
Equipment Reserves	9780	800,000.00
OPEB	9780	160,000.00
Local Income Carryover	9780	1,577,254.00
Unassigned/Unappropriated		
Reserve for Economic Uncertainties	9789	1,464,675.00
Unassigned/Unappropriated	9790	0.00

Fund: 01 General Fund		
Resource: 1100 Lottery: Unrestricted		
Description	Object	2017-18 Unaudited Actuals
Ending Fund Balance	979Z	228,660.61
Components of Ending Fund Balance		
Nonspendable		
Revolving Cash	9711	0.00
Stores	9712	0.00
Prepaid Expenditures	9713	0.00
All Others	9719	0.00
Restricted	9740	0.00
Committed		
Stabilization Arrangements	9750	0.00
Other Commitments	9760	0.00
Assigned		
Other Assignments	9780	228,660.61
Lottery carryover	9780	228,660.61
Unassigned/Unappropriated		
Reserve for Economic Uncertainties	9789	0.00
Unassigned/Unappropriated	9790	0.00

Fund: 01 General Fund		
Resource: 6300 Lottery: Instructional Materials		
Description	Object	2017-18 Unaudited Actuals
Ending Fund Balance	979Z	234,890.62
Components of Ending Fund Balance		
Nonspendable		
Revolving Cash	9711	0.00
Stores	9712	0.00
Prepaid Expenditures	9713	0.00
All Others	9719	0.00
Restricted	9740	234,890.62
Committed		
Stabilization Arrangements	9750	0.00
Other Commitments	9760	0.00
Assigned		
Other Assignments	9780	0.00
Unassigned/Unappropriated		
Reserve for Economic Uncertainties	9789	0.00
Unassigned/Unappropriated	9790	0.00

Fund: 01 General Fund		
Resource: 6355 Direct Support Professional Training Program		
Description	Object	2017-18 Unaudited Actuals
Ending Fund Balance	979Z	54,709.76
Components of Ending Fund Balance		
Nonspendable		
Revolving Cash	9711	0.00
Stores	9712	0.00
Prepaid Expenditures	9713	0.00
All Others	9719	0.00
Restricted	9740	54,709.76
Committed		
Stabilization Arrangements	9750	0.00
Other Commitments	9760	0.00
Assigned		
Other Assignments	9780	0.00
Unassigned/Unappropriated		
Reserve for Economic Uncertainties	9789	0.00
Unassigned/Unappropriated	9790	0.00

Fund: 01 General Fund		
Resource: 9010 Other Restricted Local		
Description	Object	2017-18 Unaudited Actuals
Ending Fund Balance	979Z	117,871.04
Components of Ending Fund Balance		
Nonspendable		
Revolving Cash	9711	0.00
Stores	9712	0.00
Prepaid Expenditures	9713	10,600.00
All Others	9719	0.00
Restricted	9740	107,271.04
Committed		
Stabilization Arrangements	9750	0.00
Other Commitments	9760	0.00
Assigned		
Other Assignments	9780	0.00
Unassigned/Unappropriated		
Reserve for Economic Uncertainties	9789	0.00
Unassigned/Unappropriated	9790	0.00

Fund: 01 General Fund		
Resource: 0000 Unrestricted		
Description	Object	2018-19 Budget
Ending Fund Balance	979Z	8,690,671.99
Components of Ending Fund Balance		
Nonspendable		
Revolving Cash	9711	0.00
Stores	9712	0.00
Prepaid Expenditures	9713	0.00
All Others	9719	0.00
Restricted	9740	0.00
Committed		
Stabilization Arrangements	9750	0.00
Other Commitments	9760	0.00
Assigned		
Other Assignments	9780	7,225,996.99
Facilities Improvements	9780	4,088,742.99
STRS/PERS Employer	9780	600,000.00
Equipment Reserves	9780	800,000.00
OPEB	9780	160,000.00
Local Income Carryover	9780	1,577,254.00
Unassigned/Unappropriated		
Reserve for Economic Uncertainties	9789	1,464,675.00
Unassigned/Unappropriated	9790	0.00

Fund: 01 General Fund		
Resource: 1100 Lottery: Unrestricted		
Description	Object	2018-19 Budget
Ending Fund Balance	979Z	228,660.61
Components of Ending Fund Balance		
Nonspendable		
Revolving Cash	9711	0.00
Stores	9712	0.00
Prepaid Expenditures	9713	0.00
All Others	9719	0.00
Restricted	9740	0.00
Committed		
Stabilization Arrangements	9750	0.00
Other Commitments	9760	0.00
Assigned		
Other Assignments	9780	228,660.61
Lottery Carryover	9780	228,660.61
Unassigned/Unappropriated		
Reserve for Economic Uncertainties	9789	0.00
Unassigned/Unappropriated	9790	0.00

Fund: 01 General Fund		
Resource: 6300 Lottery: Instructional Materials		
Description	Object	2018-19 Budget
Ending Fund Balance	979Z	234,890.62
Components of Ending Fund Balance		
Nonspendable		
Revolving Cash	9711	0.00
Stores	9712	0.00
Prepaid Expenditures	9713	0.00
All Others	9719	0.00
Restricted	9740	234,890.62
Committed		
Stabilization Arrangements	9750	0.00
Other Commitments	9760	0.00
Assigned		
Other Assignments	9780	0.00
Unassigned/Unappropriated		
Reserve for Economic Uncertainties	9789	0.00
Unassigned/Unappropriated	9790	0.00

Fund: 01 General Fund		
Resource: 6355 Direct Support Professional Training Program		
Description	Object	2018-19 Budget
Ending Fund Balance	979Z	36,228.76
Components of Ending Fund Balance		
Nonspendable		
Revolving Cash	9711	0.00
Stores	9712	0.00
Prepaid Expenditures	9713	0.00
All Others	9719	0.00
Restricted	9740	36,228.76
Committed		
Stabilization Arrangements	9750	0.00
Other Commitments	9760	0.00
Assigned		
Other Assignments	9780	0.00
Unassigned/Unappropriated		
Reserve for Economic Uncertainties	9789	0.00
Unassigned/Unappropriated	9790	0.00

Fund: 01 General Fund		
Resource: 9010 Other Restricted Local		
Description	Object	2018-19 Budget
Ending Fund Balance	979Z	328,038.04
Components of Ending Fund Balance		
Nonspendable		
Revolving Cash	9711	0.00
Stores	9712	0.00
Prepaid Expenditures	9713	0.00
All Others	9719	0.00
Restricted	9740	328,038.04
Committed		
Stabilization Arrangements	9750	0.00
Other Commitments	9760	0.00
Assigned		
Other Assignments	9780	0.00
Unassigned/Unappropriated		
Reserve for Economic Uncertainties	9789	0.00
Unassigned/Unappropriated	9790	0.00

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Unaudited Actuals
2017-18 Unaudited Actuals
Technical Review Checks

Mission Valley ROC/P

Alameda County

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

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

IMPORT CHECKS

CHECKFUND - (F) - All FUND codes must be valid.	<u>PASSED</u>
CHECKRESOURCE - (W) - All RESOURCE codes must be valid.	<u>PASSED</u>
CHK-RS-LOCAL-DEFINED - (F) - All locally defined resource codes must roll up to a CDE defined resource code.	<u>PASSED</u>
CHECKGOAL - (F) - All GOAL codes must be valid.	<u>PASSED</u>
CHECKFUNCTION - (F) - All FUNCTION codes must be valid.	<u>PASSED</u>
CHECKOBJECT - (F) - All OBJECT codes must be valid.	<u>PASSED</u>
CHK-FUNDxOBJECT - (F) - All FUND and OBJECT account code combinations must be valid.	<u>PASSED</u>
CHK-FDxRS7690x8590 - (F) - Funds 19, 57, 63, 66, 67, and 73 with Object 8590, All Other State Revenue, must be used in combination with Resource 7690, STRS-On Behalf Pension Contributions.	<u>PASSED</u>
CHK-FUNDxRESOURCE - (W) - All FUND and RESOURCE account code combinations should be valid.	<u>PASSED</u>
CHK-FUNDxGOAL - (W) - All FUND and GOAL account code combinations should be valid.	<u>PASSED</u>
CHK-FUNDxFUNCTION-A - (W) - All FUND (funds 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations should be valid.	<u>PASSED</u>
CHK-FUNDxFUNCTION-B - (F) - All FUND (all funds except for 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations must be valid.	<u>PASSED</u>
CHK-RESOURCExOBJECTA - (W) - All RESOURCE and OBJECT (objects 8000 through 9999, except for 9791, 9793, and 9795) account code combinations should be valid.	<u>PASSED</u>
CHK-RESOURCExOBJECTB - (O) - The following combinations for RESOURCE and OBJECT (objects 9791, 9793, and 9795) are invalid:	<u>EXCEPTION</u>

ACCOUNT				RESOURCE	OBJECT	VALUE
FD	RS	PY	GO	FN	OB	
01-6387-0-0000-0000-9791				6387	9791	4,335,666.80
Explanation:Correction to prior year 2016-17 error. Fund Balance should have been stated as Unearned Revenue.						
01-6387-0-0000-0000-9795				6387	9795	-4,335,666.80
Explanation:Correction to prior year 2016-17 error to restate ending fund balance as unearned revenue.						
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.						<u>PASSED</u>
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).						<u>PASSED</u>
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.						<u>PASSED</u>
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.						<u>PASSED</u>
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).						<u>PASSED</u>
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.						<u>PASSED</u>
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.						<u>PASSED</u>

GENERAL LEDGER CHECKS

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

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

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

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

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

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

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

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

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

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

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

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

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Unaudited Actuals
2018-19 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-RESOURCExOBJECTA - (W) - All RESOURCE and OBJECT (objects 8000 through 9999, except for 9791, 9793, and 9795) account code combinations should be valid.	<u>PASSED</u>
CHK-RESOURCExOBJECTB - (O) - All RESOURCE and OBJECT (objects 9791, 9793, and 9795) account code combinations should be valid.	<u>PASSED</u>
CHK-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

GENERAL LEDGER CHECKS

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

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

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

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

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

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

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

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

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

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

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



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 20, 2018

TITLE: Variable Term Waiver Request

Background:

Mission Valley ROP hired a new certificated employee to fill a teaching position for the 2018/19 school year. This employee will begin to complete credentialing courses and two years of teaching experience to meet the English Learner Authorization and clear their credential. A Variable Term Waiver is needed to cover this teacher for the 2018/19 school year.

The employees is:

NAME	SUBJECT	GRADE LEVEL
Joshua Finley	Transportation	9-12

Current Status:

A Variable Term Waiver will be completed to cover the teacher for the 2018/19 school year.

Recommendation:

Approve employment of the teacher with the Variable Term Waiver Request for the 2018/19 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 20, 2018

TITLE: Subsequent Variable Term Waiver Requests

Background:

Mission Valley ROP hired new certificated employees for the 2016/17 and 2017/18 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 2018/19 school year.

The employees are:

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

Current Status:

A Subsequent Variable Term Waiver will be completed to cover each teacher for the 2018/19 school year.

Recommendation:

Approve employment of the teachers with the Subsequent Variable Term Waiver Request for the 2018/19 school year.

Cliff Adams-Hart
Staff Contact

ROP Center
Location

Administration
Division

Thomas Hanson
MVROP Superintendent



End of Board Packet