LAGUNA BEACH
UNIFIED SCHOOL DISTRICT

Regular Meeting
of the
Board of Education

AGENDA

January 24, 2017

ADMINISTRATION

Jason Viloria, Ed.D., Superintendent of Schools
Alysia Odipo, Ed.D., Assistant Superintendent, Instructional Services
Jeff Dixon, Interim Assistant Superintendent, Business Services
Leisa Winston, Assistant Superintendent, Human Resources and Public Communications

BOARD OF EDUCATION

Jan Vickers, President
Dee Perry, Clerk
Ketta Brown, Member
Carol Normandin, Member
Peggy Wolff, Member

For information regarding Laguna Beach Unified School District, please visit our website: www.lbusd.org

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
REGULAR MEETING
550 Blumont
Laguna Beach, CA 92651

January 24, 2017

Closed Session 5:15 P.M.
Study Session 6:00 P.M.
Open Session 6:45 P.M.

AGENDA

RECORDING OF SCHOOL BOARD MEETINGS

Open Session School Board Meetings will be video recorded.

1. **CALL TO ORDER**
2. **ROLL CALL TO ESTABLISH QUORUM**
3. **PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS**
4. **ADJOURN TO CLOSED SESSION**

   A. **PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**
   Government Code §54957

   B. **NEGOTIATIONS**
   Government Code §54957.6

   i. Employee Organization: LaBUFA
   District Negotiator: Leisa Winston
   ii. Employee Organization: CSEA
   District Negotiator: Leisa Winston
   iii. Employee Organization: Unrepresented Employees
   District Negotiator: Leisa Winston

5. **CALL TO ORDER - REGULAR SESSION**
6. **PLEDGE OF ALLEGIANCE**
7. **REPORT ON CLOSED SESSION ACTION**
8. **ADOPTION OF AGENDA**
9. **PUBLIC COMMENT (Non- Agenda Items)**
   Opportunities for public input occur at each agenda item and at Public Comment. Members of the public may address the Board of Education regarding items not on the agenda, yet within the Board's subject matter jurisdiction, during Public Comment. The public may speak about items that are on the agenda during consideration of that item. Speaking time is limited to three (3) minutes per speaker with a maximum of twenty (20) minutes per topic.

   Persons wishing to address the Board are asked to complete and submit a public comment card, available on the information table. Matters not on the agenda cannot be acted upon or discussed by the Board. The Board may ask staff to research and respond accordingly.

10. STUDY SESSION: LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)

– Alysia Odipo, Ed.D., Assistant Superintendent, Instruction

– Amy Kernan, Coordinator, Accountability, Assessment, and Special Projects

Staff will present information regarding the Local Control Accountability Plan (LCAP) and provide the Board of Education with an opportunity to review and discuss.

11. REPORTS

- *Student Representative(s)*
- *LaBUFA Representative*
- *CSEA Representative*
- *Organizations – Boosters, PTA, SchoolPower*
- *Board Members*
- *Superintendent*
- *Cabinet Members*

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12. CONSENT CALENDAR

All matters listed under the Consent Calendar are considered by the Board to be routine and will be enacted by the Board in one motion as listed below. The Superintendent and the Staff recommend approval and or ratification of all Consent Calendar items. Any item may be removed from the Consent Calendar at the request of a Board member and acted on separately.

a. Approval of Minutes – January 10, 2017 (Regular Meeting)

b. Approval/Ratification of Personnel Report

c. Approval/Ratification of Conference/Workshop Attendance

d. Approval of Field Trip(s)

e. Approval of Agreements for Contracted Services – Special Education

f. Acceptance of Gifts-Checks Totaling $58,283.00

g. Approval/Ratification of Warrants #389016 through #389177 in the amount of $1,448,293.55 Dates: 12/22/2016 through 1/02/2017

h. Ratification of Certificated Payroll 6A in the Amount of $2,239,276.55
Ratification of Classified Payroll 6B in the Amount of $691,885.90
Ratification of Classified Payroll 6C in the Amount of $800.00

i. Approval of Agreement with South Orange County Community College District for participation and reimbursement of the 2016-17 Adult Education Block Grant

j. Authorize the Interim Assistant Superintendent of Business Services to File a Notice of Completion (NOC) for the Installation of Playground Turf at Top of the World Elementary School by KYA Services LLC, for Recording by the County Clerk-Recorder

k. Approval of Independent Contractor Agreement with Brian Shay in an Amount Not-to-Exceed $4,500.00

l. Approval of Agreement for Contracted Services with Nicole Miller & Associates, Inc., to Conduct Investigations into the Legal Residency of Enrolled Students Within the Jurisdiction of Laguna Beach Unified School District as well as Risk Management Investigations with a Not-to-Exceed Amount of $50,000

INFORMATION ITEMS

13. SECOND QUARTER REPORT OF UNIFORM COMPLAINTS FOR THE WILLIAMS CASE SETTLEMENT

– Leisa Winston, Assistant Superintendent, Human Resources/ Public Communications

Staff will present the second quarter summary report on the nature and resolution of all complaints, as required by the Williams Litigation Settlement. The report will also be submitted to the County Superintendent of Schools.

14. MONTHLY FINANCIAL REPORT – DECEMBER 2016

– Jeff Dixon, Interim Assistant Superintendent, Business Services

Staff will present the Monthly Financial Update to the Board of Education.

15. REPORT ON FACILITIES MASTER PLAN

– Jeff Dixon, Interim Assistant Superintendent, Business Services

Staff will present information related to updates in the Ten Year Facilities Master Plan. The presentation will highlight changes, which include one additional capital project and modifications to maintenance/repair projects as compared to the 2016 update. All proposed changes are based on feedback obtained from each site, as well as ongoing analysis of all facilities by staff.

ACTION ITEMS

16. APPROVAL TO CHANGE THE OCTOBER 24, 2017 BOARD OF EDUCATION MEETING DATE TO MONDAY, OCTOBER 23, 2017

– Jason Viloria, Ed.D., Superintendent

The Orange County Teacher of the Year Awards Banquet has been scheduled for Tuesday, October 24, 2017. It is suggested that the date of the October 24 Board Meeting be rescheduled to Monday, October 23, 2017.

17. APPROVAL OF JOB DESCRIPTIONS FOR STUDENT SUPPORT SPECIALIST AND DIRECTOR, SOCIAL EMOTIONAL SUPPORT, AND REVISED JOB DESCRIPTIONS FOR DIRECTOR, ASSESSMENT AND ACCOUNTABILITY AND DIRECTOR, SPECIAL EDUCATION

– Leisa Winston, Assistant Superintendent, Human Resources/ Public Communications

Staff recommends approval of new job descriptions for a Student Support Specialist and Director, Social Emotional Support, and revised job descriptions for Director, Assessment and Accountability and Director, Special Education.

The following chart summarizes the proposed changes:

Current Position Title	Proposed Position Title	Current Salary Range	Proposed Salary Range	Revisions to Job Description
a. Student Support Specialist	n/a	n/a	Certificated counselor salary schedule	n/a
b. Director, Social Emotional Support	n/a	n/a	Management Salary Schedule (see attached)	n/a
c. Director, Special Education and Student Services	Director, Special Education	No change	No change	Yes
d. Coordinator, Accountability, Assessment, and Special Projects	Director, Assessment and Accountability	No change	No change	Yes

18. SECOND READING OF BOARD POLICIES

– Jason Viloria, Ed.D., Superintendent

The following Board policies were brought before the Board for a first reading on January 10, 2017. The Board moved all policies forward for a second reading.

	Policy/Bylaw	Title	Recommendation
a.	BP 0410	Nondiscrimination in District Programs and Activities	Approve policy
b.	BP 1230	School Connected Organizations	Approve policy
c.	BP 1260	Educational Foundation	Approve policy
d.	BP 1325	Advertising and Promotion	Approve policy
e.	BP 3540	Transportation	Approve policy
f.	BP 3580	District Records	Approve policy
g.	BP 4135 4235 4335	Soliciting and Selling	Approve policy
h.	BP 6020	Parent Involvement	Approve policy and delete current BP 6006 and BP 6007
i.	BP 6158	Independent Study	Approve policy and delete BP 6025
j.	BB 9321	Closed Session	Approve revisions to bylaw

19. APPROVAL OF RESOLUTION #17-03: CUSTODIAN OF REVOLVING CASH FUND

– Jeff Dixon, Interim Assistant Superintendent, Business Services

– Shannon Soto, Director, Fiscal Services

Staff proposes the Board of Education approve Resolution #17-03: Custodian of Revolving Cash Fund, as required by the Orange County Department of Education.

20. BOARD MEMBER REQUESTS FOR ITEMS FOR NEXT MEETING, FUTURE TOPICS, OR GENERAL COMMENTS

– Jan Vickers, President, Board of Education

21. ADJOURNMENT

– Jan Vickers, President, Board of Education

The next Regular Meeting of the Board of Education is **Tuesday, February 14, 2017, 6:00 PM**
at the Laguna Beach Unified School District Office Board Room
550 Blumont St., Laguna Beach, California

For information regarding Laguna Beach Unified School District, please visit our website:
www.lbusd.org

INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS PRESENT AT THIS MEETING

We are pleased you have joined us for this meeting. Community interest in our schools is welcome and valued.

The members of the LBUSD Board of Education are locally elected officials, serve four-year terms of office, and are responsible for the schools' educational programs, grades kindergarten through twelve. The Board is a policy-making body whose actions are guided by the District's vision, mission, and goals. Administration of the District is delegated to a professional administrative staff led by the Superintendent. Board members are required to conduct the programs of the schools in accordance with the Constitution of the State of California, the California Education Code, and other laws relating to schools enacted by the Legislature, in addition to policies and procedures adopted by the Board of Education.

Materials that are public records related to open session agenda items are occasionally distributed to Board members after the agenda has been posted. These materials will be available for public inspection in the Office of the Superintendent between the hours of 7:30 a.m. and 4:30 p.m.

WHAT TO DO IF YOU WISH TO ADDRESS THE BOARD OF TRUSTEES

ITEMS ON THE AGENDA: Members of the public may address the Board of Education on agenda items during consideration of that item. Speaking time is limited to three (3) minutes per speaker with a maximum of twenty (20) minutes per topic, unless the time limit is waived by a majority of the Board.

Persons wishing to address the Board are asked to complete and submit a public comment card, available on the information table.

PUBLIC COMMENT (Non-Agenda Items): Members of the public may address the Board of Education regarding items not on the agenda, yet within the Board's subject matter jurisdiction during public comment. Speaking time is limited to three (3) minutes per speaker with a maximum of twenty (20) minutes per topic, unless the time limit waived by a majority of the Board. Legally, the Board cannot take action on topics raised by speakers and discussion may not be held by the Board. The Board may ask staff to research and respond accordingly.

REASONABLE ACCOMMODATION

In accordance with the Americans with Disability Act, members of the public who require disability accommodation to participate in the meeting should contact the Office of the Superintendent in writing by noon on the Friday before the scheduled meeting.

10. STUDY SESSION **January 24, 2017**

Local Control Accountability Plan (LCAP)

Proposal

Staff will present information regarding the Local Control Accountability Plan (LCAP) and provide the Board of Education with an opportunity to review and discuss.

Background

The Local Control Accountability Plan (LCAP) is a State requirement resulting from the Local Control Funding Formula (LCFF). Each school district is required to obtain input from various parents, educators, employees, and the community to establish these plans. The plans describe the school district's overall vision for students, annual goals, and specific actions the district will take to achieve the vision and goals. LBUSD is planning for the 2017-2019 LCAP.

The LCAP must focus on eight areas identified as State priorities. The plan must also demonstrate how the District's budget will help achieve the goals, and then annually assess how well the strategies detailed in the LCAP improved outcomes.

There are eight areas for which school districts, with parent and community input, must establish goals and actions. This must be done both district-wide and for each school. The areas are:

1. Providing all students with access to fully credentialed teachers, instructional materials that align with state standards, and safe facilities.
2. Implementation of California's academic standards, including the Common Core State Standards in English language arts and math, Next Generation Science Standards, English language development, history social science, visual and performing arts, health education and physical education standards.
3. Parent involvement and participation, so the local community is engaged in the decision-making process and the educational programs of students.
4. Improving student achievement and outcomes along multiple measures, including test scores, English proficiency and college and career preparedness.
5. Supporting student engagement, including whether students attend school or are chronically absent.
6. Highlighting school climate and connectedness through a variety of factors, such as suspension and expulsion rates and other locally identified means.
7. Ensuring all students have access to classes that prepare them for college and careers, regardless of what school they attend or where they live.
8. Measuring other important student outcomes related to required areas of study, including physical education and the arts.

In addition to these eight areas, a district may also identify and incorporate goals related to its own local priorities.

Laguna Beach Unified School District's LCAP Planning Team includes the following positions: Superintendent; Assistant Superintendent, Business; Assistant Superintendent, Instructional Services; Assistant Superintendent, Human Resources and Public Communications; Coordinator, Assessment, Accountability and Special Projects. The LCAP Planning Team planned out the process for creating the LCAP and identified necessary steps. A survey tool has been created and will be posted on the District website and a group of stakeholders have been identified and invited to be part of the District LCAP Advisory Committee, including School Site Councils from each school, the Board of Education, school staffs, PTAs, PTA Council, District English Language Advisory Committee (DELAC) and SchoolPower. Several informational meetings are held to seek input from various stakeholder groups.

After gathering information from stakeholder groups and the website survey, the LCAP Advisory Committee will synthesize this information and identify gaps in District services or programs. The LCAP Planning Team will use this feedback to draft the LBUSD Local Control Accountability Plan.

The District budget is built around the needs identified in the LCAP. Funding is planned for various District initiatives in accordance with the eight priorities established by the State. The draft LCAP, with its goals and budget allocations, will be presented at a Public Hearing to the Board prior to requesting final Board approval at the end of June to meet the statutory July 1 deadline.

Budget Impact

There is no budget impact for this report.

Recommended Action

No action is required. This presentation is for information purposes only.

Laguna Beach Unified School District

12.a. CONSENT/ACTION **January 24, 2017**

Approve/Ratify: **Minutes**

Board of Education
Minutes of Regular Meeting
January 10, 2017

Call to Order

The Regular Meeting of the Board of Education was called to order by Clerk Vickers at 5:00 p.m., at the Central Offices for Laguna Beach Unified, 550 Blumont, Laguna Beach, California.

Roll Call to Establish Quorum

Quorum was established.

Members Present: Jan Vickers
Dee Perry
Ketta Brown
Carol Normandin – arrived at 5:08 p.m.
Peggy Wolff

Public Comment on Closed Session Items

There were no public comments.

Adjourn to Closed Session

Member Brown moved to adjourn to Closed Session. Member Wolff seconded. President Vickers called for the vote. Motion carried 4-0-1. Members Vickers, Perry, Brown, and Wolff voted yes to adjourn to Closed Session at 5:01 p.m. Member Normandin had not yet arrived. The following topics were discussed.

A. PUBLIC EMPLOYEE APPOINTMENT
Government Code §54957
Title: Interim Assistant Superintendent, Business Services

B. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
Government Code §54957

C. NEGOTIATIONS
Government Code §54957.6

i. Employee Organization: LaBUFA
District Negotiator: Leisa Winston
ii. Employee Organization: CSEA
District Negotiator: Leisa Winston
iii. Employee Organization: Unrepresented Employees
District Negotiator: Leisa Winston

Member Normandin moved to adjourn from Closed Session. Member Brown seconded.

President Vickers called for the vote.

Motion carried 5-0. Members Vickers, Brown, Normandin, Perry, and Wolff voted yes to adjourn from Closed Session. The Board adjourned Closed Session at 5:55 p.m.

Present at Board Meeting

Members Present:	Jan Vickers Ketta Brown Carol Normandin Dee Perry Peggy Wolff
Employee Group Representatives:	Mindy Hawkins, President LaBUFA Margaret Warder, President, CSEA
Staff:	Jason Viloria, Ed.D., Superintendent Dean West, Assistant Superintendent, Business Services Alysia Odipo, Ed.D., Assistant Superintendent, Instructional Services Leisa Winston, Assistant Superintendent, Human Resources and Public Communications Victoria Webber, Executive Assistant Jeff Dixon, Director, Facilities Mike Morrison, Chief Technology Officer Shannon Soto, Ed.D., Director, Fiscal Services Irene White, Director, Special Education Amy Kernan, Coordinator, Assessment & Accountability Nikol King, Assistant Principal, Laguna Beach High School Jenny Salberg, Principal, Thurston Middle School Chris Duddy, Principal, El Morro Elementary Mike Conlon, Principal, Top of the World Elementary Anahi Velasco, Public Relations and Communications Liaison Liaison

Pledge of Allegiance

President Vickers led the Board, staff, and members of the audience in reciting The Pledge of Allegiance to the Flag of the United States of America.

Report of Closed Session Action

President Vickers reported by a vote of 5-0, the Board took action to appoint Jeff Dixon as the Interim Assistant Superintendent, Business Services, through June 30, 2017.

President Vickers also reported at the previous Board meeting on December 13, 2016, no action was taken when the Board reconvened closed session.

Adoption of Agenda

Public Comment: None

Member Brown moved to adopt the agenda. Member Wolff seconded.

Discussion: None

President Vickers called for the vote.

Motion carried 5-0. Members Vickers, Brown, Normandin, Perry, and Wolff voted yes to adopt the agenda as corrected.

Public Comment (Non- Agenda Items)

None

Reports

Student Representative – Colette Hammett
Colette reported on the following:

- SAT and ACT scores night
- SAT and PSAT test prep
- LBHS House of Reps
- College unplugged alumni panel
- Saddleback matriculation testing
- Winter formal
- Winter sports

LaBUFA Representative – Mindy Hawkins, LaBUFA President

- Excited for 2017 and negotiations

CSEA Representative – Margaret Warder, CSEA President

- Excited for 2017
- Thanked Mr. West for all his support and wished him continued success
- Congratulated Mr. Dixon on the interim position of assistant superintendent
- CSEA conducting survey in preparation for negotiations
- Rewriting CSEA chapter bylaws

PTA Council – Tammy Skenderian

- Thanked Dean West for his service and support to the students, staff, and parents in LBUSD
- Thanked Board members and administrators for attending PTA Council and unit meetings
- PTA Coffee Break
    - January 18, 8:30 – 10:15, Hotel Laguna
    - Topic: Turning Long Days and Short Years into Cherished Moments with Your Kids by author of *No Regrets Parenting*, Harley A. Rotbart, M.D.
- PTA Advocacy Forum
    - January 18, 9:30 – 11:30, Orange Unified School District, Board Room 2
    - Topic: Measuring School Success: How Does the New Rating System Work?
- Attended Early Development Index information session

Board Members

Board members reported as follows:

Member Wolff

- Attended TOW Holiday Boutique
- Toured three schools before break with Dr. Viloria

Member Normandin

- Thanked Dean West and congratulated him on his new job at OCDE
- Congratulated Jeff Dixon
- Attended many basketball games over break
- Commented on the great winter/holiday music programs

Member Brown

- Attended College and Career Advantage meeting
- Attended TOW Holiday Boutique
- Thanked staff for the employee recognition/holiday open house
- Shared information regarding reading and books with 10th grade honors students at LBHS
- Thanked Dean West for his work in LBUSD, his unique perspective, and transparent reporting of spending district funds wisely and well

Clerk Perry

- Thanked Dean West for his knowledge and patience
- Thanked Alysia Odipo and Bridget Beaudry-Porter for their work on the art program
- Attended Community Coalition meeting, topic for March will be mindfulness

President Vickers

- Commented on:
    - Terrific holiday music programs
    - Wonderful employee recognition/holiday open house
- Attended College and Career Advantage meeting
- Paid tribute to Dean West for his amazing work in LBUSD

Superintendent Viloria

- Wished everyone a Happy New Year
- Thanked staff or their work on the employee recognition/holiday open house and congratulated employees of the year
- Subbed for Ms. Beckley's class with Alysia Odipo and Leisa Winston. Students were enthused and engaged
- LBHS vocal music group performed at LB Rotary
- Thanked Dean West for his dedication and work ethic and noted he will be missed.

Cabinet

Dean West, Assistant Superintendent, Business Services

- Thanked the Board for the opportunity to work in LBUSD and commented on the positive relationships throughout the District
- Commented on new turf and compression pads at TOW and LED lighting and HVAC projects throughout the District
- State budget was released and was lower than expected

Alysia Odipo, Assistant Superintendent, Instructional Services

- Thanked Dean West for his leadership and support
- Acknowledged Mike Morrison and the Rocket Ready team for all their work
- Path to Proficiency training for teachers begins January 11
- Continuing to meet with teachers and instructional assistants regularly

Leisa Winston, Assistant Superintendent, Human Resources and Public Communications

- Thanked the Board for their support and participation in the employee recognition/holiday open house
- Thanked Dean West for his leadership, support, and integrity.

CONSENT CALENDAR

Member Brown moved approval of Consent Calendar items a – g. Member Normandin seconded.

Public Comment: None

Discussion:

a. Approval of Minutes – December 13, 2016 (Regular Meeting)
b. Approval/Ratification of Personnel Report
c. Approval/Ratification of Conference/Workshop Attendance
d. Approval of Agreements for Contracted Services – Special Education
e. Approval of Agreements for Contracted Services – Technology Services
f. Acceptance of Gifts-Checks Totaling $1,225.00
g. Approval/Ratification of Warrants #388808 through #389015 in the amount of $1,227,073.88 Dates: 12/05/2016 through 12/20/2016

President Vickers called for the vote.

Motion carried 5-0. Members Vickers, Brown, Normandin, Perry, and Wolff voted yes to approve the consent calendar, items a – g.

INFORMATION ITEMS

College and Career Advantage

Dr. Odipo introduced College and Career Advantage Executive Director, Pati Romo. Ms. Romo shared information regarding career pathways that lead to college and career success, which included; courses leading to industry certifications, UC/CSU a-g approved courses, courses articulated with local colleges, and Career Technical Education (CTE) career pathways. Ms. Romo also stated that 33% of LBHS students participate in CTE courses.

Educator Effectiveness Grant Expenditures

Dr. Odipo presented a brief report, which showed how all expenditures for the Educator Effectiveness Grant had been allocated. All grant funds have been utilized.

Overview of the Social Emotional Supports in LBUSD

Dr. Odipo presented information on how social and emotional needs impact LBUSD students' lives. She reviewed data on current needs and reviewed how multi-tiered systems of supports work within an educational community. Dr. Odipo stated the next steps in the process of supporting students is to build a comprehensive system for all students, part of which includes approval of new job descriptions and positions to help provide expertise and immediate support for students.

First Reading – Board Policies

Dr. Viloria introduced the item. Policies were reviewed one at a time, as listed. No revisions were suggested and Board members reached consensus to bring all policies back for a second reading and approval on January 24, 2017.

	Policy	Title	Recommendation	Comments
a.	0410	Nondiscrimination in District Programs and Activities	New Policy for LBUSD. Recommend second reading.	New laws and regulations.
b.	1230	School Connected Organizations	New Policy for LBUSD. Recommend second reading.	Updated regulations
c.	1260	Educational Foundation	New Policy for LBUSD. Recommend second reading.	New laws and regulations.
d.	1325	Advertising and Promotion	New Policy for LBUSD. Recommend second reading.	New laws and regulations.
e.	3540	Transportation	New Policy for LBUSD. Recommend second reading.	New laws and regulations.
f.	3580	District Records	New Policy for LBUSD. Recommend second reading.	New laws and regulations

g.	4135 4235 4335	Soliciting and Selling	New Policy for LBUSD. Recommend second reading.	New laws and regulations.
h.	6020	Parent Involvement	New Policy. Delete current BP 6006 and 6007. Recommend second reading.	New laws and regulations.
i.	6158	Independent Study	New Policy. Delete BP 6025. Recommend second reading.	New laws and regulations.
j.	Bylaw 9321	Closed Session	Updated bylaw. Recommend second reading.	Bylaw updated to clarify revised closed session meeting regulations per GC 54957 of the Ralph M. Brown Act.

Presentation of Monthly Financial Report

Mr. West presented the Monthly Financial Report for November 2016.

Temporary Interfund Transfer of $6,000,000

Mr. West presented information to formally report the $6,000,000 that was temporarily transferred to meet district payment obligations in September was returned to the Special Reserve for Non-Capital Fund (17) on December 20, 2016.

ACTION ITEMS

Approval of Resolution #17-01: Establish Interfund Transfer for $1,200,000 from the General Fund to the Special Reserve Fund for Capital Improvement Plan for 2016-2017

Mr. West introduced the item.

Public Comment: None

Board Member Questions: None

Member Normandin moved approval of Resolution #17-01: Establish Interfund Transfer for $1,200,000 from the General Fund to the Special Reserve Fund for Capital Improvement Plan for 2016-2017. Member Brown seconded.

Board Member Discussion: None

Motion carried 5-0. Members Vickers, Perry, Brown, Normandin, and Wolff voted yes to approve Resolution #17-01: Establish Interfund Transfer for $1,200,000 from the General Fund to the Special Reserve Fund for Capital Improvement Plan for 2016-2017.

Approval of Resolution #17-02: Establish Interfund Transfer of $900,000 from the General Fund to the Special Reserve Fund for Facilities Repair and Replacement Program

Mr. West introduced the item.

Public Comment: None

Board Member Questions: None

Member Brown moved approval of Resolution #17-02: Establish Interfund Transfer of $900,000 from the General Fund to the Special Reserve Fund for Facilities Repair and Replacement Program Member Normandin seconded.

Board Member Discussion: None

Motion carried 5-0. Members Vickers, Perry, Brown, Normandin, and Wolff voted yes to approve Resolution #17-02: Establish Interfund Transfer of $900,000 from the General Fund to the Special Reserve Fund for Facilities Repair and Replacement Program

Approval of Job Description: Teacher on Special Assignment - Science

Mrs. Winston introduced the item. The District will post two 10% additional assignments for this semester.

Public Comment: None

Board Member Questions: None

Member Brown moved approval of the job description for Teacher on Special Assignment - Science. Member Normandin seconded.

Board Member Discussion: None

Motion carried 5-0. Members Vickers, Perry, Brown, Normandin, and Wolff voted yes to approve the job description for Teacher on Special Assignment - Science.

Approval to Award an Independent Contractor Agreement with Julia Nyberg, Ed.D., in an Amount Not-to-Exceed $5,500.00

Dr. Odipo introduced the item.

Public Comment: None

Board Member Questions: None

Member Normandin moved approval to award an independent contractor agreement with Julia Nyberg, Ed.D. in an amount not-to-exceed $5,500.00. Member Brown seconded.

Board Member Discussion: None

Motion carried 5-0. Members Vickers, Perry, Brown, Normandin, and Wolff voted yes to award an independent contractor agreement to Julia Nyberg, Ed.D., in an amount not-to-exceed $5,500.00.

Approval to Award an Independent Contractor Agreement for Professional Development Consultant, Weston Kieschnick of the International Center for Leadership, in an Amount Not-to-Exceed $35,400.00

Dr. Odipo introduced the item and shared that many teachers had requested Mr. Kieschnick return for additional training.

Public Comment: None

Board Member Questions: None

Member Brown moved approval to award an Independent Contractor Agreement for Professional Development Consultant, Weston Kieschnick of the International Center for Leadership, in an Amount Not-to-Exceed $35,400.00. Member Normandin seconded.

Board Member Discussion: Board members like the parent component that is included and that all instructional assistants are also included.

Motion carried 5-0. Members Vickers, Perry, Brown, Normandin, and Wolff voted yes to award an Independent Contractor Agreement for Professional Development Consultant, Weston Kieschnick of the International Center for Leadership, in an Amount Not-to-Exceed $35,400.00.

Adjournment

Member Normandin moved to adjourn to Closed Session. Member Brown seconded.

President Vickers announced there will be a joint meeting with the City of Laguna Beach at 4 p.m. at City Hall on January 24 prior to the regular LBUSD Board meeting.

President Vickers called for the vote.

Motion carried 5-0. Members Vickers, Perry, Brown, Normandin, and Wolff voted yes to adjourn the meeting. The meeting adjourned at 8:09 p.m.

_____

Dee Perry
Clerk of the Board
January 24, 2017

12.b. CONSENT/ACTION **January 24, 2017**

Approval/Ratification: Personnel Report

Proposal

Staff proposes the Board of Education approve the Personnel Report, including various actions that are required to meet the needs of the District.

Background

It is necessary to process various personnel actions to meet staffing and operational needs. Compensation to personnel is within budgeted amounts in accordance with Board of Education policy.

Budget Impact

Expenditures are within budgeted appropriations as indicated.

Recommended Action

Staff recommends the Board of Education approve/ratify the Personnel Report and direct the Superintendent to authorize the actions requested in the report.

Brown/Winston/Viloria

PERSONNEL REPORT **January 24, 2017**

I. RESIGNATION:

Name:	Position/Site:		Effective Date:
None			

II. EMPLOYMENT:

Name:	Position/Site:		Effective Date:
None			

III. EMPLOYMENT: Stipends

Name:	Position/Site:		Effective Date:
Azadeh Baghai	Student Council Coordinator Top of the World Elementary 0108091005-1370	General Fund NTE: $1456.00	September 1, 2016 to June 23, 2017

IV. EMPLOYMENT: Short Term Assignments - Extra Duty

Name:	Position/Site:		Effective Date:
Cassie Brooker	WASC Coordinator Laguna Beach High School 0105015875-1130 NTE: 375 hours	General Fund $39.58 per hour	January 9, 2017 to March 30, 2018
Brandon Clark	CCM, MTSS and Staff Development Meetings Thurston Middle School 0106091008-2970 NTE: 25 hours	General Fund $26.25 per hour	December 5, 2016 to June 30, 2017
Carrie Denton	WASC Coordinator Laguna Beach High School 0105015875-1130 NTE: 375 hours	General Fund $39.58 per hour	January 9, 2017 to March 30, 2018
Brandon Lee	Instructional Assistant, Special Education Laguna Beach High School 0104612310-2115 NTE: 16 hours Reason: Shadowing special ed student in theater class	Special Ed Funds $26.25 per hour	January 9, 2017 to January 14, 2017
See Employee List	Special Education PLCs Thurston Middle School 0104192550-1280, 0104602110-1130 0104612310-1130 NTE: 9 hours each Employees: Sara Perrault-Hopper, Heather Rosenthal, Jane Weinell, Lorraine Winokur	Special Ed Funds $39.58 per hour	February 7, 2017 to June 13, 2017

V. **EMPLOYMENT: Short Term Assignments - PTA**

Name:	Position/Site:	Effective Date:
None		

VI. **EMPLOYMENT: Short Term Assignments - Performing Arts**

None

VII. **EMPLOYMENT: Short Term Assignments - Performing Arts/Booster Funds**

Name:	Position/Site:	Effective Date:
None		

VIII. **EMPLOYMENT: Short Term Assignments - ASB Funds**

Name:	Position/Site:	Effective Date:
None		

IX. **EMPLOYMENT/RELEASES: Short Term Assignments - Coaches/General Fund**

Work Site: Laguna Beach High School
General Fund Account: 0105311075-1185/2140

Fall Sports Calendar 2016/17:

Pre-Season:	July 5 - July 29, 2016
In-Season:	August 1 - November 4, 2016
CIF Playoff:	November 7 - December 3, 2016

Winter Sports Calendar 2016/17:

Pre-Season:	September 5 - November 4, 2016
In-Season:	November 7 - February 10, 2017
CIF Playoff:	February 13 to March 4, 2017

Spring Sports Calendar 2016/17:

Pre-Season:	November 7 - February 10, 2017
In-Season:	February 13 - May 12, 2017
CIF Playoff:	May 15 to June 3, 2017

Winter Season
Soccer - Girls:

Name:	Position/Site:	Stipend
Johana Rabadan	Assistant Coach, In Season	$1,835.00

X. EMPLOYMENT/RELEASES: Short Term Assignments - Coaches/Booster Funded

Work Site: Laguna Beach High School
Booster Account: 0105315310-1185/2140

Fall Sports Calendar 2016/17:

Pre-Season:	July 5 - July 29, 2016
In-Season:	August 1 - November 4, 2016
CIF Playoff:	November 7 - December 3, 2016

Winter Sports Calendar 2016/17:

Pre-Season:	September 5 - November 4, 2016
In-Season:	November 7 - February 10, 2017
CIF Playoff:	February 13 to March 4, 2017

Spring Sports Calendar 2016/17:

Pre-Season:	November 7 - February 10, 2017
In-Season:	February 13 - May 12, 2017
CIF Playoff:	May 15 to June 3, 2017

Name:	Position/Site:	Stipend
None		

XI. SUBSTITUTES: Employment and Resignations

Resignations:

Name:	Position/Site:	Effective Date:
Christine Back	Substitute Teacher	January 5, 2017
Carlos Caton	Substitute Custodian	January 5, 2017
Jeb Dickerson	Substitute Teacher	January 4, 2017
Wesley Hatton	Substitute Custodian	January 5, 2017
Cassaundra Jonsson	Substitute Teacher	January 5, 2017
Steve Merrick	Substitute Teacher	January 5, 2017
Michael Pritchard	Substitute Teacher	January 5, 2017
Irene Tsavaris	Substitute Teacher	January 4, 2017
Gary Wampler	Substitute Teacher	January 5, 2017

12.c. CONSENT/ACTION **January 24, 2017**

Approve/Ratify: **Conference/Workshop Attendance**

Jeff Dixon - "Governor's Budget Workshop" - January 18, 2017, Garden Grove, CA. Participants will gain knowledge on major policy issues and funding proposals, LCFF changes, and revisions to the Local Control Accountability Plan evaluation rubrics, and more.

Fiscal Impact:

$	205.00	Registration
$	205.00	TOTAL

Account #0102397406 - 5220 Business – Travel & Conference

Sarah Pearlman - "4th Annual ASBWorks User Conference" - January 25-27, 2017, Anaheim, CA. Participants will select various workshops based on the need of the school.

Fiscal Impact:

$	385.00	Registration
$	80.25	Transportation
$	100.00	Meals
$	150.00	Substitute
$	60.00	Parking
$	775.25	TOTAL

Account #0102397400- 5220 TMS - Travel & Conference
Account #0102397400- 2420 TMS - Substitutes

Carrie Jenal - "Social Thinking Orange County Conference" - February 2-3, 2017, Santa Ana, CA. Participants will receive information on real-time observations and treatment tools, practice lessons, and hear the latest insights and concepts.

Fiscal Impact:

$	347.20	Registration
$	22.26	Transportation
$	100.00	Meals
$	30.00	Parking
$	499.46	TOTAL

Account #0104292600 - 5220 Special Education – Travel & Conference

Sandee Bandettini - "Parents' Evaluation of Developmental Status (PEDS) Training" - February 10, 2017, Santa Ana, CA. Participants will gain knowledge in the PEDS norms referenced screening tool.

Fiscal Impact:

$	35.00	Registration
$	24.28	Transportation
$	59.28	TOTAL

Account #0102115398 - 5220 Special Education – Travel & Conference

Jeff Dixon - "CASH 38th Annual Conference" - February 22, 2017, Sacramento, CA. The conference will cover a broad range of school facility topics, emerging issues, and industry best practices.

Fiscal Impact:

$	541.00	Registration
$	538.44	Transportation
$	50.00	Meals
$	65.00	Parking
$	1,190.88	TOTAL

Account #0102477408 - 5220 Business - Travel & Conference

Irene White - "Residential Treatment Center (RTC) Vendor Fair & Networking Meeting" - February 27, 2017, Costa Mesa, CA. Participants will visit vendor tables to gather information regarding residential facilities.

Fiscal Impact:

$	15.00	Transportation
$	15.00	TOTAL

Account #0104072000- 5220 Special Education – Travel & Conference

Anahi Velasco - "The Symposium of Student Online Safety" - February 28, 2017, Riverside, CA. The symposium is free for education staff responsible for student online safety. Attendees will engage in strategic and tactical discussions, learn more about keeping students safe, and enjoy networking opportunities.

Fiscal Impact:

$	72.76	Transportation
$	10.00	Meals
$	82.76	TOTAL

Account #0110377145 - 5220 Public Communications – Travel & Conference

Gwen Myers, Sarah Pearlman, and Lisa Brackez - "Aeries User Conference" - March 6-7, 2017, Ontario, CA. Attendees will enhance user knowledge of Aeries through workshops over a two day period. Workshops include CALPADS, attendance, scheduling, administration, and more.

Fiscal Impact:

$	1,350.00	Registration
$	160.50	Transportation
$	300.00	Lodging
$	250.00	Meals
$	500.00	Substitutes
$	2,560.00	TOTAL

Account #0106091008 - 5220 TMS - Travel & Conference
Account #0106091008 - 2190 TMS - Substitutes

Sandee Bandatinni and Laura Kirkey - "Early Childhood STEM Symposium" - March 18, 2017, Anaheim, CA. Attendees will participate in hands on presentations, question and answer sessions with panelists, and attend various workshops.

Fiscal Impact:

	waived	Registration
$	52.20	Transportation
$	40.00	Parking
$	125.00	Substitutes
$	217.20	TOTAL

Account #0102115398 - 5220 School Readiness - Travel & Conference
Account #0104602150 - 1290 School Readiness - Substitutes

Total Expenses: **$5,604.83**

Webber/Viloria

12.d. CONSENT/ACTION **January 24, 2017**

Approval: **Student Field Trips**

Proposal

Staff proposes the Board of Education approve the following student field trip:

1. Laguna Beach High School

Destination:	Model United Nations, Boston Massachusetts
Date:	February 8 – 12, 2017
Chaperone(s):	Jonathan Todd and Dawn Hunnicutt
Cost to Student:	$1,200.00
Number of Students:	14
Transportation:	Airplane, Train, and Auto
Accommodations:	Boston Park Plaza

Students will engage in a Model United Nations Conference at the hotel. The simulations will be facilitated by students from the University of Boston. Students will gain skills in cooperative learning, teamwork, and communication.

Background

The principal of Laguna Beach High School has approved the Application for Field Trip request and submitted the application for approval in accordance with Board Policy 6019. This policy provides forms for use by parents/guardians that give permission for their student(s) to participate in field trips, along with authorization for medical care and a waiver in conformance with Education Code Section 35330.

The District's liability insurance through ASCIP provides field trip coverage in the following areas: (1) coverage against claims by a parent for negligence by the District if the student is injured, and (2) coverage for any damage caused by a student.

12.e. ACTION **January 24, 2017**

Approval: Agreements for Contracted Services-Special Education

Proposal

Staff proposes the Board of Education approve the attached list of contracts required to secure necessary services for special education students.

Background

Approval by the Board of Education will provide needed services for eligible special education students that cannot presently be provided by District staff. Approval will maintain District compliance with Education Codes.

Budget Impact

The expenses associated with the attached contracts are included in the current Special Education budget.

Recommended Action

Staff recommends the Board of Education approve the contracts as listed.

Laguna Beach Unified School District

Contracts - January 24, 2017

Contractor	Description of Services	Term	Funding	Cost
Parent Reimbursement/ Legal	Reimbursement per settlement agreement dtd 1/9/17 for educational placement for a special education student	07/01/16-06/30/17	Parent Reimbursement/ Legal 0104632900-5878	$40,000
Independent Contract Seneca Family of Agencies	Psychotherapeutic Counseling services for special education students	01/24/17-06/30/17	Outside Agency 0104132430-5895	$15,000

White/Odipo/Viloria

12.f. CONSENT/ACTION **January 24, 2017**

Approval: Acceptance of Gifts – Checks Totaling $58,283.00

Proposal

Staff proposes the Board of Education accept the following gift(s) to the District – checks totaling $58,283.00.

Background

After acceptance by the Board of Education, a letter of thanks and acknowledgement will be mailed to the donor(s).

Recommended Action

Staff recommends the Board of Education accept the following gift(s), as presented:

Type of Gift	Donor	Amount/Gift	Disposition
Check	SchoolPower	$57,483.00	Alloction/Grants
Check	Parent	$800.00	TOW CLC Aide Donation
Total		**$58,283.00**	

Holloway/Dixon/Viloria

12.g. CONSENT/ACTION **January 24, 2017**

Approval: Warrants #389016 Through #389177 In The Amount of $1,448,293.55
Dates: 12/22/2016 through 1/2/2017

Proposal

Staff proposes the Board of Education approve/ratify Warrants #389016 through #389177 in the amount of $1,448,293.55.

Background

Warrants are issued for necessary equipment, supplies and services. The warrants processed include previously Board approved contracts and/or budgeted expenditures within the Board approved operating budget.

The warrant list is generated in our business office in accordance with supporting documentation and coded in compliance with the State Account Code Structure (SACS). The list is then transmitted to the Orange County Department of Education where requests are audited and warrants are ultimately issued.

Budget Impact

The warrants are in accordance with the approved 2016/2017 District Operating Budgets.

Recommended Action

Staff recommends the Board of Education approve/ratify the warrants in the amount of $1,448,293.55.

Holloway/Dixon/Viloria

SELECT Check ID's and Numbers: 76@ ; Check Dates: 122216

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00389016	12/22/16	AT&T	TELEPHONE SERVICE	0102477409	5920	TELEPHONE SERVICE	33.78
			TELEPHONE SERVICE	0105477409	5920	TELEPHONE SERVICE	6.33
			TELEPHONE SERVICE	0106477409	5920	TELEPHONE SERVICE	54.87
						CHECK TOTAL:	94.98
00389017	12/22/16	Blue Ice Air and Heati	HVAC	0108477408	5660	HVAC	425.00
						CHECK TOTAL:	425.00
00389018	12/22/16	Education Week (Editor	PUBLICATIONS & JOURNALS	0101377100	4365	PUBLICATIONS & JOURNALS	541.12
						CHECK TOTAL:	541.12
00389019	12/22/16	Frontier California In	TELEPHONE SERVICE	0102477409	5920	TELEPHONE SERVICE	277.09
			TELEPHONE SERVICE	0102477409	5920	TELEPHONE SERVICE	-241.02
						CHECK TOTAL:	36.07
00389020	12/22/16	Irvine Ranch Water Dis	SEWER FEES	0107477409	5555	SEWER FEES	4,710.01
						CHECK TOTAL:	4,710.01
00389021	12/22/16	Southern Calif Gas Co.	UTILITIES - HEAT	0107477409	5510	UTILITIES - HEAT	191.81
						CHECK TOTAL:	191.81
00389022	12/22/16	Tracey Slater	TRAVEL & CONFERENCE	0104292600	5220	TRAVEL & CONFERENCE	295.44
						CHECK TOTAL:	295.44
00389023	12/22/16	VERTICAL TRANSPORT INC	CONTRACT SERVICES	0107477408	5610	CONTRACT SERVICES	490.00
			CONTRACT SERVICES	0105477408	5610	CONTRACT SERVICES	405.00
			CONTRACT SERVICES	0105477408	5610	CONTRACT SERVICES	227.50
						CHECK TOTAL:	1,122.50
00389024	12/22/16	Yuan, Yuan	FOOD	1302277426	4700	FOOD	122.60
						CHECK TOTAL:	122.60
00389025	12/22/16	BEST Contracting Servi	ROOFING	4008498440	6209	ROOFING	50,222.74
						CHECK TOTAL:	50,222.74
				TOTAL FOR STOCK 76		Laguna Beach's check stock ID	57,762.27
			GRAND TOTAL				57,762.27

SELECT Check ID's and Numbers: 76@ ; Check Dates: 122716

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00389026	12/27/16	Office Depot	MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	14.03
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	43.58
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	26.99
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	406.90
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	35.65
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	86.60
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	7.87
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	21.27
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	64.36
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	15.75
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	16.52
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	7.11
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	129.03
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	20.50
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	108.62
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	11.87
			GENERAL SUPPLIES-NON INSTRUCT	0113457175	4340	GENERAL SUPPLIES-NON INS	41.89
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	195.37
			GENERAL SUPPLIES-NON INSTRUCT	0104072000	4340	GENERAL SUPPLIES-NON INS	54.93
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	7.33
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	6.79
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	6.79
			GENERAL SUPPLIES-NON INSTRUCT	0104072000	4340	GENERAL SUPPLIES-NON INS	97.37
						CHECK TOTAL:	1,427.12

TOTAL FOR STOCK 76 Laguna Beach's check stock ID 1,427.12

GRAND TOTAL 1,427.12

SELECT Check ID's and Numbers: 76@ ; Check Dates: 122816

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00389027	12/28/16	Advanced Alarm Inc.	ALARM MONITORING	0107477408	5560	ALARM MONITORING	350.00
						CHECK TOTAL:	350.00
00389028	12/28/16	AMERICAN LOGISTICS COM	SUBAGREEMENTS FOR SERVICES	0104256700	5100	SUBAGREEMENTS FOR SERVIC	31,437.50
						CHECK TOTAL:	31,437.50
00389029	12/28/16	American Red Cross - H	MISC OUTSIDE VENDOR	0110397140	5860	MISC OUTSIDE VENDOR	558.90
						CHECK TOTAL:	558.90
00389030	12/28/16	ANCHOR ELECTRIC	ELECTRICAL REPAIRS	0108477408	5661	ELECTRICAL REPAIRS	733.00
						CHECK TOTAL:	733.00
00389031	12/28/16	Audio Resource Group I	EQUIPMENT - NEW	0102013045	4410	EQUIPMENT - NEW	3,439.00
						CHECK TOTAL:	3,439.00
00389032	12/28/16	Bandettini, Sandra	MILEAGE REIMBURSEMENT	0102115398	5210	MILEAGE REIMBURSEMENT	174.91
						CHECK TOTAL:	174.91
00389033	12/28/16		NOVEMBER 2016	0104632900	5878	PARENT REIMBURSEMENT (LE	150.00
						CHECK TOTAL:	150.00
00389034	12/28/16	Chris Duddy	REFRESHMENTS - NOT FOOD SERV	0107091005	4325	REFRESHMENTS - NOT FOOD	171.45
						CHECK TOTAL:	171.45
00389035	12/28/16	Dan's Thermal Services	CONTRACT SERVICES	0106477408	5610	CONTRACT SERVICES	127.50
			CONTRACT SERVICES	0106477408	5610	CONTRACT SERVICES	561.66
			CONTRACT SERVICES	0106477408	5610	CONTRACT SERVICES	186.76
			CONTRACT SERVICES	0106477408	5610	CONTRACT SERVICES	1,103.89
						CHECK TOTAL:	1,979.81
00389036	12/28/16	Educational Data Syste	TESTS/SCORING	0102013045	4330	TESTS/SCORING	47.67
						CHECK TOTAL:	47.67
00389037	12/28/16	Express Pipe & Supply	PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	106.23
						CHECK TOTAL:	106.23
00389038	12/28/16	GOLDEN GLASS INC.	CONTRACT SERVICES	0102477408	5610	CONTRACT SERVICES	575.00
						CHECK TOTAL:	575.00
00389039	12/28/16	Government Finance Off	DUES & MEMBERSHIPS	0102397406	5310	DUES & MEMBERSHIPS	280.00
						CHECK TOTAL:	280.00
00389040	12/28/16	HAPARA	ANNUAL SOFTWARE LICENSE FEE	0113457175	5805	ANNUAL SOFTWARE LICENSE	2,500.00
						CHECK TOTAL:	2,500.00

SELECT Check ID's and Numbers: 76@ ; Check Dates: 122816

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00389041	12/28/16	Hear Now	DECEMBER 2016	0104632900	5889	OTHER THERAPY	85.00
						CHECK TOTAL:	85.00
00389042	12/28/16	Inventivity LLC	EQUIPMENT - NEW	0106015040	4410	EQUIPMENT - NEW	652.90
						CHECK TOTAL:	652.90
00389043	12/28/16	Jim Brusky	MATERIALS & SUPPLIES-INSTRUCT	0105015040	4310	MATERIALS & SUPPLIES-INS	220.34
						CHECK TOTAL:	220.34
00389044	12/28/16	JW Pepper	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	136.03
						CHECK TOTAL:	136.03
00389045	12/28/16	Kaiser Foundation Heal	HEALTH & WELFARE,CLASSIFIED	0102397400	3402	HEALTH & WELFARE,CLASSIF	49,228.85
			HEALTH & WELFARE, CERTIFICATED	0102017400	3401	HEALTH & WELFARE, CERTIF	99,949.47
			HEALTH & WELFARE, CERTIFICATED	0102397400	3402	HEALTH & WELFARE,CLASSIF	178.94
			HEALTH & WELFARE, CERTIFICATED	0102017400	3401	HEALTH & WELFARE, CERTIF	363.30
						CHECK TOTAL:	149,720.56
00389046	12/28/16	Maintex	CUSTODIAL CONSUMABLES(PAPER)	0106477409	4360	CUSTODIAL CONSUMABLES(PA	286.53
			OTHER CUSTODIAL SUPPLIES	0105477409	4361	OTHER CUSTODIAL SUPPLIES	63.33
			OTHER CUSTODIAL SUPPLIES	0108477409	4361	OTHER CUSTODIAL SUPPLIES	1,769.24
						CHECK TOTAL:	2,119.10
00389047	12/28/16	Maria Hoffman	MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	155.00
						CHECK TOTAL:	155.00
00389048	12/28/16	MAXIM HEALTHCARE SERVI	NOVEMBER 2016	0104172860	5831	CONSULTANTS-OTHER	4,540.95
						CHECK TOTAL:	4,540.95
00389049	12/28/16	Michelle Martinez	MATERIALS & SUPPLIES-INSTRUCT	0102014105	4310	MATERIALS & SUPPLIES-INS	76.95
			MATERIALS & SUPPLIES-INSTRUCT	0102014105	4310	MATERIALS & SUPPLIES-INS	725.41
						CHECK TOTAL:	802.36
00389050	12/28/16		NOVEMBER 2016 - EXTENDED DAY	0104602150	5877	PRESCHOOL TUITION	210.00
						CHECK TOTAL:	210.00
00389051	12/28/16	MORRISON, MICHAEL	SOFTWARE - NON INSTRUCTIONAL	0113457175	4350	SOFTWARE - NON INSTRUCTI	458.24
			TRAVEL & CONFERENCE	0113457175	5220	TRAVEL & CONFERENCE	15.00
						CHECK TOTAL:	473.24
00389052	12/28/16	Ocean View School	NOVEMBER 2016	0104632210	5875	TUITION	6,760.03
						CHECK TOTAL:	6,760.03

SELECT Check ID's and Numbers: 76@ ; Check Dates: 122816

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00389053	12/28/16	Office Depot	GENERAL SUPPLIES-NON INSTRUCT	0101377100	4340	GENERAL SUPPLIES-NON INS	139.50
			GENERAL SUPPLIES-NON INSTRUCT	0101377100	4340	GENERAL SUPPLIES-NON INS	-118.79
			GENERAL SUPPLIES-NON INSTRUCT	0102397406	4340	GENERAL SUPPLIES-NON INS	166.21
			GENERAL SUPPLIES-NON INSTRUCT	0101377100	4340	GENERAL SUPPLIES-NON INS	106.50
			GENERAL SUPPLIES-NON INSTRUCT	0101377100	4340	GENERAL SUPPLIES-NON INS	525.05
			GENERAL SUPPLIES-NON INSTRUCT	0102397406	4340	GENERAL SUPPLIES-NON INS	28.51
			GENERAL SUPPLIES-NON INSTRUCT	0102397406	4340	GENERAL SUPPLIES-NON INS	47.22
			GENERAL SUPPLIES-NON INSTRUCT	0102397406	4340	GENERAL SUPPLIES-NON INS	205.18
						CHECK TOTAL:	1,099.38
00389054	12/28/16	Palos Sports	MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	305.77
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	-64.99
						CHECK TOTAL:	240.78
00389055	12/28/16	PAPER RECYCLING AND SH	OTHER MAINTENANCE SERVICES	0101377100	5692	OTHER MAINTENANCE SERVIC	50.00
						CHECK TOTAL:	50.00
00389056	12/28/16	Pearson Assessments	TESTS/SCORING	0104613150	4330	TESTS/SCORING	598.00
						CHECK TOTAL:	598.00
00389057	12/28/16	ReadyRefresh by Nestle	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	11.24
						CHECK TOTAL:	11.24
00389058	12/28/16	Rojas, Yadhira	MILEAGE REIMBURSEMENT	0102013045	5210	MILEAGE REIMBURSEMENT	74.74
						CHECK TOTAL:	74.74
00389059	12/28/16	SADLER, ANNE	REFRESHMENTS - NOT FOOD SERV	0106091008	4325	REFRESHMENTS - NOT FOOD	67.41
						CHECK TOTAL:	67.41
00389060	12/28/16	San Joaquin County Off	OTHER LOCAL AGENCY FEES	0104072000	5852	OTHER LOCAL AGENCY FEES	281.75
						CHECK TOTAL:	281.75
00389061	12/28/16	SC Fuels	FUEL FOR VEHICLES	0102477408	4375	FUEL FOR VEHICLES	233.73
			FUEL FOR VEHICLES	0105477408	4375	FUEL FOR VEHICLES	38.43
						CHECK TOTAL:	272.16
00389062	12/28/16	SimplexGrinnell	ALARM MONITORING	0102477409	5560	ALARM MONITORING	186.00
			ALARM MONITORING	0105477409	5560	ALARM MONITORING	1,485.92
			ALARM MONITORING	0107477409	5560	ALARM MONITORING	327.25
			ALARM MONITORING	0108477409	5560	ALARM MONITORING	272.25
			ALARM MONITORING	0106477409	5560	ALARM MONITORING	482.25
			ALARM MONITORING	0105477409	5560	ALARM MONITORING	178.09
						CHECK TOTAL:	2,931.76

SELECT Check ID's and Numbers: 76@ ; Check Dates: 122816

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00389063	12/28/16	Smardan Supply Co	PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	679.98
						CHECK TOTAL:	679.98
00389064	12/28/16	Sparkletts	MISC OUTSIDE VENDOR	0102397400	5860	MISC OUTSIDE VENDOR	171.17
						CHECK TOTAL:	171.17
00389065	12/28/16	Sports Imports Inc.	EQUIPMENT - NEW	0105011075	4410	EQUIPMENT - NEW	13,677.30
						CHECK TOTAL:	13,677.30
00389066	12/28/16	Staples Advantage	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	31.34
						CHECK TOTAL:	31.34
00389067	12/28/16	TESSMAN PLANETARIUM	MISC OUTSIDE VENDOR	0108015081	5860	MISC OUTSIDE VENDOR	300.00
						CHECK TOTAL:	300.00
00389068	12/28/16	Thompson Engineering	MISC REPAIR	0106477408	5690	MISC REPAIR	812.00
						CHECK TOTAL:	812.00
00389069	12/28/16	TOTAL RECALL CAPTIONIN	MISC OUTSIDE VENDOR	0104622510	5860	MISC OUTSIDE VENDOR	3,937.50
						CHECK TOTAL:	3,937.50
00389070	12/28/16	VERTICAL TRANSPORT INC	CONTRACT SERVICES	0107477408	5610	CONTRACT SERVICES	386.64
						CHECK TOTAL:	386.64
00389071	12/28/16	Western OC Self Funded	WORKERS'COMP,CERTIFICATED	0102017400	3601	WORKERS'COMP,CERTIFICATE	136,500.00
			WORKERS'COMP,CLASSIFIED	0102397400	3602	WORKERS'COMP,CLASSIFIED	56,778.00
						CHECK TOTAL:	193,278.00
00389072	12/28/16	Worthington Direct	EQUIPMENT - NEW	0106011008	4410	EQUIPMENT - NEW	1,165.56
						CHECK TOTAL:	1,165.56
00389073	12/28/16	A&R Wholesale Distribu	FOOD	1302277426	4700	FOOD	-28.20
			FOOD	1302277426	4700	FOOD	-19.12
			FOOD	1302277426	4700	FOOD	-183.52
			FOOD	1302277426	4700	FOOD	674.31
			FOOD	1302277426	4700	FOOD	96.15
			FOOD	1302277426	4700	FOOD	170.10
			FOOD	1302277426	4700	FOOD	609.77
			FOOD	1302277426	4700	FOOD	23.56
			FOOD	1302277426	4700	FOOD	140.93
			FOOD	1302277426	4700	FOOD	267.28
			FOOD	1302277426	4700	FOOD	35.77
			FOOD	1302277426	4700	FOOD	72.90
			FOOD	1302277426	4700	FOOD	1,312.29

SELECT Check ID's and Numbers: 76@ ; Check Dates: 122816

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
			FOOD	1302277426	4700	FOOD	300.34
			FOOD	1302277426	4700	FOOD	145.80
			FOOD	1302277426	4700	FOOD	1,682.84
			FOOD	1302277426	4700	FOOD	107.50
			FOOD	1302277426	4700	FOOD	1,586.36
						CHECK TOTAL:	6,995.06
00389074	12/28/16	Bread Artisan Bakery L	FOOD	1302277426	4700	FOOD	229.26
						CHECK TOTAL:	229.26
00389075	12/28/16	Gold Star Foods	FOOD	1302277426	4700	FOOD	420.73
			FOOD	1302277426	4700	FOOD	323.10
			FOOD	1302277426	4700	FOOD	797.40
			FOOD	1302277426	4700	FOOD	596.01
			FOOD	1302277426	4700	FOOD	-137.93
			FOOD	1302277426	4700	FOOD	457.17
			FOOD	1302277426	4700	FOOD	469.37
			FOOD	1302277426	4700	FOOD	198.71
			FOOD	1302277426	4700	FOOD	150.67
			FOOD	1302277426	4700	FOOD	617.62
			FOOD	1302277426	4700	FOOD	294.19
			FOOD	1302277426	4700	FOOD	1,629.96
			FOOD	1302277426	4700	FOOD	1,353.37
			FOOD	1302277426	4700	FOOD	563.27
						CHECK TOTAL:	7,733.64
00389076	12/28/16	Hollandia Dairy Inc	FOOD	1302277426	4700	FOOD	-2.18
			FOOD	1302277426	4700	FOOD	93.11
			FOOD	1302277426	4700	FOOD	86.61
			FOOD	1302277426	4700	FOOD	147.51
			FOOD	1302277426	4700	FOOD	66.69
			FOOD	1302277426	4700	FOOD	123.85
			FOOD	1302277426	4700	FOOD	57.52
			FOOD	1302277426	4700	FOOD	139.79
			FOOD	1302277426	4700	FOOD	159.45
			FOOD	1302277426	4700	FOOD	128.21
			FOOD	1302277426	4700	FOOD	200.42
			FOOD	1302277426	4700	FOOD	152.30
			FOOD	1302277426	4700	FOOD	66.97
			FOOD	1302277426	4700	FOOD	89.86
			FOOD	1302277426	4700	FOOD	164.49
			FOOD	1302277426	4700	FOOD	132.66
			FOOD	1302277426	4700	FOOD	109.56
			FOOD	1302277426	4700	FOOD	93.24

SELECT Check ID's and Numbers: 76@ ; Check Dates: 122816

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
			FOOD	1302277426	4700	FOOD	175.21
			FOOD	1302277426	4700	FOOD	117.28
			FOOD	1302277426	4700	FOOD	133.36
			FOOD	1302277426	4700	FOOD	66.40
			FOOD	1302277426	4700	FOOD	43.34
			FOOD	1302277426	4700	FOOD	98.76
						CHECK TOTAL:	2,644.41
00389077	12/28/16	Mandarin King	FOOD	1302277426	4700	FOOD	250.00
			FOOD	1302277426	4700	FOOD	250.00
			FOOD	1302277426	4700	FOOD	220.00
			FOOD	1302277426	4700	FOOD	250.00
						CHECK TOTAL:	970.00
00389078	12/28/16	STIX HOLDINGS LLC	FOOD	1302277426	4700	FOOD	206.25
			FOOD	1302277426	4700	FOOD	206.25
			FOOD	1302277426	4700	FOOD	126.50
			FOOD	1302277426	4700	FOOD	126.50
			FOOD	1302277426	4700	FOOD	183.15
			FOOD	1302277426	4700	FOOD	126.50
			FOOD	1302277426	4700	FOOD	189.75
			FOOD	1302277426	4700	FOOD	103.50
						CHECK TOTAL:	1,268.40
00389079	12/28/16	STRAUB DISTRIBUTING CO	FOOD	1302277426	4700	FOOD	267.75
			FOOD	1302277426	4700	FOOD	386.75
						CHECK TOTAL:	654.50
00389080	12/28/16	SUNRISE PRODUCE	FOOD	1302277426	4700	FOOD	-38.90
			FOOD	1302277426	4700	FOOD	136.48
			FOOD	1302277426	4700	FOOD	40.61
			FOOD	1302277426	4700	FOOD	23.55
			FOOD	1302277426	4700	FOOD	63.54
			FOOD	1302277426	4700	FOOD	171.24
			FOOD	1302277426	4700	FOOD	158.69
			FOOD	1302277426	4700	FOOD	32.50
			FOOD	1302277426	4700	FOOD	30.09
			FOOD	1302277426	4700	FOOD	-9.46
			FOOD	1302277426	4700	FOOD	-35.50
			FOOD	1302277426	4700	FOOD	25.35
			FOOD	1302277426	4700	FOOD	73.73
			FOOD	1302277426	4700	FOOD	50.56
			FOOD	1302277426	4700	FOOD	175.79
			FOOD	1302277426	4700	FOOD	109.05

SELECT Check ID's and Numbers: 76@ ; Check Dates: 122816

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
			FOOD	1302277426	4700	FOOD	242.45
			FOOD	1302277426	4700	FOOD	192.99
			FOOD	1302277426	4700	FOOD	61.74
			FOOD	1302277426	4700	FOOD	-29.20
			FOOD	1302277426	4700	FOOD	28.20
			FOOD	1302277426	4700	FOOD	44.29
			FOOD	1302277426	4700	FOOD	16.75
			FOOD	1302277426	4700	FOOD	115.78
			FOOD	1302277426	4700	FOOD	67.08
			FOOD	1302277426	4700	FOOD	102.06
			FOOD	1302277426	4700	FOOD	146.61
			FOOD	1302277426	4700	FOOD	36.18
						CHECK TOTAL:	2,032.25
00389081	12/28/16	Z PIZZA INC	FOOD	1302277426	4700	FOOD	216.00
			FOOD	1302277426	4700	FOOD	140.00
			FOOD	1302277426	4700	FOOD	198.00
			FOOD	1302277426	4700	FOOD	140.00
			FOOD	1302277426	4700	FOOD	162.00
			FOOD	1302277426	4700	FOOD	228.00
			FOOD	1302277426	4700	FOOD	189.00
			FOOD	1302277426	4700	FOOD	171.00
			FOOD	1302277426	4700	FOOD	140.00
						CHECK TOTAL:	1,584.00
						TOTAL FOR STOCK 76 Laguna Beach's check stock ID	452,557.21
						GRAND TOTAL	452,557.21

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Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00389082	12/29/16	BrightView Landscape S	LANDSCAPE/IRRIGATION	0105477408	5680	LANDSCAPE/IRRIGATION	10,586.00
			LANDSCAPE/IRRIGATION	0105477409	5680	LANDSCAPE/IRRIGATION	3,950.00
			LANDSCAPE/IRRIGATION	0106477408	5680	LANDSCAPE/IRRIGATION	3,000.00
			LANDSCAPE/IRRIGATION	0107477409	5680	LANDSCAPE/IRRIGATION	4,100.00
			LANDSCAPE/IRRIGATION	0108477409	5680	LANDSCAPE/IRRIGATION	3,500.00
			LANDSCAPE/IRRIGATION	0105477408	5680	LANDSCAPE/IRRIGATION	1,495.00
			LANDSCAPE/IRRIGATION	0102477409	5680	LANDSCAPE/IRRIGATION	600.00
						CHECK TOTAL:	27,231.00
00389083	12/29/16	Durham School Services	SUBAGREEMENTS FOR SERVICES	0102256700	5100	SUBAGREEMENTS FOR SERVIC	1,869.23
			SUBAGREEMENTS FOR SERVICES	0102256700	5100	SUBAGREEMENTS FOR SERVIC	-149.31
			SUBAGREEMENTS FOR SERVICES	0102256700	5100	SUBAGREEMENTS FOR SERVIC	97,626.83
						CHECK TOTAL:	99,346.75
00389084	12/29/16	FAGEN, FRIEDMAN & FULF	LEGAL EXPENSE	0101377100	5835	LEGAL EXPENSE	2,640.70
						CHECK TOTAL:	2,640.70
						TOTAL FOR STOCK 76 Laguna Beach's check stock ID	129,218.45
						GRAND TOTAL	129,218.45

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Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00389085	01/05/17	[redacted]	DECEMBER 2016	0104632900	5878	PARENT REIMBURSEMENT (LE	2,916.66
						CHECK TOTAL:	2,916.66
00389086	01/05/17	Barnes & Noble	MATERIALS & SUPPLIES-INSTRUCT	0107015040	4310	MATERIALS & SUPPLIES-INS	94.87
						CHECK TOTAL:	94.87
00389087	01/05/17	Bearcom	EQUIPMENT - NEW	0106091008	4410	EQUIPMENT - NEW	2,233.71
						CHECK TOTAL:	2,233.71
00389088	01/05/17	Demco	MATERIALS & SUPPLIES-INSTRUCT	0107011005	4310	MATERIALS & SUPPLIES-INS	457.40
						CHECK TOTAL:	457.40
00389089	01/05/17	Ganahl Lumber	MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES	11.84
			MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES	188.62
			MATERIALS & SUPPLIES-INSTRUCT	0105114695	4310	MATERIALS & SUPPLIES-INS	311.08
						CHECK TOTAL:	511.54
00389090	01/05/17	Grainger	MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES	43.89
			MAINTENANCE SUPPLIES	0106477408	4362	MAINTENANCE SUPPLIES	52.92
			MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES	82.27
						CHECK TOTAL:	179.08
00389091	01/05/17	Handwriting Without Te	MATERIALS & SUPPLIES-INSTRUCT	0102014100	4310	MATERIALS & SUPPLIES-INS	1,019.34
						CHECK TOTAL:	1,019.34
00389092	01/05/17	Jim's Music Center Inc	MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	19.98
						CHECK TOTAL:	19.98
00389093	01/05/17	Johnstone Supply	MAINTENANCE SUPPLIES	0107477408	4362	MAINTENANCE SUPPLIES	984.91
			MAINTENANCE SUPPLIES	0107477408	4362	MAINTENANCE SUPPLIES	772.91
						CHECK TOTAL:	1,757.82
00389094	01/05/17	Maintex	OTHER CUSTODIAL SUPPLIES	0106477409	4361	OTHER CUSTODIAL SUPPLIES	1,235.82
			MISC REPAIR	0105477408	5690	MISC REPAIR	781.36
			OTHER CUSTODIAL SUPPLIES	0105477409	4361	OTHER CUSTODIAL SUPPLIES	2,923.98
						CHECK TOTAL:	4,941.16
00389095	01/05/17	Mardan Center of Educa	DECEMBER 2016	0104632210	5875	TUITION	6,846.06
						CHECK TOTAL:	6,846.06
00389096	01/05/17	Merrifield, Jay	MISC OUTSIDE VENDOR	0102014342	5860	MISC OUTSIDE VENDOR	400.00
						CHECK TOTAL:	400.00
00389097	01/05/17	OCDE	TRAVEL & CONFERENCE	0113457175	5220	TRAVEL & CONFERENCE	85.00

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Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
						CHECK TOTAL:	85.00
00389098	01/05/17	Office Depot	MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	31.00
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	1,150.78
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	154.25
						CHECK TOTAL:	1,336.03
00389099	01/05/17	QS Wholesale LLC	MATERIALS & SUPPLIES-INSTRUCT	0105011075	4310	MATERIALS & SUPPLIES-INS	1,000.00
						CHECK TOTAL:	1,000.00
00389100	01/05/17	Scholastic Inc.	MATERIALS & SUPPLIES-INSTRUCT	0102014100	4310	MATERIALS & SUPPLIES-INS	130.68
						CHECK TOTAL:	130.68
00389101	01/05/17	Softintegrations Inc.	ANNUAL SOFTWARE LICENSE FEE	0105011012	5805	ANNUAL SOFTWARE LICENSE	300.00
						CHECK TOTAL:	300.00
00389102	01/05/17	Staples Advantage	ACCOUNTS PAYABLE MANUAL	0100000000	9510	ACCOUNTS PAYABLE MANUAL	1,669.67
			COPIER PAPER	0105011012	4312	COPIER PAPER	1,337.47
			MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	8.37
			MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	224.33
			COPIER PAPER	0106011008	4312	COPIER PAPER	835.92
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	55.10
			MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	194.40
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	260.43
			ACCOUNTS PAYABLE MANUAL	0100000000	9510	ACCOUNTS PAYABLE MANUAL	-1,502.28
						CHECK TOTAL:	3,083.41
00389103	01/05/17	STONEMAN, DAVID	MISC OUTSIDE VENDOR	0105091012	5860	MISC OUTSIDE VENDOR	125.00
						CHECK TOTAL:	125.00
00389104	01/05/17	T-Shirt Wholesaler	MATERIALS & SUPPLIES-INSTRUCT	0105011075	4310	MATERIALS & SUPPLIES-INS	187.27
						CHECK TOTAL:	187.27
00389105	01/05/17	Tangram Interiors	EQUIPMENT - NEW	0109397150	4410	EQUIPMENT - NEW	1,555.67
						CHECK TOTAL:	1,555.67
00389106	01/05/17	Toner Campus Inc	PRINTERS <$250 & INK/SUPPLIES	0108011005	4322	PRINTERS <$250 & INK/SUP	552.00
						CHECK TOTAL:	552.00
00389107	01/05/17	Tyler Durman Inc.	MISC OUTSIDE VENDOR	0105011012	5860	MISC OUTSIDE VENDOR	3,400.00
						CHECK TOTAL:	3,400.00
00389108	01/05/17	UPS	POSTAGE	0105091012	5910	POSTAGE	26.04
						CHECK TOTAL:	26.04

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Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00389109	01/05/17	WESTERN YOUTH SERVICES	NOVEMBER 2016	0104132980	5889	OTHER THERAPY	960.00
						CHECK TOTAL:	960.00
00389110	01/05/17	Office Depot	GENERAL SUPPLIES-NON INSTRUCT	1119014680	4340	GENERAL SUPPLIES-NON INS	20.49
			GENERAL SUPPLIES-NON INSTRUCT	1119014680	4340	GENERAL SUPPLIES-NON INS	131.28
						CHECK TOTAL:	151.77
				TOTAL FOR STOCK 76		Laguna Beach's check stock ID	34,270.49
			GRAND TOTAL				34,270.49

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Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00389111	01/06/17	Allstate Sign & Plaque	GENERAL SUPPLIES-NON INSTRUCT	0102477408	4340	GENERAL SUPPLIES-NON INS	2,227.67
						CHECK TOTAL:	2,227.67
00389112	01/06/17	Atkinson Andelson Loya	LEGAL EXPENSE	0110397140	5835	LEGAL EXPENSE	1,947.75
						CHECK TOTAL:	1,947.75
00389113	01/06/17	CalPERS Fiscal Service	OPEB active employee Classifd	0102097459	3752	OPEB active employee Cla	264,284.00
						CHECK TOTAL:	264,284.00
00389114	01/06/17	CINTAS FIRE PROTECTION	RISK MANAGEMENT	0105477408	5670	RISK MANAGEMENT	1,798.56
						CHECK TOTAL:	1,798.56
00389115	01/06/17	Coyne & Associates Inc	NOVEMBER 2016	0104602140	5894	IBI SUPERVISION	7,614.32
			NOVEMBER 2016	0104602140	5890	OTHER EXPENSE	1,025.00
						CHECK TOTAL:	8,639.32
00389116	01/06/17	Debbie Finnerty	MATERIALS & SUPPLIES-INSTRUCT	0107015040	4310	MATERIALS & SUPPLIES-INS	1,106.00
						CHECK TOTAL:	1,106.00
00389117	01/06/17	Forte Music Academy	MATERIALS & SUPPLIES-INSTRUCT	0107011005	4310	MATERIALS & SUPPLIES-INS	326.27
						CHECK TOTAL:	326.27
00389118	01/06/17	Heinemann Workshops	MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	69.12
						CHECK TOTAL:	69.12
00389119	01/06/17	Knott's Berry Farm	MISC OUTSIDE VENDOR	0107015570	5860	MISC OUTSIDE VENDOR	300.00
						CHECK TOTAL:	300.00
00389120	01/06/17	Knott's Berry Farm	MISC OUTSIDE VENDOR	0107015570	5860	MISC OUTSIDE VENDOR	2,044.00
						CHECK TOTAL:	2,044.00
00389121	01/06/17	Medco Supply Co.	MATERIALS & SUPPLIES-INSTRUCT	0105011075	4310	MATERIALS & SUPPLIES-INS	2,279.90
						CHECK TOTAL:	2,279.90
00389122	01/06/17	NICOLE MILLER & ASSOCI	CONSULTANTS-OTHER	0110397140	5831	CONSULTANTS-OTHER	10,734.54
						CHECK TOTAL:	10,734.54
00389123	01/06/17	Office Depot	ACCOUNTS PAYABLE MANUAL	0100000000	9510	ACCOUNTS PAYABLE MANUAL	352.07
			PRINTERS <$250 & INK/SUPPLIES	0102397406	4322	PRINTERS <$250 & INK/SUP	126.60
			GENERAL SUPPLIES-NON INSTRUCT	0102397406	4340	GENERAL SUPPLIES-NON INS	5.61
			GENERAL SUPPLIES-NON INSTRUCT	0102397406	4340	GENERAL SUPPLIES-NON INS	10.34
			GENERAL SUPPLIES-NON INSTRUCT	0102397406	4340	GENERAL SUPPLIES-NON INS	63.35
			GENERAL SUPPLIES-NON INSTRUCT	0102397406	4340	GENERAL SUPPLIES-NON INS	64.77
						CHECK TOTAL:	622.74

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Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00389124	01/06/17	PITNEY BOWES GLOBAL FI	RENTAL EXPENSE	0102397400	5620	RENTAL EXPENSE	231.91
						CHECK TOTAL:	231.91
00389125	01/06/17	PTM Document Systems	GENERAL SUPPLIES-NON INSTRUCT	0102397406	4340	GENERAL SUPPLIES-NON INS	82.79
						CHECK TOTAL:	82.79
00389126	01/06/17	Robert Billinger	TRAVEL & CONFERENCE	0105011075	5220	TRAVEL & CONFERENCE	120.00
						CHECK TOTAL:	120.00
00389127	01/06/17	School Services of CA	CONSULTANTS-OTHER	0102397406	5831	CONSULTANTS-OTHER	275.00
						CHECK TOTAL:	275.00
00389128	01/06/17	Steven Sogo	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	561.52
						CHECK TOTAL:	561.52
00389129	01/06/17	VELASCO, ANAHI	MILEAGE REIMBURSEMENT	0110377145	5210	MILEAGE REIMBURSEMENT	68.58
			MILEAGE REIMBURSEMENT	0110377145	5210	MILEAGE REIMBURSEMENT	71.60
						CHECK TOTAL:	140.18
00389130	01/06/17	Western Psychological	TESTS/SCORING	0104613150	4330	TESTS/SCORING	1,630.04
						CHECK TOTAL:	1,630.04
00389131	01/06/17	Wolff, Peggy	TRAVEL & CONFERENCE	0101377105	5220	TRAVEL & CONFERENCE	60.00
						CHECK TOTAL:	60.00
00389132	01/06/17	Woo-Clark, Ying	TESTS/SCORING	0105015350	4330	TESTS/SCORING	69.00
						CHECK TOTAL:	69.00
00389133	01/06/17		DECEMBER 2016	0104632900	5878	PARENT REIMBURSEMENT (LE	1,802.50
						CHECK TOTAL:	1,802.50
00389134	01/06/17	MOBILE MODULAR MANAGEM	RENTAL EXPENSE	2506498410	5620	RENTAL EXPENSE	586.00
						CHECK TOTAL:	586.00
						TOTAL FOR STOCK 76 Laguna Beach's check stock ID	301,938.81
						GRAND TOTAL	301,938.81

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Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00389135	01/09/17	Blue Shield of Califor	HEALTH & WELFARE,CLASSIFIED	0102397400	3402	HEALTH & WELFARE,CLASSIF	81,632.42
			HEALTH & WELFARE, CERTIFICATED	0102017400	3401	HEALTH & WELFARE, CERTIF	165,738.54
						CHECK TOTAL:	247,370.96
00389136	01/09/17	Burnham Benefits Insur	HEALTH & WELFARE, CERTIFICATED	0102017400	3401	HEALTH & WELFARE, CERTIF	3,350.00
			HEALTH & WELFARE,CLASSIFIED	0102397400	3402	HEALTH & WELFARE,CLASSIF	1,650.00
						CHECK TOTAL:	5,000.00
00389137	01/09/17	CALIFORNIA SCHOOLS EMP	HEALTH & WELFARE,CLASSIFIED	0102397400	3402	HEALTH & WELFARE,CLASSIF	1,155.54
			HEALTH & WELFARE, CERTIFICATED	0102017400	3401	HEALTH & WELFARE, CERTIF	354.77
			HEALTH & WELFARE, CERTIFICATED	0102017400	3401	HEALTH & WELFARE, CERTIF	2,346.09
			HEALTH & WELFARE,CLASSIFIED	0102397400	3402	HEALTH & WELFARE,CLASSIF	174.73
			HEALTH & WELFARE, CERTIFICATED	0102017400	3401	HEALTH & WELFARE, CERTIF	19,573.51
			HEALTH & WELFARE,CLASSIFIED	0102397400	3402	HEALTH & WELFARE,CLASSIF	9,640.69
						CHECK TOTAL:	33,245.33
00389138	01/09/17	Ewing Consulting Inc.	CONSULTANTS-OTHER	0110397140	5831	CONSULTANTS-OTHER	2,000.00
						CHECK TOTAL:	2,000.00
00389139	01/09/17	First Student Inc.	CHARTER BUS-ATHLETIC/FIELD TRP	0105311075	5865	CHARTER BUS-ATHLETIC/FIE	4,709.89
			CHARTER BUS-ATHLETIC/FIELD TRP	0105015590	5865	CHARTER BUS-ATHLETIC/FIE	1,645.91
			CHARTER BUS-ATHLETIC/FIELD TRP	0105015060	5865	CHARTER BUS-ATHLETIC/FIE	811.70
			CHARTER BUS-ATHLETIC/FIELD TRP	0105311075	5865	CHARTER BUS-ATHLETIC/FIE	13,618.17
			CHARTER BUS-ATHLETIC/FIELD TRP	0105015590	5865	CHARTER BUS-ATHLETIC/FIE	728.87
						CHECK TOTAL:	21,514.54
						TOTAL FOR STOCK 76 Laguna Beach's check stock ID	309,130.83
						GRAND TOTAL	309,130.83

SELECT Check ID's and Numbers: 76@ ; Check Dates: 011017

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00389140	01/10/17	Abby Rozenberg	DECEMBER 2016	0104632900	5887	SPEECH THERAPY	750.00
						CHECK TOTAL:	750.00
00389141	01/10/17	CDW GOVERNMENT LLC	EQUIPMENT - NEW	0113017175	4410	EQUIPMENT - NEW	3,006.72
			COMPUTER SUPPLIES	0113457175	4320	COMPUTER SUPPLIES	444.79
						CHECK TOTAL:	3,451.51
00389142	01/10/17	Cox Communications	NOVEMBER 2016	0113457175	5940	INTERNET CONNECTIVITY	1,530.45
						CHECK TOTAL:	1,530.45
00389143	01/10/17	CSM Consulting Inc.	CONSULTANTS-OTHER	0102395090	5831	CONSULTANTS-OTHER	750.00
						CHECK TOTAL:	750.00
00389144	01/10/17	Dick Blick	MATERIALS & SUPPLIES-INSTRUCT	0105015060	4310	MATERIALS & SUPPLIES-INS	15.54
						CHECK TOTAL:	15.54
00389145	01/10/17	Follett School Solutio	ANNUAL SOFTWARE LICENSE FEE	0113017175	5805	ANNUAL SOFTWARE LICENSE	150.00
			MATERIALS & SUPPLIES-INSTRUCT	0102014100	4310	MATERIALS & SUPPLIES-INS	3,344.43
						CHECK TOTAL:	3,494.43
00389146	01/10/17	Ganahl Lumber	MAINTENANCE SUPPLIES	0108477408	4362	MAINTENANCE SUPPLIES	99.73
			MATERIALS & SUPPLIES-INSTRUCT	0105114695	4310	MATERIALS & SUPPLIES-INS	12.30
						CHECK TOTAL:	112.03
00389147	01/10/17	GST	OTHER MAINTENANCE SERVICES	0113457175	5692	OTHER MAINTENANCE SERVIC	3,255.01
						CHECK TOTAL:	3,255.01
00389148	01/10/17	INOUYE, INA	MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	134.55
						CHECK TOTAL:	134.55
00389149	01/10/17	PT FOR KIDS	DECEMBER 2016	0104632900	5886	PHYSICAL THERAPY	1,957.50
						CHECK TOTAL:	1,957.50
00389150	01/10/17	Tangram Interiors	EQUIPMENT - NEW	0113018640	6410	EQUIPMENT - NEW	5,285.96
						CHECK TOTAL:	5,285.96
00389151	01/10/17	The LaunchPad Therapy	DECEMBER 2016	0104632900	5885	OCCUPATIONAL THERAPY	1,035.00
			DECEMBER 2016	0104632900	5885	OCCUPATIONAL THERAPY	287.50
			OCCUPATIONAL THERAPY	0104632900	5885	OCCUPATIONAL THERAPY	230.00
						CHECK TOTAL:	1,552.50
00389152	01/10/17	Verizon Wireless LA	DECEMBER 2016	0113457175	5930	MOBILE COMMUNICATIONS	2,130.05
						CHECK TOTAL:	2,130.05

SELECT Check ID's and Numbers: 76@ ; Check Dates: 011017

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
			TOTAL FOR STOCK 76 Laguna Beach's check stock ID				24,419.53
			GRAND TOTAL				24,419.53

SELECT Check ID's and Numbers: 76@ ; Check Dates: 011117

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00389153	01/11/17		2016-2017	0104632900	5878	PARENT REIMBURSEMENT (LE	16,900.00
						CHECK TOTAL:	16,900.00
00389154	01/11/17	HIDDLESON LISTENING LA	NOVEMBER 2016	0104632900	5889	OTHER THERAPY	150.00
			NOVEMBER 2016	0104632900	5889	OTHER THERAPY	1,575.00
			NOVEMBER 2016	0104632900	5889	OTHER THERAPY	1,050.00
			DECEMBER 2016	0104632900	5889	OTHER THERAPY	1,162.50
			DECEMBER 2016	0104632900	5889	OTHER THERAPY	1,050.00
						CHECK TOTAL:	4,987.50
00389155	01/11/17	JENNIFER TONEY SPEECH	DECEMBER 2016	0104632900	5887	SPEECH THERAPY	5,610.00
						CHECK TOTAL:	5,610.00
00389156	01/11/17	Orange County Therapy	DECEMBER 2016	0104632900	5886	PHYSICAL THERAPY	510.00
			DECEMBER 2016	0104632900	5885	OCCUPATIONAL THERAPY	15,980.00
						CHECK TOTAL:	16,490.00
00389157	01/11/17	U.S. Bank National Ass	MATERIALS & SUPPLIES-INSTRUCT	0102017400	4310	MATERIALS & SUPPLIES-INS	-44.53
			MATERIALS & SUPPLIES-INSTRUCT	0102017400	4310	MATERIALS & SUPPLIES-INS	15,129.22
						CHECK TOTAL:	15,084.69
						TOTAL FOR STOCK 76 Laguna Beach's check stock ID	59,072.19
						GRAND TOTAL	59,072.19

SELECT Check ID's and Numbers: 76@ ; Check Dates: 011217

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00389158	01/12/17	Advanced Alarm Inc.	ALARM MONITORING	0106477408	5560	ALARM MONITORING	809.00
						CHECK TOTAL:	809.00
00389159	01/12/17	ECOLA TERMITE & PEST S	PEST CONTROL	0105477408	5550	PEST CONTROL	1,265.00
						CHECK TOTAL:	1,265.00
00389160	01/12/17	Forensic Analytical Co	CONTRACT SERVICES	0102477408	5610	CONTRACT SERVICES	400.00
						CHECK TOTAL:	400.00
00389161	01/12/17	Ganahl Lumber	PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	11.64
						CHECK TOTAL:	11.64
00389162	01/12/17	LAGUNA BEACH TOWING &	CONTRACT SERVICES	0102477408	5610	CONTRACT SERVICES	65.00
						CHECK TOTAL:	65.00
00389163	01/12/17	National Construction	RENTAL EXPENSE	0105477408	5620	RENTAL EXPENSE	170.60
						CHECK TOTAL:	170.60
00389164	01/12/17	Neal, Lance	MILEAGE REIMBURSEMENT	0105011075	5210	MILEAGE REIMBURSEMENT	451.98
						CHECK TOTAL:	451.98
00389165	01/12/17	Office Depot	GENERAL SUPPLIES-NON INSTRUCT	0101377100	4340	GENERAL SUPPLIES-NON INS	18.78
						CHECK TOTAL:	18.78
00389166	01/12/17	PACWEST AIR FILTER	HVAC	0102477408	5660	HVAC	59.30
						CHECK TOTAL:	59.30
00389167	01/12/17	Safety 1st Pest Contro	PEST CONTROL	0105477409	5550	PEST CONTROL	120.00
			PEST CONTROL	0106477409	5550	PEST CONTROL	120.00
			PEST CONTROL	0107477409	5550	PEST CONTROL	120.00
			PEST CONTROL	0108477409	5550	PEST CONTROL	120.00
			PEST CONTROL	0102477409	5550	PEST CONTROL	120.00
						CHECK TOTAL:	600.00
00389168	01/12/17	Sand Canyon Urgent Car	MISC OUTSIDE VENDOR	0110397140	5860	MISC OUTSIDE VENDOR	1,240.00
						CHECK TOTAL:	1,240.00
00389169	01/12/17	SC Fuels	FUEL FOR VEHICLES	0102477408	4375	FUEL FOR VEHICLES	342.18
			FUEL FOR VEHICLES	0105477408	4375	FUEL FOR VEHICLES	71.75
			FUEL FOR VEHICLES	0106477408	4375	FUEL FOR VEHICLES	64.26
						CHECK TOTAL:	478.19
00389170	01/12/17	SimplexGrinnell	ALARM MONITORING	0106477409	5560	ALARM MONITORING	453.52
			ALARM MONITORING	0108477409	5560	ALARM MONITORING	3,798.00

SELECT Check ID's and Numbers: 76@ ; Check Dates: 011217

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
						CHECK TOTAL:	4,251.52
00389171	01/12/17	Southern Calif Gas Co.	UTILITIES - HEAT	0106477409	5510	UTILITIES - HEAT	332.28
			UTILITIES - HEAT	0102477409	5510	UTILITIES - HEAT	16.99
			UTILITIES - HEAT	0105477409	5510	UTILITIES - HEAT	328.33
			UTILITIES - HEAT	0108477409	5510	UTILITIES - HEAT	282.36
			UTILITIES - HEAT	0105477409	5510	UTILITIES - HEAT	61.11
			UTILITIES - HEAT	0102477409	5510	UTILITIES - HEAT	39.88
			UTILITIES - HEAT	0102477409	5510	UTILITIES - HEAT	67.77
			UTILITIES - HEAT	0105477409	5510	UTILITIES - HEAT	481.71
						CHECK TOTAL:	1,610.43
00389172	01/12/17	Southern California Ed	LIGHT & POWER	0102477409	5520	LIGHT & POWER	824.53
			LIGHT & POWER	0102477409	5520	LIGHT & POWER	25.44
			LIGHT & POWER	0102477409	5520	LIGHT & POWER	1,222.02
			LIGHT & POWER	0107477409	5520	LIGHT & POWER	28.00
			LIGHT & POWER	0102477409	5520	LIGHT & POWER	86.61
			LIGHT & POWER	0105477409	5520	LIGHT & POWER	5,530.36
			LIGHT & POWER	0106477409	5520	LIGHT & POWER	4,962.22
			LIGHT & POWER	0105477409	5520	LIGHT & POWER	2,618.53
			LIGHT & POWER	0105477409	5520	LIGHT & POWER	267.81
			LIGHT & POWER	0107477409	5520	LIGHT & POWER	6,145.36
			LIGHT & POWER	0102477409	5520	LIGHT & POWER	49.16
			LIGHT & POWER	0108477409	5520	LIGHT & POWER	3,664.46
						CHECK TOTAL:	25,424.50
00389173	01/12/17	State of CA/Department	FINGER PRINTING	0110397140	5845	FINGER PRINTING	834.00
						CHECK TOTAL:	834.00
00389174	01/12/17	Waste Management of OC	TRASH - UTILITIES	0108477409	5540	TRASH - UTILITIES	429.64
			TRASH - UTILITIES	0105477409	5540	TRASH - UTILITIES	1,316.48
			TRASH - UTILITIES	0107477409	5540	TRASH - UTILITIES	275.33
			TRASH - UTILITIES	0107477409	5540	TRASH - UTILITIES	584.37
			TRASH - UTILITIES	0107477409	5540	TRASH - UTILITIES	429.64
						CHECK TOTAL:	3,035.46
00389175	01/12/17	RUHNAU RUHNAU CLARKE	ARCHITECTURAL DESIGN FEES	2508498410	6220	ARCHITECTURAL DESIGN FEE	34,800.00
						CHECK TOTAL:	34,800.00
00389176	01/12/17	DC ARCHITECTS	ARCHITECTURAL DESIGN FEES	4207498068	6220	ARCHITECTURAL DESIGN FEE	47.50
			ARCHITECTURAL DESIGN FEES	4207498068	6220	ARCHITECTURAL DESIGN FEE	762.00
			ARCHITECTURAL DESIGN FEES	4207498068	6220	ARCHITECTURAL DESIGN FEE	47.50
						CHECK TOTAL:	857.00

SELECT Check ID's and Numbers: 76@ ; Check Dates: 011217

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00389177	01/12/17	River City Testing	SITE IMPROVEMENT	4205498510	6110	SITE IMPROVEMENT	2,114.25
						CHECK TOTAL:	2,114.25

TOTAL FOR STOCK 76 Laguna Beach's check stock ID 78,496.65

GRAND TOTAL 78,496.65

12.h. CONSENT/ACTION **January 24, 2017**

Approval: **Ratification of Certificated Payroll 6A in the Amount of $2,239,276.55**
Ratification of Classified Payroll 6B in the Amount of $691,885.90
Ratification of Classified Payroll 6C in the Amount of $800.00

Proposal

Staff proposes the Board of Education ratify the expenditure of funds from the General Fund to cover:

1. Certificated Payroll 6A in the amount of $2,239,276.55; and,
2. Classified Payroll 6B in the amount of $691,885.90; and,
3. Certificated Payroll 6C in the amount of $800.00 for the month of December 2016, totaling $2,931,962.45.

Background

Payroll is in conformity with the annual All Funds Budget adopted by the Board of Education.

Recommended Action

Staff recommends the Board of Education approve:

1. Certificated Payroll 6A in the amount of $2,239,276.55; and,
2. Classified Payroll 6B in the amount of $691,885.90; and,
3. Certificated Payroll 6C in the amount of $800.00 for the month of December 2016 totaling $2,931,962.45.

Tavares/Dixon/Viloria

12.i. CONSENT/ACTION **January 24, 2017**

Approval: **Agreement with South Orange County Community College District for participation and reimbursement of the 2016-17 Adult Education Block Grant**

Proposal

Staff proposes the Board of Education authorize 2016-17 participation with the South Orange County Community College District (SOCCCD) in accordance with AB-104, 84905(c).

Background

The 2016-2017 State Budget appropriated $500 million to the California Community College Chancellor's Office (CCCCO) and the California Department of Education (CDE) to allocate funding for adult education. The funds will be provided to eligible consortia for the purpose of implementing regional plans for adult education. The intent of the Adult Education Block Grant (AEBG) was to expand and improve the provisions of adult education via these consortia. The South Orange County Regional Consortium's (SOCRC) state-approved plan for serving adult students in Laguna Beach includes evening English as a Second Language (ESL) classes.

South Orange County Adult Education Consortium has authorized the grant to Laguna Beach Unified School District for $50,000 for 2016-2017. The consortium administrative functions fall under SOCCCD. This agreement allows SOCCCD to reimburse LBUSD for the grant amount and designated the services under the agreement and identifies the Assistant Superintendent of Instruction as the contact person responsible for LBUSD.

Budget Impact

The Adult Education Block Grant in the amount of $50,000 and the Maintenance of Effort (MOE) funds in the amount of $41,735 will be spent during the 2016/17 school year to support our Adult Education ESL classes.

Recommended Action

Staff recommends the Board of Education authorize 2016-17 participation with the South Orange County Community College District (SOCCCD) in accordance with AB-104, 84905(c).

GRANT SUBCONTRACT BETWEEN
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT and
LAGUNA BEACH UNIFIED SCHOOL DISTRICT

This GRANT SUBCONTRACT ("Agreement") is made by and between the South Orange County Community College District ("District"), a California community college district and political subdivision of the State of California, and the Laguna Beach Unified School District ("School"), a public school district organized and existing pursuant to the laws of the State of California. District and School may be referred to herein individually as "Party" and, collectively, as "Parties."

RECITALS

A. WHEREAS, California Education Code section 10900, et seq., authorizes the governing bodies of school districts and other local public agencies to cooperate with each other to organize, promote and conduct community recreational and educational programs.

B. WHEREAS, District and School are both educational institutions organized and operating in accordance with the laws of the State of California. The Parties have agreed to partner in activities to further the Adult Education Block Grant (AEBG) objectives. The District and School have found and determined that such offering is not inconsistent with the functions of their respective educational institutions.

C. WHEREAS, the 2015-2016 State Budget appropriated $500 million to the California Community College Chancellor's Office (CCCCO) and the California Department of Education to allocate funding for adult education. The funds will be provided to eligible consortia for the purpose of implementing regional plans for adult education. The intent of the AEBG was to expand and improve the provision of adult education via these consortia. District is a member of the South Orange County Regional Consortium (SOCRC).

D. WHEREAS, the District and School desire to enter into this program.

E. WHEREAS, District and School acknowledge that its respective participation in said activities is strictly voluntary.

NOW, THEREFORE, in consideration of these mutual promises, the Parties agree as follows:

1. **Incorporation of Recitals.** The above recitals are incorporated as effective and operative parts of this Agreement.

2. **Term.** This Agreement shall commence **July 1, 2016, and shall continue in full force and effect thereafter until and including June 30, 2017**, contingent upon funding from the Adult Education Block Grant (AEBG AB104) Allocation.

3. **School Responsibilities.**

   a. Scope of Work. School shall perform the Scope of Work generally described in the Participation Agreement, for the respective grant award listed below:

   Exhibit A (FS430/State Grant Number G026)

   As a part of this Scope of Work, the School, expressly agrees to track and certify all expenditures, including the quarterly fiscal reporting required under the guidelines of the Adult Education Block Grant. This includes, but is not limited to, the provision of certified expenditures and all documents relating thereto, reported quarterly in the fiscal workbooks provided by the Chancellor's Office of the State of California.

4. **Budget and Allowable Expenses**

   a. The School will administer the program budget in accordance with the AEBG legislation and budget development guidelines. The School will ensure that all program expenditures are reasonable, necessary, and allowable.

   b. The School will not exceed approved California Department of Education travel reimbursement rates for travel charged to this program.

   c. The School will adhere to the guidelines of the allowable expenses per the AEBG as reflected in Exhibit B.

5. **Compensation and Invoicing.** District agrees to provide School, as full consideration and compensation for School's performance of work under this Agreement, an amount of Fifty Thousand Dollars **($50,000)** representing the SOCRC Allocation, and an amount of Forty One Thousand Seven Hundred Thirty Five Dollars **($41,735)** representing the Maintenance of Operation (MOE), for a sum total amount not to exceed Ninety One Thousand Seven Hundred Thirty Five Dollars **($91,735)** ("Contract Amount").

   The School will report to District the cost breakdown by program and object of expenditures per the regular reporting cycle of AEBG.

   District agrees to pay the School as funds are received from the CCCCO.

   All allowable expenditures must be encumbered and/or the services rendered prior to **June 30, 2017,** unless expressly authorized by the District based on communication from the Chancellor's Office of the State of California.

6. **Records/Audits.**

   A. Records

   In accordance with Adult Education Block Grant (AEBG AB104), in order to be in compliance with state requirements, the School must maintain records regarding the use of grant funds, progress made towards grant objectives/performance, and placement and use of equipment purchased with grant funds.

   1. Records regarding use of grant funds:

      a. The School will maintain appropriate financial records in accordance with generally accepted accounting practices.
      b. The School will maintain original financial documentation (invoices and receipts) on file at the School's location and provide copies of such documentation for reimbursement or upon request of District or allow District, District's authorized representatives or agents, auditors, or designated staff to view such records.

      c. The School will submit quarterly time and effort reports, along with payroll records including Fringe Benefits for each staff/faculty member paid by the grant if appropriate.

   2. Records regarding progress toward grant objectives/performance:

      a. The School will submit a Quarterly Progress Report that addresses progress made toward meeting grant objectives, equipment and other major purchases, barriers and challenges, successful achievement of program objectives and performance measures, information regarding evaluation and outcome assessment activities, and involvement with other internal or external resources used for this project.

      b. School agrees to cooperate with Project Evaluator and supply information and records needed to track progress.

   B. Audit

   1. The School shall preserve and make available all records related to this agreement for examination by District, and/or their duly authorized representatives or agents:

      a. The School shall retain these records for three years after the completion of the grant;

      b. If any audit or other actions involving the records has been started before the expiration of this period, the records must be retained until completion of the action and resolution of all issues which arise from it or until the end of the three-year period, whichever is later;

      c. The retention period starts on the day the School submits its last expenditure report for that period, but not before July 1, 2017.

d. Failure to comply with terms of this paragraph may lead to the termination of the Agreement.

2. As required by California Education Code Section 84040, District and School will conduct their annual financial and compliance audit with each covering the cost for their respective audits.

7. **Termination**. Either Party may terminate this Agreement at any time, with our without cause, by providing at least thirty (30) days written notice of termination to the other Party prior to the requested termination date. In the event termination occurs prior to the conclusion of the then current semester, Parties will allow currently enrolled students to complete the semester. All work established pursuant to this Agreement are subject to the procurement of adequate funding. If District does not receive adequate funding, it may cancel any work pursuant to this Agreement until funding becomes available.

8. **Indemnification**. School agrees to hold harmless and indemnify District, their parent, affiliates, subsidiaries, authorized representatives, directors, officers, agents and employees against any and all liability for any judgments, awards, expenses, fines, penalties, attorneys' fees, or other claims for damages in connection with any suit, complaint, charge, proceeding or action of any kind alleging a violation of any statutory or regulatory provision or otherwise arising out of any acts or omissions by School, of its duties and responsibilities under this Agreement, unless such performance or nonperformance occurred at the direction of or was caused by District. This hold harmless and indemnification includes but is not limited to compensatory damages, punitive damages, regulatory fines and penalties, and extra-contractual liability.

   District agrees to hold harmless and indemnify School, their parent, affiliates, subsidiaries, authorized representatives, directors, officers, agents and employees against any and all liability for any judgments, awards, expenses, fines, penalties, attorneys' fees, or other claims for damages in connection with any suit, complaint, charge, proceeding or action of any kind alleging a violation of any statutory or regulatory provision or otherwise arising out of any acts or omissions by District, of its duties and responsibilities under this Agreement, unless such performance or nonperformance occurred at the direction of or was caused by School. This hold harmless and indemnification includes but is not limited to compensatory damages, punitive damages, regulatory fines and penalties, and extra-contractual liability.

9. **Insurance**. School agrees to maintain, in full force and effect, at Schools expense, the following insurance coverages from an admitted carrier in the State of California with a Best Rating of A-VII or higher: (i) Commercial General Liability insurance, with limits of not less than One Million Dollars ($1,000,000) per occurrence including bodily injury, broad form property damage and blanket contractual liability, written on an "occurrence" form; (ii) Professional Liability Insurance with limits of not less than One Million Dollars ($1,000,000); (iii) Employer's Liability with limits of not less than One Million Dollars ($1,000,000) per occurrence; (iv) Workers' Compensation insurance as required by statutory insurance requirement of the State of California; and (v) Automobile Liability covering all owned, non-owned and hired vehicles with combined single limit for bodily injury and/or property damage of not less than One Million Dollars ($1,000,000).

   School agrees to name the South Orange County Community College District, the South Orange County Community College District's Board of Trustees, its officers, agents, and employees as Additional Insured under its policy(ies). School shall deliver Certificate(s) of Insurance and Additional Insured Endorsement(s) evidencing the required coverages to the District, which shall be subject to the District's approval for adequacy of protection. The Certificate(s) of Insurance shall provide thirty (30) days prior written notice of cancellation. All certificates must be faxed or emailed, followed by a hard-copy in the mail to the South Orange County Community College District, Attn: Purchasing, Contract, and Material Management Services, 28000 Marguerite Parkway, Mission Viejo, CA 92692, before services are to commence.

10. **Independent Contractor.**

    Independent Contractor. School, in the performance of this Agreement, shall be and act as an independent contractor and not an employee of District. School, understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Contractor assumes the full responsibility his/her acts and/or liabilities including those of his/her employees or agents as they relate to the Work to be provided under this Agreement. School shall assume full responsibility for withholding and payment of all: federal, state, local and applicable income taxes; workers' compensation; contributions, including but not limited to, unemployment insurance and social security with respect to School's employees. School agrees to indemnify and hold District harmless from and against any and all liability arising from any failure or alleged failure of School to withhold or pay any applicable tax, unemployment insurance or social security when due or any failure or

alleged failure to comply with any applicable regulation applicable to School's employees.

11. **Compliance with Applicable Laws.** In performing the work, both Parties shall comply with applicable federal and California anti-discrimination laws, as well as all federal, state, and local laws, codes, regulations, and ordinances that are now or may in the future become applicable to the work. District shall not be responsible for compliance with any rules or regulations applicable to school districts that are not expressly incorporated into this Agreement. School and all School's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this Agreement.

12. **Assignment.** Neither Party shall assign or transfer any of its rights or obligations under this Agreement, including by operation of law or change of control or merger, without the other Party's prior written consent.

13. **Trademark/Logo Use.** School must obtain written approval from District's Public Information Office ("PIO") to use the District's name and/or logos in any advertisements, promotions, press releases or other media. In the event such permission is extended, PIO will furnish School with camera-ready artwork for such use.

14. **Non-Waiver.** The failure of District or School to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this Agreement, shall not be deemed a waiver by that Party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

15. **Notice.** All notices or demands to be given under this Agreement by either Party to the other Party shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by certified or registered mail, return receipt requested, with postage prepaid. Service shall be considered given when received, if personally served, or, if mailed, on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either Party may be changed by written notice given in accordance with the notice provisions of this section. At the date of this Agreement:

District: South Orange County Community College District
Attn: Assistant Superintendent/VP Business Services
28000 Marguerite Parkway
Mission Viejo, CA 92692
Phone: (949) 582-4664
E-Mail: dfitzsimons@socccd.edu

School: **Laguna Beach Unified School District**
Attn: Alysia Odipo
550 Blumont Street
Laguna Beach, CA 92651
949-497-7700 x5210
aodipo@lbusd.org

A Party may change its/his/her designated representative and/or address for the purpose of receiving notices and communications under this Agreement by notifying the other Party of the change in writing and in the manner described in this Section.

16. **Entire Agreement and Amendment.** This Agreement constitutes the entire agreement and understanding between the Parties, and is a complete and exclusive statement of the terms of the Parties' agreement pursuant to Code of Civil Procedure Section 1856. This Agreement cannot be modified orally, and is to be modified only by a written instrument executed by the Parties.

Signature Page to Follow

In Witness Whereof, the Parties have caused this Memorandum of Understanding to be executed on their behalf by their respective duly-authorized representatives.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
BY:	BY:
Authorized Representative	Authorized Representative
Print Name	Print Name Dr. Debra Fitzsimons
Print Title	Print Title Vice Chancellor – Business Services
Date	Date

Board Meeting Date of Approval

District Initiating Department	IVC – Business Sciences, Online and Extended Education
District Contact Name	Cathleen Greiner
District Contact Extension	949-451-5565

EXHIBIT A
PARTICIPATION AGREEMENT – SCOPE OF WORK

Project Name: Adult Education Block Grant

General Project Description: To engage in activities that support the South Orange County Regional Consortium's (SOCRC) state-approved plan for serving adult students in the region through the following program areas:

Project Timeline: July 1, 2016 to June 30, 2017

SCOPE OF WORK (General):

1. Programs in elementary and secondary basic skills, including programs leading to a high school diploma or high school equivalency certificate.
2. Programs for immigrants eligible for educational services in citizenship, English as a second language, and workforce preparation.
3. Programs for adults, including, but not limited to, older adults, that are primarily related to entry or reentry into the workforce.
4. Programs for adults, including, but not limited to, older adults, that are primarily designed to develop knowledge and skills to assist elementary and secondary school children to succeed academically in school.
5. Programs for adults with disabilities.
6. Programs in career technical education that are short term in nature and have high employment potential.
7. Programs offering pre-apprenticeship training activities conducted in coordination with one or more apprenticeship programs approved by the Division of Apprenticeship Standards for the occupation and geographic area.

EXHIBIT B

Other Terms and Conditions: Allowable Use of Funds

1. Use of these funds under the stated contract period must be in compliance with the published guidance document *Allowable Uses of AB104 Adult Education Block Grant Funds*; questions should be directed to the appropriate consortium-level or state-level adviser for consultation and assistance. The reference can be located at http://aebg.cccco.edu/portals/1/docs/Allowable%20Uses%20Guide%20031616.pdf or by viewing the language as noted below.

All allowable costs must meet three primary criteria:

a. Substantiate that the cost was necessary and reasonable for proper and effective administration of the allocations
b. The cost must be allocable to the funding source activities
c. The cost must be a general expense required to carry out the consortia member's overall responsibilities (i.e. not supplanting; The funds may not free up state or local dollars for other purposes, but should create or augment programs to an extent not possible without AEBG funding.).

2. Uses of these funds must have direct correlation to activities published in the approved South Orange County Regional Consortia plan.

Allowable Uses of AB104 Adult Education Block Grant
AB104 Adult Education Block Grant
Funding source: AB104, Section 39, Article 9
Version 2 Release: March 16, 2016

Examples of Allowable Expenditures (specific to AB104)

Sample Expenditures Listed by Objective
Sample expenditures listed by objective include, but are not limited to the following:

Objective #3: Activities for consortium members and partners to integrate existing programs and create seamless transitions into postsecondary education or the workforce.
The consortium will align and connect existing and future adult education programs to postsecondary academic pathways and/or career pathways leading to employment. Consortia should address alignment of placement tools, curriculum, assessment tools and rubrics, and student performance outcomes across delivery systems to ensure that student transition paths, both between providers and into postsecondary credit programs, are understood and supported across all systems.

Examples of allowable expenditures:

* Program coordination and staff/instructor time
* Staff/instructor stipends
* Program and curriculum planning and development
* Student assessment
* Articulation
* Counseling, Advising, & other student education planning services
* Research and contractual services
* Assessment for Placement Services
* In State Travel
* Office supplies
* Supplemental instruction and tutoring
* Follow-up and Orientation Services
* Computer Hardware or Software Equipment
* Meeting supplies
* Publication and Outreach Material
* Instructional materials and equipment

Objective #4: Activities to address the gaps identified pursuant to the evaluation of regional needs and the evaluation of current levels and types of adult education programs.
Describes the consortium response to the gaps identified in the region. These might include, but are not limited to, working with other partners in the service area, developing or expanding programs and plans to assess the effectiveness of these expanded efforts.
Activities identify programming and service gaps including lack of providers, services, access, attainment, and/or performance. Activities also include strategies to incrementally increase capacity in identified gap areas (e.g., using distance learning to reach adult populations in a consortium's region who are currently underserved).
The AB86 approved 3 year consortia plan includes the resources needed to carry out those strategies, the costs involved, the consortium participants responsible for implementing the identified strategies, the methods for assessing the progress made toward implementing the identified strategies, and a timeline for accomplishing the various implementation steps.

Examples of allowable expenditures:

* Staff/instructor time for new classes
* Program coordination and staff/instructor time
* Staff/instructor stipends
* Space Use Agreements
* Classroom reconfiguration
* Classroom furniture
* Supplemental instruction and tutoring
* Follow-up and Orientation Services
* In State Travel
* Office supplies
* Publication and Outreach Material
* Program and curriculum planning and development
* Research and contractual services
* Computer Hardware or Software Equipment
* Meeting supplies
* Counseling, Advising, and other student education planning services
* Instructional materials and equipment

Objective #5: Activities to employ approaches proven to accelerate a student's progress toward his or her academic or career goals, such as contextualized basic skills and career technical education, and other joint programming strategies between adult education and career technical education.

Examples of allowable expenditures:

* Program coordination and staff/instructor time
* Staff/instructor stipends
* Program and curriculum planning and development
* Articulation
* Instructional materials and equipment
* Research and contractual services
* Computer Hardware or Software Equipment
* Meeting supplies
* Publication and Outreach Material
* Counseling, Advising, and other student education planning services
* Follow-up and Orientation Services
* In State Travel
* Office supplies
* Supplemental instruction and tutoring

Objective #6: Activities to collaborate in the provision of ongoing professional development opportunities for faculty and other staff to help them achieve greater program integration and improve student outcomes.

Examples of allowable expenditures:

* Program coordination and staff/instructor time
* Staff/instructor stipends
* Professional Development
* Research and contractual services
* Meeting supplies
* Publication and Outreach Material
* In State Travel and Out of State Travel
* Office supplies

Objective #7: Activities to leverage existing regional structures, including, but not limited to, local workforce investment areas.
Describes how the consortium will leverage existing assets or structures to benefit the adult learners in the region. These assets or structures might include, for example, contributions from or collaborations with existing members, Local Workforce Investment Boards (WIBs), industry employer groups, chambers of commerce, and county libraries.

Examples of allowable expenditures:

* Program coordination and staff/instructor time
* Staff/instructor stipends
* Research and contractual services
* Meeting supplies
* In State Travel
* Space Use Agreements

Examples of Allowable Expenditures by AB104 Objective of Expenditure Reporting Categories

1000: Instructional Salaries, Supervisor's Salaries, Counselor's Salaries, and Project Coordinator / Director's Salaries.
Example: Program Director/Coordinator and Staff - AEBG director/coordinator who has direct responsibility for coordinating the program services, developing and monitoring the program plan and budget, reviewing data submissions to ensure accuracy and completing required program reports. Staff who work directly in the program, all positions -- classified, faculty or administrative -- must directly support program services, as reflected in job descriptions and included in the AB104 3 year Consortium Plan and Annual Plan. The member/consortium must be able to document staff time charged to the program. Costs may include salaries or wages and employee benefits.
Costs must be prorated for employees who are assigned to AEBG on a part-time basis.

2000: Non Instructional Salaries: Classified Staff (non-instructional) Salaries, and Instructional Aides Salaries.
Example - Counseling, Advising, and Other Student Education Planning Services – AEBG members may use funds to pay for counseling, advising, and other education planning services provided to students. This may include salary and benefit costs of staff who provide these services, costs related to the provision of workshops, group counseling or advising sessions, online advising, etc. unless those workshops or group sessions are part of a course that generates apportionment (FTES). AEBG funds cannot be used to pay for services that are provided through an apportionment generating activity.
Example: Orientation Services - Development and delivery of orientation services: this may include staff and materials costs to deliver group orientations, workshops, development of online orientation resources, etc.

3000: Employee Benefits.

4000: Supplies & Material - books, supplies for the adult education program (office), outreach, and recruitment materials.
Example: Publications and Outreach Materials - Reasonable costs to develop and produce materials to promote AEBG services and activities. Examples include materials for orientation and assessment workshops, guides for creating an education plan, brochures about supportive services, etc.
Example: Food and Beverages - funds can be used to provide food or non-alcoholic beverages for students or staff, provided that there is no local board policy prohibiting these costs. Food and beverage costs must be for activities or functions consistent with the objectives of the AEBG 3 year Consortia Plan and the Annual Plan. Funds cannot be used to pay for general activities such as open houses or other events not directly related to AEBG.

5000: Other Operating Expenses and Services – AB104 AEBG related conferences and travel expenses, meeting supplies for AEBG related activities, consultants, subcontractors, speaker fees at AEBG workshops, and leases for AEBG related space and equipment.

6000: Capital Outlay & Equipment - computer hardware/software/printer, space use agreements.
Example: Computer Hardware and Software and Equipment - Members may use program funds to purchase computer hardware, software, and equipment to assist in the delivery of AEBG services if the purchases are included in the AEBG Annual Plan.
These could include education planning software. Equipment purchased by the program that is no longer needed or is being replaced cannot be donated to another non-AEBG program. District policies regarding the use and disposal of surplus equipment must be followed.
Example: Follow-Up Services – AEBG members may use program funds to pay for communication or early alert systems designed to notify students of their academic standing or intervention services that may include related workshops targeting students on probation or facing dismissal.
Example: Assessment for Placement Services - Purchase of assessment tests and the implementation of multiple measures used for course placement, career assessments, assessment center staff, test proctors, communication to students, practice tests, etc. This may include evaluators or other staff who collect and review of multiple measures data, such as transcripts from other schools, military service and work experience, and specialized certificates and licenses.

Examples of Allowable Expenses by AB104 Types of Activities

***Program and curriculum planning and development*:** Development of an AEBG tutoring program. Development of an AEBG curriculum planning guide. Development of an AEBG drop in peer help center. Development of online distance education courses for AEBG students. Curriculum development for AEBG courses, including new courses.

***Student assessment*:** Purchase of computers and equipment such as scanners, to assess AEBG student abilities. Purchase of software and licenses for assessment. Salary of non-instructor hired to administer AEBG assessment tests. Development and implementation of assessment intervention programs. Research and development methods for assessment preparation.

***Advisement and counseling services*:** Salary of AEBG advisor or counselor. Salary of AEBG mentor. Purchase of supplies to create AEBG announcements. Creation and maintenance of a website devoted solely to AEBG. Cost of an AEBG email list that delivers adult education information to adult education students. Direct advising and counseling services for adult education students. Embedded counseling in adult education courses. Counseling and advising in support of adult education courses.

***Supplemental instruction and tutoring*:** Purchase of a web-based interactive program of supplemental instruction for AEBG. Purchase of training videos, or online training videos, or similar that supplement AEBG instruction. Direct tutoring to adult education students in AEBG areas. Supplemental instruction for AEBG students. Salary of teaching assistants assisting AEBG instructors.

***Articulation*:** Cost of studies that evaluate applicable English and mathematics courses, to identify important points of instruction to include in AEBG course curriculum. Support for AEBG faculty/teachers to attend or host meetings and discussions on course alignments and student preparation as these pertain to AEBG courses. Stipends for meetings, portfolio sharing, and discussions on course alignment and curriculum.

Instructional materials and equipment: Purchase of learning materials and equipment that support AEBG students. The costs for safe storage of AEBG supplies, equipment, instructional materials, and similar. Purchase of textbooks and learning materials used in AEBG courses. Purchase of AEBG instructional software. All learning materials and equipment that support AEBG courses and students. Purchase of computers to assess AEBG abilities. Purchase of supplies to create AEBG announcements. Creation and maintenance of a website devoted solely to AEBG. Cost of materials distribution across a variety of media, to AEBG students. Purchase of a web-based interactive program of supplemental instruction for AEBG courses. Purchase of training videos that supplement AEBG instruction.

Coordination: Salary of AEBG coordinator, or assistants, or project leads for hours of service provided, not to supplant a teaching salary. Cost of seminars to raise AEBG awareness among faculty. Cost of a consultant providing services to create, coordinate, and implement AEBG programs.

Research: Purchase of electronic support equipment, hardware and/or software for in- class use by AEBG students, used to capture data. Salary of qualified researcher hired to quantitatively assess AEBG student data against outcomes of success. Cost of creating a safe storage process for AEBG research data. Expanded bandwidth of research capabilities and services related to AEBG data systems and queries.

Professional development: Travel to events whose training will directly benefit AEBG students, will enhance AEBG instructor capabilities, or both. Replication of AEBG related training, provided by attendees who return to their schools to share this knowledge with their peers. Cost of seminars to raise AEBG awareness among faculty/teachers. Cost of an AEBG professionals/consultants providing services to create, coordinate, implement, and improve AEBG programs. Workshop, conferences, and seminars attendance directly related to AEBG programs and students. Support for learning communities for professional development for faculty/teachers to learn AEBG best practices.

Example of Expenses Not Allowed or that Need Prior Approval (specific to AB104) include, but are not limited to:

1. Construction
Any capital outlay (including building improvements, rental space, leases, construction, etc.) will also be closely scrutinized. It will require that you notify the AEBG Office of your consortium's (including any member in that consortium) intent. This is an informational e-mail only. The AEBG Office reserves the right to ask questions regarding any purchase and can prohibit any activity that it deems not meeting the reasonable and justifiable criteria

2. Other Staff Salaries and Benefits
Program funds cannot be used to pay for any staff that does not directly support the AEBG services described in the consortium's approved plan.

3. Political or Professional Dues, Memberships, or Contributions
Funds cannot be used for these activities, unless professional membership is an institutional requirement. Business, technical and professional organization or periodical memberships are allowed. Civic or community, or country club or social or dining club memberships are not allowed.

4. Unrelated Travel Costs
Program funds may not be used for the cost of travel not directly related to program activities or functions.

5. Vehicles
Any funds used to purchase vehicles needs to have prior approval by the AEBG Office.

6. Clothing
Program funds may not be used to purchase clothing for individual students such as jackets, sweatshirts, or tee shirts (gift of funds). However, clothing for a classroom is permissible – i.e. aprons for a culinary class, welding helmets, etc.

7. Entertainment Costs
Costs of entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable.

8. Fines and Penalties
Costs resulting from violations of, or failure of the institution to comply with, Federal, State, and local or foreign laws and regulations are unallowable, except when incurred as a result of compliance with specific provisions of the sponsored agreement, or instructions in writing from the authorized official of the sponsoring agency authorizing in advance such payments.

9. Travel
Only travel necessary for the project is allowed. Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business for the grant. Such costs will be based on the fiscal agent's per diem rates. These costs shall be considered reasonable and allowable only to the extent such costs do not exceed charges normally allowed by the institution in its regular operations as the result of the institution's written travel policy.

Out of State Travel: Consortia are required to complete an Out-of-State Travel Request Form and submit the form to the AEBG Office for prior approval. Such travel must also be disclosed in the Annual Plan template, reported in the AB104 online grant budget, as well as in the expenditure & progress reports. Out-of-State Travel Request forms are posted on the AEBG website under resources). The state reserves the right to limit Out-of-State travel.
http://aebg.cccco.edu/Resources

Out of Country Travel: The AEBG Office has determined that Out-of-Country travel **will not be an allowed** via this funding source.

12.j. CONSENT **January 24, 2017**

Approval: **Authorize the Interim Assistant Superintendent of Business Services to File a Notice of Completion (NOC) for the Installation of Playground Turf at Top of the World Elementary School by KYA Services LLC, for Recording by the County Clerk-Recorder**

Proposal

Staff proposes the Board of Education approve filing a Notice of Completion (NOC) for the installation of Playground Turf at Top of the World Elementary School by KYA Services LLC, for Recording by The County Clerk-Recorder by the Interim Assistant Superintendent of Business Services.

Background

The Notice of Completion (NOC), once executed and recorded by the Orange County Clerk-Recorder, serves to give formal notice to all subcontractors, manufacturers, and material suppliers that they have 30 days in which to submit any claims to the District for payment due from any prime contractors. The filing of the NOC also generally serves to trigger the start of warranty/guarantee periods, including the extended period of applicable performance bonds by various contractors, which generally run for a period of one year from the recording date of NOC. While such action declares the project to be "completed," it does not require any retention funds to be automatically released to project engineers or contractors.

Budget Impact

No budget impact will occur as a result of this action.

Recommended Action

Staff recommends the Board of Education approve filing a Notice of Completion (NOC) for installation of Playground Turf at Top of the World Elementary School by KYA Services LLC, for Recording by The County Clerk-Recorder by the Interim Assistant Superintendent of Business Services.

12.k. CONSENT/ACTION **January 24, 2017**

Approval: Independent Contractor Agreement with Brian Shay in an Amount Not-to-Exceed $4,500.00

Proposal

Staff proposes the Board of Education approve an Independent Contractor Agreement for consulting services by Brian Shay. Mr. Shay will present at LBUSD Leadership Meetings on February 9, March 9 and March 23, 2017. His expertise will provide our leadership team with professional development in the mathematical practices.

Background

Brian Shay has a Masters Degree in Mathematics. As one of the authors of the California Math Framework, Mr. Shay's expertise in mathematics has provided support and leadership to math teachers and educational leaders as an associate/adjunct instructor at UC Davis, UC San Diego, and Mesa College, as well as an advisor to many organizations such as the California Teacher Advisory Council, California Council on Science and Technology, California Congress members, State Legislatures, Department of Education, and private company leaders on the needs of STEM education. He trains teachers and administrators in mapping standards, creating scope and sequence, task development, assessments, and evaluating instruction materials. He has also created and led parent information nights in his school district to educate community members about Common Core Math.

Budget Impact

The projected cost for these educational meetings is not-to-exceed $4,500.00.

Recommended Action

Staff recommends the Board of Education approve the Independent Contractor Agreement for consulting services by Brian Shay in the amount not-to-exceed $4,500.00.

Odipo/Viloria

INDEPENDENT CONTRACTOR AGREEMENT

This AGREEMENT is hereby entered into between the Laguna Beach Unified School District, hereinafter referred to as "DISTRICT," and Brian J. Shay, Address: _____ _____, Phone: ; hereinafter referred to as "CONTRACTOR."

WHEREAS, DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required; and

WHEREAS, DISTRICT is in need of such special services and advice; and

WHEREAS, CONTRACTOR is specially trained and experienced and competent to perform the special services required by the DISTRICT, and such services are needed on a limited basis;

NOW, THEREFORE, the parties agree as follows:

1. Scope of Work. CONTRACTOR shall perform services for the DISTRICT in support of our Mathematics Program. **CONTRACTOR will provide consulting at our LBUSD Leadership Meetings in mathematical practices on February 9, March 9 and March 23, 2017.**

2. Term. CONTRACTOR shall commence providing services under this AGREEMENT upon Board approval and will diligently perform as required **until June 30, 2017**.

3. Compensation. DISTRICT agrees to pay the CONTRACTOR for services satisfactorily rendered pursuant to this AGREEMENT a total fee **not to exceed $4,500.00**. DISTRICT shall pay CONTRACTOR according to the following terms and conditions: **Net 30 days upon invoicing after delivery of each day of service**

4. Expenses. DISTRICT shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for DISTRICT.

5. Independent Contractor. CONTRACTOR, in the performance of this AGREEMENT, shall be and act as an independent contractor. CONTRACTOR understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. CONTRACTOR assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the services to be provided under this AGREEMENT. CONTRACTOR shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONTRACTOR's employees.

6. Materials. CONTRACTOR shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this AGREEMENT. CONTRACTOR's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession.

7. Originality of Services. CONTRACTOR agrees that in providing services pursuant to this AGREEMENT, CONTRACTOR shall obey and comply with all copyright, trademark and patent laws, rules and regulations, including proper identification of all copyrighted materials used.

8. Copyright/Trademark/Patent. CONTRACTOR further understands and agrees that in the event materials are produced pursuant to this AGREEMENT for the benefit of the DISTRICT for which a copyright, trademark and patent may be secured, the DISTRICT shall have the right to such copyright, trademark or patent. CONTRACTOR further understands and agrees that all materials produced for the benefit of the DISTRICT pursuant to this AGREEMENT shall become the DISTRICT'S property, and reuse is subject to the DISTRICT'S express written permission.

9. Termination. DISTRICT may, at any time, with or without reason, terminate this AGREEMENT and compensate CONTRACTOR only for services satisfactorily rendered to the date of termination. Written notice by DISTRICT shall be sufficient to stop further performance of services by CONTRACTOR. Notice shall be deemed given when received by the CONTRACTOR or no later than three days after the day of mailing, whichever is sooner.

DISTRICT may terminate this AGREEMENT upon giving of written notice of intention to terminate for cause. Cause shall include: (a) material violation of this AGREEMENT by the CONTRACTOR; or (b) any act by CONTRACTOR exposing the DISTRICT to liability to others for personal injury or property damage; or CONTRACTOR is adjudged a bankrupt, CONTRACTOR makes a general assignment for the benefit of creditors or a receiver is appointed on account of CONTRACTOR's insolvency. Written notice by DISTRICT shall contain the reasons for such intention to terminate and unless within five (5) days after service of such notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this AGREEMENT shall upon the expiration of the five (5) days cease and terminate. In the event of such termination, the DISTRICT may secure the required services from another contractor. If the cost to the DISTRICT exceeds the cost of providing the service pursuant to this AGREEMENT, the excess cost shall be charged to and collected from the CONTRACTOR. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to DISTRICT. Written notice by DISTRICT shall be deemed given when received by the other party, or no later than three days after the day of mailing, whichever is sooner.

10. Hold Harmless. CONTRACTOR agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its governing board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever, which may be incurred by reason of:

(a) Liability for damages for: (1) death or bodily injury to person; (2) injury to, loss or theft of property; or (3) any other loss, damage or expense arising out of (1) or (2) above, sustained by the CONTRACTOR or any person, firm or corporation employed by the CONTRACTOR, either directly or by independent contract, upon or in connection with the services called for in this AGREEMENT, however caused, except for liability for damages referred to above which result from the sole negligence or willful misconduct of the DISTRICT or its officers, employees or agents.

(b) Any injury to or death of any persons, including the DISTRICT or its officers, employees and agents, or damage to or loss of any property caused by any act, neglect, default, or omission of the CONTRACTOR, or any person, firm or corporation employed by the CONTRACTOR, either directly or by independent contract, arising out of, or in any way connected with, the services covered by this AGREEMENT, whether said injury or damage occurs either on or off DISTRICT's property, except for liability for damages which result from the sole negligence or willful misconduct of the DISTRICT or its officers, employees or agents.

(c) Any liability for damages which may arise from the furnishing or use of any copyrighted or uncopyrighted matter or patented or unpatented invention under this AGREEMENT.

(d) Any acts or omissions by CONTRACTOR or any person or corporation employed by CONTRACTOR relating to services to be rendered under this Agreement.

11. Insurance. CONTRACTOR agrees to carry a comprehensive general and automobile liability insurance with limits of One Million Dollars ($1,000,000) per occurrence combined single limit for bodily injury and property damage in a form mutually acceptable to both parties to protect CONTRACTOR and DISTRICT against liability or claims of liability which may arise out of this AGREEMENT. In addition, CONTRACTOR agrees to provide an endorsement to this policy stating, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by DISTRICT shall be excess and noncontributory." CONTRACTOR agrees to carry malpractice and/or professional liability insurance in the amount One Million Dollars ($1,000,000). Prior to the execution of this Agreement, CONTRACTOR shall provide DISTRICT with certificates of insurance evidencing all coverages and endorsements required hereunder including a thirty (30) day written notice of cancellation or reduction in coverage. CONTRACTOR agrees that not less than 30 days prior to the expiration of any coverage, CONTRACTOR will provide evidence of renewal to DISTRICT. CONTRACTOR agrees to name DISTRICT and its officers, agents and employees as additional insureds under said policies. CONTRACTOR shall provide proof of current Worker's Compensation insurance for CONTRACTOR'S employees (if applicable).

12. Assignment. The obligations of the CONTRACTOR pursuant to this AGREEMENT shall not be assigned by the CONTRACTOR without the prior written consent of District.

13. Compliance With Applicable Laws. The services completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT's general right of inspection to secure the satisfactory completion thereof. CONTRACTOR agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to CONTRACTOR, CONTRACTOR's business, equipment and personnel engaged in operations covered by this AGREEMENT or accruing out of the performance of such operations.

14. Permits/Licenses. CONTRACTOR and all CONTRACTOR's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this AGREEMENT.

15. Employment With Public Agency. CONTRACTOR, if an employee of another public agency, agrees that CONTRACTOR will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this AGREEMENT.

16. Entire Agreement/Amendment. This AGREEMENT and any exhibits attached hereto constitute the entire agreement among the parties to it and supersedes any prior or contemporaneous understanding or agreement with respect to the services contemplated, and may be amended only by a written amendment executed by both parties to the AGREEMENT.

17. Affirmative Action Employment. CONTRACTOR agrees that it will not engage in unlawful discrimination in employment of persons because of sexual orientation, race, color, religious creed, national origin, ancestry, physical handicap, medical condition, marital status, or sex of such persons.

18. Non Waiver. The failure of DISTRICT or CONTRACTOR to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this AGREEMENT, shall not be deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

19. Notice. All notices or demands to be given under this AGREEMENT by either party to the other, shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by registered or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when received if personally served or if mailed on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section.

At the date of this AGREEMENT, the addresses of the parties are as follows:

LAGUNA BEACH UNIFIED	**CONTRACTOR**
SCHOOL DISTRICT	**Brian J. Shay**
550 Blumont	**Address:**
Laguna Beach, CA 92651	

20. Severability. If any term, condition or provision of this AGREEMENT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

21. Governing Law. The terms and conditions of this AGREEMENT shall be governed by the laws of the State of California with venue in Orange County, California.

THIS AGREEMENT IS ENTERED INTO THIS ___ DAY OF _____, 2017.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT	**CONTRACTOR**
By: _____	By: _____
Signature	Signature
Jason Viloria, Ed.D.	Brian J. Shay
Typed Name	Typed Name
LBUSD Superintendent	Contractor
Title	Title
	_____
	Social Security or
	Taxpayer Identification Number

12.1. CONSENT/ACTION **January 24, 2017**

Approval: Agreement for Contracted Services with Nicole Miller & Associates, Inc., to Conduct Investigations into the Legal Residency of Enrolled Students Within the Jurisdiction of Laguna Beach Unified School District as well as Risk Management Investigations with a Not-to-Exceed Amount of $50,000

Proposal

Staff proposes the Board of Education approve an agreement for contracted services with Nicole Miller & Associates, Inc., to conduct investigations into the legal residency of enrolled students within the jurisdiction of Laguna Beach Unified School District as well as risk management investigations with a not-to-exceed amount of $50,000.

Background

This item is a contract renewal for investigatory services.

Education Code section 48200 indicates that students shall attend public school in the school district in which the residency of either the parent or legal guardian of the student is located. Ensuring that students enrolled in the district's schools actually reside within our district boundaries has been a long standing district practice. This practice is important to LBUSD because of our funding model and limited facility space. As a basic aid district, LBUSD is funded from the proceeds of local property tax and does not receive state aid (funding from the state) on a per pupil basis. When an address is falsified and a student resides outside our school district boundaries, not only does the district not receive revenue for those students; but, the student's actual school district of residence is deprived of the per pupil state aid. Some individuals go to great lengths to perpetuate the deception of a falsified residence and home visits become necessary. This is not an appropriate use of time for educational administrators and the task is more appropriately performed by a professional on a contracted as needed basis.

This investigator is also utilized to conduct investigations into complaints, personnel-related matters, and risk management issues as the firm has extensive training and experience in thorough, legally-complaint investigations and reports.

This investigator is also used by our property/liability insurance carrier and several other Orange County school districts.

Budget Impact

This General Fund expenditure is budgeted at a not-to-exceed amount of $50,000.

Recommended Action

Staff recommends the Board of Education approve an agreement for contracted services with Nicole Miller & Associates, Inc. to conduct investigations into the legal residency of enrolled students within the jurisdiction of Laguna Beach Unified School District as well as risk management investigations with a not-to-exceed amount of $50,000.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
(2016/17 School Year)

INVESTIGATIONS CONSULTING AGREEMENT

THIS AGREEMENT is made and entered into this (Board Approval Date):

1st	day of	January, 2017	

by and between

Nicole Miller & Associates, Inc.

Independent Contractor, hereinafter referred to as "Consultant" and the Laguna Beach Unified School District, hereinafter referred to as "District."

WHEREAS the District is in need of special services and advice:

WHEREAS such services and advice are not available at no cost from public agencies; and

WHEREAS Consultant is specially trained, experienced, and competent to provide the special services and advice required; and

WHEREAS such services are needed on a limited basis;

NOW, THEREFORE, the parties hereto agree as follows:

1. Services to be provided by Consultant:

   Nicole Miller & Associates, Inc.

2. List of Other Supportive Staff or Consultants:

   Nicole Miller, President & CEO
   Steve Doan, Senior Investigator / Security
   Martin Hanneman, Security Operations, Director
   Ara RaisDana, Lead Investigator
   Mackenzie Kintz, Lead Investigator
   Alyssa Jarvis, Lead Investigator
   Lisa Strachan, Lead Investigator
   Kalene VanHuss, Associate Investigator
   Brittney Hamilton, Associate Investigator
   Mercy Yang, Associate Investigator
   Shannon Cashin, Associate Investigator

3. Consultant shall commence providing services under this AGREEMENT on:

Date:	January 1, 2017

   and shall diligently perform as specified and complete performance by:

Date:	June 30, 2017 (or sooner)

Consultant shall perform said services as an independent contractor calling and not as an employee of the District. Consultant shall be under the control of the District as to the result to be accomplished and not as to the means or manner by which such result is to be accomplished.

4. District shall prepare and furnish the following information to Consultant, upon request, such information as is reasonably necessary to the performance of Consultant to this AGREEMENT:

Provide administrative services required for investigative process.

5. District shall pay Consultant for services rendered satisfactorily * See Exhibit A for details - ($150.00 hourly) Payment shall be made 30 days after receipt of invoice. Consultant shall submit an invoice to District for approval.

6. District may at any time for any reason terminate this AGREEMENT. Written notice by the District's Assistant Superintendent shall be sufficient to stop further performance of services by Consultant. The notice shall be deemed given when received or no later than three (3) days after the day of mailing, whichever is sooner.

7. Consultant agrees to and shall hold harmless and indemnify District, its officers, agents, and employees from every claim or demand and every liability or loss, damage, or expense of any nature whatsoever, which may be incurred by reason of:

a. Liability for damages for death or bodily injury to person, injury to property, or any other loss, damage, expense sustained by Consultant or any person, firm, or corporation employed by Consultant upon or in connection with the services called for in this AGREEMENT except for liability for damages referred to above which result from the sole negligence or willful misconduct of District, its officers, employees, or agents.

b. Any injury to or death of persons or damage to property, sustained by any persons, firm, or corporation, including the District, arising out of, or in any way connected with the services covered by this AGREEMENT, whether said injury or damage occurs either on or off school district property, except for liability for damages which result from the sole negligence or willful misconduct of the District, its officers, employees, or agents.

Consultant, at Consultant's expense, cost, and risk, shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the District, its officers, agents, or employees on any such claim, demand, or liability and shall pay or satisfy any judgment/lawsuit reimbursement that may be rendered against the District, its officers, agents, or employees in any action suit, or other proceedings as a result thereof.

8. This AGREEMENT is not assignable without written consent of the parties hereto.

9. Consultant and assistants shall comply with all applicable federal, state, and local laws, rules, regulations, and ordinances, including Worker's Compensation.

10. Consultant, if an employee of another public agency, certifies that Consultant shall not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to the AGREEMENT.

11. The following is a brief description of what will be achieved by Consultant as a result of this AGREEMENT:

Investigative services

12. What are the technical reasons Consultant is being hired as an Independent Contractor rather than an employee?

Specialized services are required on an as-needed basis.

List any technical support that will need to be supplied by District:

none

COMMON-LAW FACTORS
(IRS Revenue Rule 87-41)

Mark all items that are true for the intended Consultant:

[X] **No Instructions**: The consultant will not be required to follow explicit instructions to accomplish the job.

[X] **No Training**: The consultant will not receive training provided by the employer. The consultant will use independent methods to accomplish the work.

[X] **Work Not Essential to the Employer**: The employer's success or continuation does not depend on the services of the consultant.

[X] **Right to Hire Others**: The consultant is being hired to provide a result and will have the right to hire others for actual work, unless otherwise noted.

[X] **Control of Assistants**: Assistants hired at consultant's discretion; consultant responsible for hiring, supervising, paying of assistants.

[X] **Not a Continuing Relationship**: If frequent, will be at irregular intervals, on call, or whenever work is available.

[X] **Own Work Hours**: Consultant will establish work hours for the job.

[X] **Time to Pursue Other Work**: Since specific hours are not required, consultant may work for other employers simultaneously, unless otherwise noted.

[X] **Job Location**: Consultant controls job location, under district discretion, whether on employer's site or not.

[X] **Order of Work**: Consultant, rather than employer, determines order or sequence of steps in performance of work.

[X] **No Interim Reports**: Only specific pre-determined reports defined in the consulting agreement.

[X] **Basis of Payment**: Consultant paid for services rendered, if applicable (see Agreement #4); total compensation set in advance of starting the job.

[X] **Business Expenses**: Consultant is responsible for incidental or special business expenses.

[X] **Tools and Equipment**: Consultant furnishes the identified tools and equipment needed for the job.

[X] **Significant Investment**: Consultant can perform services without using the employer's facilities. Consultant's investment in own trade is real, essential, and adequate.

[X] **Possible Profit or Loss**: Consultant does these (check valid items):

- [X] Hires, directs, pays assistants
- [X] Has equipment, facilities
- [X] Has a continuing and recurring liability
- [X] Performs specific jobs for prices agreed-upon in advance
- [ ] Lists services in Business Directory
- [ ] Other (explain) _____

[X] **Work for Multiple Employers**: Consultant may perform services for more than one employer simultaneously, unless otherwise noted.

[ ] **Services Available to the General Public** (check valid items):

- [ ] Maintains an office
- [ ] Business license
- [ ] Business signs
- [ ] Advertises services
- [ ] Lists services in Business Directory
- [ ] Other (explain) _____

[ ] **Limited Right to Discharge**: Consultant not subject to termination as long as contract specifications are met, unless otherwise noted (see Agreement #5 and #11).

[X] **No Compensation for Non-Completion**: Responsible for satisfactory completion of job; no compensation for non-completion.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed:

CONSULTANT:	**DISTRICT:**
Typed Name: Nicole Miller, Owner	Typed Name: Leisa Winston, Assistant Superintendent, Human Resources
Nicole Miller & Associates	Laguna Beach Unified School District
Authorized Signature:	Authorized Signature:
Street Address:	Street Address:
905 Calle Negocio, #74182	550 Blumont St.
City, State, Zip Code	City, State, Zip Code
San Clemente, CA 92673	Laguna Beach, CA 92651
Date:	Date:

Mark Appropriately:

Independent/Sole Proprietor:	Yes		No	X
Corporation:	Yes	X	No	
Partnership:	Yes		No	X
Other/Specify:				

Social Security Number	or	Federal Identification Number
		46-2531296

Telephone Number:	E-mail Address:
(949) 310-7645	nmiller@nmillerinv.com

If a corporation is being approved, the signature must be that of a responsible person. Typed corporation name must be identical to that on front page.

If an individual consultant, signature must match name on front page.

DISTRICT ADMINISTRATOR:

Signature of District Administrator **(sign prior to submitting to District indicating review and approval):**

Signature:		Date:	

13. INFORMATION **January 24, 2017**

Second Quarter Report of Uniform Complaints for the Williams Case Settlement

Proposal

Staff will present the second quarter summary report on the nature and resolution of all complaints, as required by the Williams Litigation Settlement. The report will also be submitted to the County Superintendent of Schools.

Background

As a result of the State of California's settlement of the Williams class action lawsuit, Education Code Section 35186 requires school districts to: 1) provide an opportunity to file formal complaints under the district's Uniform Complaint Procedures; and, 2) report the number of complaints filed and the area to the Board of Education and the public four times per year.

The second quarter report recaps the number of Uniform Complaints received by the District in the three areas governed by the Williams Case Settlement for the period of October – December 2016. The three targeted areas are:

1. According to Education Code Section 60119, "Sufficient textbooks or instructional materials" means that each pupil, including English learners, has a standards-aligned textbook or instructional materials, or both, to use in class and to take home in each of the core subject areas: Mathematics, Science, History Social-Science and English/language arts, including the English language development component of an adopted program. This paragraph does not require two sets of textbooks or instructional materials for each pupil.

   The materials may be in a digital format as long as each pupil, at a minimum, has and can access the same materials in the class and to take home, as all other pupils in the same class or course in the district and has the ability to use and access them at home.

2. There should be no teacher vacancies or misassignments.

3. School facilities must be clean, safe, and maintained in good repair.

The District's report is as follows:

Report Period:	Quarter #2 - October 1 to December 31, 2016
Number of Complaints Received:	None.
Nature of Complaints:	None.
Resolution of Complaints:	None.
Report to Board of Education:	January 24, 2017

Budget Impact

There is no budget impact to this item.

Recommended Action

Staff recommends the Board of Education receive the second quarter report of Uniform Complaints as mandated by the Williams Case Settlements.

14. INFORMATION **January 24, 2017**

Monthly Financial Update – December 2016

Proposal

Staff will present the Monthly Financial Update to the Board of Education.

Background

The Monthly Financial Update is a financial report provided to ensure the Board is familiar with the year to date financial activity of the District. The General Fund is presented as it pertains to the current budget. The District budget is adopted by July 1 of each year, revised as of October 31 and January 31, with report dates no later than December 15 and March 15, respectively.

The Monthly Financial Update consists of all the District's funds and special reports for services.

Budget Impact

There is no budget impact for this report.

Recommended Action

No action is required. The Monthly Financial Update report is prepared for information purposes only.

Lee/ Dixon/Viloria

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
MONTHLY FINANCIAL STATEMENT
AS OF DECEMBER 31, 2016

	First Interim @ 12/13/2016	Receipts/ Expenditures YTD	Percent YTD
REVENUES			
Property Taxes/LCFF Hold Harmless/Prop. 30	49,642,162	26,960,676	54%
Federal Revenues	891,208	104,015	12%
Other State Revenues	3,518,725	808,121	23%
Other Local Revenues	2,770,975	1,221,096	44%
Interfund Transfers In	500,000	500,000	100%
TOTAL REVENUE	57,323,070	29,593,908	52%
EXPENDITURES			
Certificated Salaries	22,065,786	7,065,399	32%
Classified Salaries	8,285,257	3,001,885	36%
Employee Benefits	11,322,290	4,583,710	40%
Books & Supplies	2,861,371	1,441,053	50%
Services and Operating Services	8,972,803	3,743,150	42%
Capital Outlay	3,225,862	2,109,294	65%
Other Outgo	431,366	118,426	27%
Transfers Out	2,265,000	165,000	7%
TOTAL EXPENDITURES	59,429,735	22,227,916	37%
ADJUSTED BEGINNING BALANCE AS OF 7/1/2016	$ 7,521,856		
SURPLUS / DEFICIT SPENDING	(2,106,665)		
ENDING FUND BALANCE PROJECTED FOR 6/30/2017	$ 5,415,191		
SPECIAL PROGRAM REPORTING			
Special Education	8,459,389	2,816,280	33%
Technology	2,349,101	1,308,839	56%
4CLE	1,402,027	1,170,670	83%
Ongoing & Major Maintenance Account	3,338,222	1,337,584	40%
Capital Improvement Plan	4,288,556	1,895,075	44%
Facilities Repair & Replacement Program	6,546,887	1,166,418	18%

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
FISCAL YEAR 2016-17
FIRST INTERIM
COMPONENTS OF ENDING FUND BALANCE

General Fund		
ENDING FUND BALANCE		$ 5,415,191
Nonspendable - (Revolving Cash)	$ 50,000	
Restricted - (Categorical Programs)		
Routine Restricted Maintenance	1,529,246	
Committed		
Assigned		
Potential Onetime Expenditures District Goals, GASB 45, Textbooks, Special Education, Litigation, Furniture & Equipment, and Facilities	835,945	
Unassigned / Unappropriated		
Reserve for Economic Uncertainties = 5% State required reserve for economic uncertainty 3% Local requirement under Policy 3101: Financial Reserves 2%	3,000,000	
Fund Balance		$ 5,415,191

Education Code Section 42127(a)(2)(B) requires a statement of the reasons that substantiate the need for assigned and unassigned ending fund balances in excess of the minimum reserve standard for economic uncertainties for each fiscal year identified in the budget.

General Fund Expenditures	57,164,735
General Fund Transfers Out to Other Funds	2,265,000
General Fund Expenditures and Transfers	59,429,735

Assigned		
Potential Onetime Expenditures District Goals, GASB 45, Textbooks, Special Education, Litigation, Furniture & Equipment, and Facilities	1.4%	835,945
Unassigned		
State Minimum Reserve Level	3.0%	1,782,893
District Minimum Reserve Level	2.0%	1,217,107
Assigned and Unassigned Balances	6.5%	$ 3,835,945

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
MONTH ENDING CASH BALANCE
AS OF DECEMBER 31, 2016

	Revenue	Expenditures	Assets/Liability Changes	Monthly Cash Flow Change	Month Ending Cash Balance
7/1/2016					8,596,372.43
JULY	600,913.57	(1,915,068.60)	(1,466,630.97)	(2,780,786.00)	5,815,586.43
AUGUST	448,289.00	(2,878,565.87)	(58,307.14)	(2,488,584.01)	3,327,002.42
SEPTEMBER *	1,484,293.08	(5,210,182.26)	5,704,390.26	1,978,501.08	5,305,503.50
OCTOBER	628,135.95	(5,715,970.58)	750,411.04	(4,337,423.59)	968,079.91
NOVEMBER	9,973,948.12	(4,339,800.21)	(574,491.74)	5,059,656.17	6,027,736.08
DECEMBER	16,458,328.58	(2,168,328.14)	(6,073,523.55)	8,216,476.89	14,244,212.97
JANUARY *					
FEBRUARY					
MARCH					
APRIL					
MAY					
JUNE					
YTD	29,593,908.30	(22,227,915.66)	(1,718,152.10)	5,647,840.54	

* SEPTEMBER and JANUARY expected $6 million cash flow transfer in from Fund 17 and transfer out to Fund 17.

	Month Ending Cash Balance	2016-17 Projected Ending Fund Balance
FUND 01	$ 14,244,212.97	$ 5,415,191.00
FUND 11	67,174.09	73,034.00
FUND 13	29,233.35	48,950.00
FUND 17	16,052,493.50	16,121,875.00
FUND 25	200,944.94	-
FUND 4040	4,884,619.96	414,535.00
FUND 4041	5,199,102.42	5,217,149.00
FUND 4042	3,059,811.01	1,688,171.00
	$ 43,737,592.24	$ 28,978,905.00

	CalPERS "CERBT" Trust for OPEB	
As of:	Contributions	Quarter Ending Balance
Dec. 8, '15	2,000,000.00	
Dec. 31, '15		1,992,366.86
Jan. 13, '16	193,539.00	
Mar. 31, '16		2,269,242.75
June 30, '16		2,336,219.11
Sep. 30, '16		2,385,154.37

INTERFUND TRANSFERS			
Transfer to General Fund from Special Reserve for Capital Outlay - Aliso Property (Fund 4041)	500,000	500,000	100%
Transferred from the General Fund to:			
Cafeteria Fund (Fund 13)	165,000	165,000	100%
** Special Reserve for Capital Outlay - Facilities Repair & Replacement Program (Fund 4040)	900,000	0	0%
** Special Reserve for Capital Outlay - Capital Improvement Plan (Fund 4042)	1,200,000	0	0%

** Transfers to be completed on January 10, 2017 per board approval

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
FUND DESCRIPTIONS

FUND 01 **The General Fund** is the chief operating fund for Laguna Beach USD. It is used to account for the ordinary operations of the district. All transactions except those required or permitted by law to be in another fund are accounted for in this fund. Restricted projects or activities within the general fund must be identified and reported separately from unrestricted projects or activities.

FUND 11 **The Adult Education Fund** is a separate fund used to account for state appropriations and to finance specific programs for the education of adults. Funds can be expended on salaries, benefits, supplies, books, services, and equipment related to adult education programs (Education Code Section 52616.4).

FUND 13 **The Cafeteria Fund (Nutrition Services)** is used to account separately for federal, state, and local resources to operate the food service program (Education Code sections 38090-38093). The purpose of the food service program is to provide nutritious meals to the students. The District participates in the National School Lunch Program and the School Breakfast Program. The District serves approximately 500-550 lunches and 200-230 breakfasts to the students from kindergarten through twelfth grade on a daily basis.

FUND 17 **The Special Reserve Fund for Other Than Capital Outlay Projects** is used primarily to provide for the accumulation of moneys for general operating purposes other than for capital outlay (Education Code Section 42840). On May 11, 2004 the Board of Education approved the target of reserving two-thirds of the basic aid differential (the difference between Revenue Limit funding and Basic Aid funding) to be achieved by June 30, 2009. Funds reserved for the Basic Aid differential are deposited into this fund.

FUND 25 **The Capital Facilities Fund (Developer Fees)** exists to account for monies received as mitigation fees levied on developers, property owners or other agencies as a condition of approving new development or additions to existing real property. The authority for these levies may be local government ordinances (GC 65970-65981) or private agreements between a school district and the developer. Expenditures from this fund are to be used for the purpose of funding the construction or reconstruction of school facilities (Education Code sections 17620-17626).

FUND 40 **The Special Reserve Fund for Capital Outlay Projects** exists to account for the accumulation of moneys for capital outlay purposes (Education Code Section 42840). This fund is separated into three sub-funds in accordance to with resolutions #01-02, #14-02 and #14-03.

Sub-fund 4040 exists to account for the **Facility Repair and Replacement Program (FRRP)**.

Sub-fund 4041 exists to account for the **Vista Aliso property reserve**. The District holds a re-purchase agreement on the property.

Sub-fund 4042 exists to account for the **Capital Improvement Plan (CIP)** that goes above and beyond prior commitments for repair and replacement needs, but extends to improvements of facilities for program and enrollment growth. A ten-year plan will be developed and revised, at least annually, to prioritize major projects.

LAGUNA BEACH USD

GL 220 Balance Sheet

Subfund: 0101 GENERAL FUND

YTD For Month Ending: 12/31/2016

	Object	Amount	Totals
ASSETS			
CASH IN COUNTY TREASURY (AUTO)	9110	14,244,212.97	
REVOLVING CASH ACCOUNT	9130	50,000.00	
ACCOUNTS RECEIVABLE MANUAL	9205	10,679.74	
DUE FROM GRANTOR GOVERNMENTS	9290	580,053.31	
MID MONTH PAYROLL	9360	138,661.29	
Total Assets:			**15,023,607.31**
LIABILITIES			
ACCTS PAY AUTOMATIC	9519	17,084.69	
ACCRUED SUMMER PAY LIABILITY	9550	112,885.04	
CA USE TAX LIABILITY	9552	5,788.56	
Total Liabilities:		**135,758.29**	
FUND BALANCE			
BEGINNING FUND BALANCE	9791	7,521,856.38	
Total Beginning Fund Balance:		7,521,856.38	
Excess Revenue Over Expenditures:		7,365,992.64	
Total Fund Balance:		**14,887,849.02**	
Total Liabilities & Fund Balance:			**15,023,607.31**
Difference (Error):			**0.00**

LAGUNA BEACH USD

GL275 Income Statement

Subfund: 0101 GENERAL FUND

YTD For Month Ending: 12/31/2016

	Object Codes	Amount	Totals
REVENUE			
Revenue Limit			
State Aid	(8000-8019)	624,118.40	
Property Tax	(8020-8079)	26,336,558.09	
Other	(8080-8099)	0.00	
Federal Revenue	(8100-8299)	104,014.88	
Other State Revenue	(8300-8599)	808,120.83	
Other Local Revenue	(8600-8799)	1,221,096.10	
Interfund Transfers In	(8910-8929)	500,000.00	
All Other Financing Sources	(8931-8979)	0.00	
Contributions	(8980-8999)	0.00	
Total Revenue			**29,593,908.30**
EXPENDITURES			
Certificated Salaries	(1000-1999)	7,065,399.07	
Classified Salaries	(2000-2999)	3,001,884.56	
Employee Benefits	(3000-3999)	4,583,709.63	
Supplies and Services	(4000-5999)	5,184,202.68	
Capital Outlays	(6000-6999)	2,109,293.92	
Other Outgo	(7000-7399)	118,425.80	
Other Debt Service	(7400-7599)	0.00	
Interfund Transfers Out	(7600-7629)	165,000.00	
All Other Financing Uses	(7630-7999)	0.00	
Total Expenditures			22,227,915.66
Total Non-Operating Accounts	(9900-9999)		0.00
EXCESS REVENUE OVER EXPENDITURES			**7,365,992.64**
BEGINNING FUND BALANCE (9791)		**7,521,856.38**	
BEGINNING ADJUSTED BALANCE (9793)		**0.00**	
BEGINNING RESTATED BALANCE (9795)		**0.00**	
TOTAL BEGINNING FUND BALANCE			**7,521,856.38**
ENDING FUND BALANCE			**14,887,849.02**

LAGUNA BEACH USD

GL 220 Balance Sheet

Subfund: 1111 ADULT EDUCATION

YTD For Month Ending: 12/31/2016

	Object	Amount	Totals
ASSETS			
CASH IN COUNTY TREASURY (AUTO)	9110	67,174.09	
Total Assets:			**67,174.09**
LIABILITIES			
Total Liabilities:		**0.00**	
FUND BALANCE			
BEGINNING FUND BALANCE	9791	79,633.59	
Total Beginning Fund Balance:		79,633.59	
Excess Revenue Over Expenditures:		-12,459.50	
Total Fund Balance:		**67,174.09**	
Total Liabilities & Fund Balance:			**67,174.09**
Difference (Error):			**0.00**

LAGUNA BEACH USD

GL275 Income Statement

Subfund: 1111 ADULT EDUCATION

YTD For Month Ending: 12/31/2016

	Object Codes	Amount	Totals
REVENUE			
Revenue Limit			
State Aid	(8000-8019)	0.00	
Property Tax	(8020-8079)	0.00	
Other	(8080-8099)	0.00	
Federal Revenue	(8100-8299)	0.00	
Other State Revenue	(8300-8599)	0.00	
Other Local Revenue	(8600-8799)	225.50	
Interfund Transfers In	(8910-8929)	0.00	
All Other Financing Sources	(8931-8979)	0.00	
Contributions	(8980-8999)	0.00	
Total Revenue			**225.50**
EXPENDITURES			
Certificated Salaries	(1000-1999)	4,103.02	
Classified Salaries	(2000-2999)	0.00	
Employee Benefits	(3000-3999)	629.67	
Supplies and Services	(4000-5999)	7,952.31	
Capital Outlays	(6000-6999)	0.00	
Other Outgo	(7000-7399)	0.00	
Other Debt Service	(7400-7599)	0.00	
Interfund Transfers Out	(7600-7629)	0.00	
All Other Financing Uses	(7630-7999)	0.00	
Total Expenditures			12,685.00
Total Non-Operating Accounts	(9900-9999)		0.00
EXCESS REVENUE OVER EXPENDITURES			**-12,459.50**
BEGINNING FUND BALANCE (9791)		**79,633.59**	
BEGINNING ADJUSTED BALANCE (9793)		**0.00**	
BEGINNING RESTATED BALANCE (9795)		**0.00**	
TOTAL BEGINNING FUND BALANCE			**79,633.59**
ENDING FUND BALANCE			**67,174.09**

LAGUNA BEACH USD

GL275 Income Statement

Subfund: 1313 CAFETERIA

YTD For Month Ending: 12/31/2016

	Object Codes	Amount	Totals
REVENUE			
Revenue Limit			
State Aid	(8000-8019)	0.00	
Property Tax	(8020-8079)	0.00	
Other	(8080-8099)	0.00	
Federal Revenue	(8100-8299)	1,625.82	
Other State Revenue	(8300-8599)	109.23	
Other Local Revenue	(8600-8799)	135,249.01	
Interfund Transfers In	(8910-8929)	165,000.00	
All Other Financing Sources	(8931-8979)	0.00	
Contributions	(8980-8999)	0.00	
Total Revenue			**301,984.06**
EXPENDITURES			
Certificated Salaries	(1000-1999)	0.00	
Classified Salaries	(2000-2999)	150,003.51	
Employee Benefits	(3000-3999)	30,339.93	
Supplies and Services	(4000-5999)	134,357.34	
Capital Outlays	(6000-6999)	0.00	
Other Outgo	(7000-7399)	0.00	
Other Debt Service	(7400-7599)	0.00	
Interfund Transfers Out	(7600-7629)	0.00	
All Other Financing Uses	(7630-7999)	0.00	
Total Expenditures			314,700.78
Total Non-Operating Accounts	(9900-9999)		0.00
EXCESS REVENUE OVER EXPENDITURES			**-12,716.72**
BEGINNING FUND BALANCE (9791)		**53,001.13**	
BEGINNING ADJUSTED BALANCE (9793)		**0.00**	
BEGINNING RESTATED BALANCE (9795)		**0.00**	
TOTAL BEGINNING FUND BALANCE			**53,001.13**
ENDING FUND BALANCE			**40,284.41**

LAGUNA BEACH USD

GL 220 Balance Sheet

Subfund: 1313 CAFETERIA

YTD For Month Ending: 12/31/2016

	Object	Amount	Totals
ASSETS			
CASH IN COUNTY TREASURY (AUTO)	9110	29,233.35	
REVOLVING CASH ACCOUNT	9130	1,295.00	
STORES-CAFETERIA FUND ONLY	9321	9,756.06	
Total Assets:			**40,284.41**
LIABILITIES			
Total Liabilities:		**0.00**	
FUND BALANCE			
BEGINNING FUND BALANCE	9791	53,001.13	
Total Beginning Fund Balance:		53,001.13	
Excess Revenue Over Expenditures:		-12,716.72	
Total Fund Balance:		**40,284.41**	
Total Liabilities & Fund Balance:			**40,284.41**
Difference (Error):			**0.00**

LAGUNA BEACH USD

GL 220 Balance Sheet

Subfund: 1717 Special Reserve Other Than C/O

YTD For Month Ending: 12/31/2016

	Object	Amount	Totals
ASSETS			
CASH IN COUNTY TREASURY (AUTO)	9110	16,052,493.50	
Total Assets:			**16,052,493.50**
FUND BALANCE			
BEGINNING FUND BALANCE	9791	16,011,874.69	
Total Beginning Fund Balance:		16,011,874.69	
Excess Revenue Over Expenditures:		40,618.81	
Total Fund Balance:		**16,052,493.50**	
Total Liabilities & Fund Balance:			**16,052,493.50**
Difference (Error):			**0.00**

LAGUNA BEACH USD

GL275 Income Statement

Subfund: 1717 Special Reserve Other Than C/O

YTD For Month Ending: 12/31/2016

	Object Codes	Amount	Totals
REVENUE			
Revenue Limit			
State Aid	(8000-8019)	0.00	
Property Tax	(8020-8079)	0.00	
Other	(8080-8099)	0.00	
Federal Revenue	(8100-8299)	0.00	
Other State Revenue	(8300-8599)	0.00	
Other Local Revenue	(8600-8799)	40,618.81	
Interfund Transfers In	(8910-8929)	0.00	
All Other Financing Sources	(8931-8979)	0.00	
Contributions	(8980-8999)	0.00	
Total Revenue			**40,618.81**
EXPENDITURES			
Certificated Salaries	(1000-1999)	0.00	
Classified Salaries	(2000-2999)	0.00	
Employee Benefits	(3000-3999)	0.00	
Supplies and Services	(4000-5999)	0.00	
Capital Outlays	(6000-6999)	0.00	
Other Outgo	(7000-7399)	0.00	
Other Debt Service	(7400-7599)	0.00	
Interfund Transfers Out	(7600-7629)	0.00	
All Other Financing Uses	(7630-7999)	0.00	
Total Expenditures			0.00
Total Non-Operating Accounts	(9900-9999)		0.00
EXCESS REVENUE OVER EXPENDITURES			**40,618.81**
BEGINNING FUND BALANCE (9791)		**16,011,874.69**	
BEGINNING ADJUSTED BALANCE (9793)		**0.00**	
BEGINNING RESTATED BALANCE (9795)		**0.00**	
TOTAL BEGINNING FUND BALANCE			**16,011,874.69**
ENDING FUND BALANCE			**16,052,493.50**

LAGUNA BEACH USD

GL 220 Balance Sheet

Subfund: 2525 CAPITAL FACILITIES

YTD For Month Ending: 12/31/2016

	Object	Amount	Totals
ASSETS			
CASH IN COUNTY TREASURY (AUTO)	9110	200,944.94	
Total Assets:			**200,944.94**
LIABILITIES			
Total Liabilities:		**0.00**	
FUND BALANCE			
BEGINNING FUND BALANCE	9791	236,386.67	
Total Beginning Fund Balance:		236,386.67	
Excess Revenue Over Expenditures:		-35,441.73	
Total Fund Balance:		**200,944.94**	
Total Liabilities & Fund Balance:			**200,944.94**
Difference (Error):			**0.00**

LAGUNA BEACH USD

GL275 Income Statement

Subfund: 2525 CAPITAL FACILITIES

YTD For Month Ending: 12/31/2016

	Object Codes	Amount	Totals
REVENUE			
Revenue Limit			
State Aid	(8000-8019)	0.00	
Property Tax	(8020-8079)	0.00	
Other	(8080-8099)	0.00	
Federal Revenue	(8100-8299)	0.00	
Other State Revenue	(8300-8599)	0.00	
Other Local Revenue	(8600-8799)	46,195.51	
Interfund Transfers In	(8910-8929)	0.00	
All Other Financing Sources	(8931-8979)	0.00	
Contributions	(8980-8999)	0.00	
Total Revenue			**46,195.51**
EXPENDITURES			
Certificated Salaries	(1000-1999)	0.00	
Classified Salaries	(2000-2999)	0.00	
Employee Benefits	(3000-3999)	0.00	
Supplies and Services	(4000-5999)	2,930.00	
Capital Outlays	(6000-6999)	78,707.24	
Other Outgo	(7000-7399)	0.00	
Other Debt Service	(7400-7599)	0.00	
Interfund Transfers Out	(7600-7629)	0.00	
All Other Financing Uses	(7630-7999)	0.00	
Total Expenditures			81,637.24
Total Non-Operating Accounts	(9900-9999)		0.00
EXCESS REVENUE OVER EXPENDITURES			**-35,441.73**
BEGINNING FUND BALANCE (9791)		**236,386.67**	
BEGINNING ADJUSTED BALANCE (9793)		**0.00**	
BEGINNING RESTATED BALANCE (9795)		**0.00**	
TOTAL BEGINNING FUND BALANCE			**236,386.67**
ENDING FUND BALANCE			**200,944.94**

LAGUNA BEACH USD

GL 220 Balance Sheet

Subfund: 4040 SPECIAL RESERVE

YTD For Month Ending: 12/31/2016

	Object	Amount	Totals
ASSETS			
CASH IN COUNTY TREASURY (AUTO)	9110	4,884,619.96	
Total Assets:			**4,884,619.96**
LIABILITIES			
Total Liabilities:		**0.00**	
FUND BALANCE			
BEGINNING FUND BALANCE	9791	6,033,421.85	
Total Beginning Fund Balance:		6,033,421.85	
Excess Revenue Over Expenditures:		-1,148,801.89	
Total Fund Balance:		**4,884,619.96**	
Total Liabilities & Fund Balance:			**4,884,619.96**
Difference (Error):			**0.00**

LAGUNA BEACH USD

GL275 Income Statement

Subfund: 4040 SPECIAL RESERVE

YTD For Month Ending: 12/31/2016

	Object Codes	Amount	Totals
REVENUE			
Revenue Limit			
State Aid	(8000-8019)	0.00	
Property Tax	(8020-8079)	0.00	
Other	(8080-8099)	0.00	
Federal Revenue	(8100-8299)	0.00	
Other State Revenue	(8300-8599)	0.00	
Other Local Revenue	(8600-8799)	17,616.55	
Interfund Transfers In	(8910-8929)	0.00	
All Other Financing Sources	(8931-8979)	0.00	
Contributions	(8980-8999)	0.00	
Total Revenue			**17,616.55**
EXPENDITURES			
Certificated Salaries	(1000-1999)	0.00	
Classified Salaries	(2000-2999)	0.00	
Employee Benefits	(3000-3999)	0.00	
Supplies and Services	(4000-5999)	0.00	
Capital Outlays	(6000-6999)	1,166,418.44	
Other Outgo	(7000-7399)	0.00	
Other Debt Service	(7400-7599)	0.00	
Interfund Transfers Out	(7600-7629)	0.00	
All Other Financing Uses	(7630-7999)	0.00	
Total Expenditures			1,166,418.44
Total Non-Operating Accounts	(9900-9999)		0.00
EXCESS REVENUE OVER EXPENDITURES			**-1,148,801.89**
BEGINNING FUND BALANCE (9791)		**6,033,421.85**	
BEGINNING ADJUSTED BALANCE (9793)		**0.00**	
BEGINNING RESTATED BALANCE (9795)		**0.00**	
TOTAL BEGINNING FUND BALANCE			**6,033,421.85**
ENDING FUND BALANCE			**4,884,619.96**

LAGUNA BEACH USD

GL 220 Balance Sheet

Subfund: 4041 Special Reserve Aliso Property

YTD For Month Ending: 12/31/2016

	Object	Amount	Totals
ASSETS			
CASH IN COUNTY TREASURY (AUTO)	9110	5,199,102.42	
Total Assets:			**5,199,102.42**
FUND BALANCE			
BEGINNING FUND BALANCE	9791	5,682,149.72	
Total Beginning Fund Balance:		5,682,149.72	
Excess Revenue Over Expenditures:		-483,047.30	
Total Fund Balance:		**5,199,102.42**	
Total Liabilities & Fund Balance:			**5,199,102.42**
Difference (Error):			**0.00**

LAGUNA BEACH USD

GL275 Income Statement

Subfund: 4041 Special Reserve Aliso Property

YTD For Month Ending: 12/31/2016

	Object Codes	Amount	Totals
REVENUE			
Revenue Limit			
State Aid	(8000-8019)	0.00	
Property Tax	(8020-8079)	0.00	
Other	(8080-8099)	0.00	
Federal Revenue	(8100-8299)	0.00	
Other State Revenue	(8300-8599)	0.00	
Other Local Revenue	(8600-8799)	16,952.70	
Interfund Transfers In	(8910-8929)	0.00	
All Other Financing Sources	(8931-8979)	0.00	
Contributions	(8980-8999)	0.00	
Total Revenue			**16,952.70**
EXPENDITURES			
Certificated Salaries	(1000-1999)	0.00	
Classified Salaries	(2000-2999)	0.00	
Employee Benefits	(3000-3999)	0.00	
Supplies and Services	(4000-5999)	0.00	
Capital Outlays	(6000-6999)	0.00	
Other Outgo	(7000-7399)	0.00	
Other Debt Service	(7400-7599)	0.00	
Interfund Transfers Out	(7600-7629)	500,000.00	
All Other Financing Uses	(7630-7999)	0.00	
Total Expenditures			500,000.00
Total Non-Operating Accounts	(9900-9999)		0.00
EXCESS REVENUE OVER EXPENDITURES			**-483,047.30**
BEGINNING FUND BALANCE (9791)		**5,682,149.72**	
BEGINNING ADJUSTED BALANCE (9793)		**0.00**	
BEGINNING RESTATED BALANCE (9795)		**0.00**	
TOTAL BEGINNING FUND BALANCE			**5,682,149.72**
ENDING FUND BALANCE			**5,199,102.42**

LAGUNA BEACH USD

GL 220 Balance Sheet

Subfund: 4042 Special Reserve Cap Imp plan

YTD For Month Ending: 12/31/2016

	Object	Amount	Totals
ASSETS			
CASH IN COUNTY TREASURY (AUTO)	9110	3,059,811.01	
Total Assets:			**3,059,811.01**
LIABILITIES			
ACCTS PAY AUTOMATIC	9519	186,198.48	
Total Liabilities:		**186,198.48**	
FUND BALANCE			
BEGINNING FUND BALANCE	9791	4,756,726.76	
Total Beginning Fund Balance:		4,756,726.76	
Excess Revenue Over Expenditures:		-1,883,114.23	
Total Fund Balance:		**2,873,612.53**	
Total Liabilities & Fund Balance:			**3,059,811.01**
Difference (Error):			**0.00**

LAGUNA BEACH USD

GL275 Income Statement

Subfund: 4042 Special Reserve Cap Imp plan

YTD For Month Ending: 12/31/2016

	Object Codes	Amount	Totals
REVENUE			
Revenue Limit			
State Aid	(8000-8019)	0.00	
Property Tax	(8020-8079)	0.00	
Other	(8080-8099)	0.00	
Federal Revenue	(8100-8299)	0.00	
Other State Revenue	(8300-8599)	0.00	
Other Local Revenue	(8600-8799)	11,960.91	
Interfund Transfers In	(8910-8929)	0.00	
All Other Financing Sources	(8931-8979)	0.00	
Contributions	(8980-8999)	0.00	
Total Revenue			**11,960.91**
EXPENDITURES			
Certificated Salaries	(1000-1999)	0.00	
Classified Salaries	(2000-2999)	0.00	
Employee Benefits	(3000-3999)	0.00	
Supplies and Services	(4000-5999)	0.00	
Capital Outlays	(6000-6999)	1,895,075.14	
Other Outgo	(7000-7399)	0.00	
Other Debt Service	(7400-7599)	0.00	
Interfund Transfers Out	(7600-7629)	0.00	
All Other Financing Uses	(7630-7999)	0.00	
Total Expenditures			1,895,075.14
Total Non-Operating Accounts	(9900-9999)		0.00
EXCESS REVENUE OVER EXPENDITURES			**-1,883,114.23**
BEGINNING FUND BALANCE (9791)		**4,756,726.76**	
BEGINNING ADJUSTED BALANCE (9793)		**0.00**	
BEGINNING RESTATED BALANCE (9795)		**0.00**	
TOTAL BEGINNING FUND BALANCE			**4,756,726.76**
ENDING FUND BALANCE			**2,873,612.53**

Laguna Beach Unified School District

CERBT Strategy 3
Entity #: SKB8-1700217302-001
Quarter Ended September 30, 2016

Market Value Summary:

	QTD Current Period	Fiscal Year to Date
Beginning Balance	$2,336,219.11	$2,336,219.11
Contribution	0.00	0.00
Distribution	0.00	0.00
Transfer In	0.00	0.00
Transfer Out	0.00	0.00
Investment Earnings	49,442.15	49,442.15
Admin Expense	(292.81)	(292.81)
Investment Expense	(214.08)	(214.08)
Other	0.00	0.00
Ending Balance	$2,385,154.37	$2,385,154.37
YTD Accrual	0.00	0.00
Grand Total	$2,385,154.37	$2,385,154.37

Laguna Beach Unified School District
Monthly Financial Statements
Object 5000 Series - Services and Other Operating Costs

As of: 12/31/2016

Object	Description	Budget	Enc To Date	Actual To Date	Balance	% Used
5100	SUBAGREEMENTS FOR SERVICES	1,921,500.00	1,591,874.27	235,970.73	93,655.00	95.1%
	Total for: 5100	1,921,500.00	1,591,874.27	235,970.73	93,655.00	95.1%
5210	MILEAGE REIMBURSEMENT	10,564.00	-	1,754.61	8,809.39	16.6%
5220	TRAVEL & CONFERENCE	176,864.00	45,970.09	63,053.51	67,840.40	61.6%
5230	MEETING EXPENSE-NON FOOD	200.00	-	198.00	2.00	99.0%
5240	RECRUITING	3,400.00	-	3,398.08	1.92	99.9%
5298	TAXABLE MILEAGE-CLASSIFIED	4,800.00	-	2,000.00	2,800.00	41.7%
5299	TAXABLE MILEAGE-CERTIFICATED	22,500.00	-	9,077.04	13,422.96	40.3%
	Total for: 5200	218,328.00	45,970.09	79,481.24	92,876.67	57.5%
5310	DUES & MEMBERSHIPS	54,774.00	7,945.40	46,755.85	72.75	99.9%
	Total for: 5300	54,774.00	7,945.40	46,755.85	72.75	99.9%
5450	OTHER INSURANCE	283,000.00	-	282,113.00	887.00	99.7%
	Total for: 5400	283,000.00	-	282,113.00	887.00	99.7%
5510	UTILITIES - HEAT	24,300.00	21,421.64	2,648.36	230.00	99.1%
5520	LIGHT & POWER	382,000.00	209,718.66	172,281.34	0.00	100.0%
5530	WATER - UTILITIES	129,300.00	53,194.74	73,105.26	3,000.00	97.7%
5540	TRASH - UTILITIES	58,000.00	25,893.08	29,538.15	2,568.77	95.6%
5545	TREE TRIMMING	9,800.00	-	-	9,800.00	0.0%
5550	PEST CONTROL	26,460.00	14,125.00	8,400.00	3,935.00	85.1%
5555	SEWER FEES	73,800.00	29,401.37	44,364.65	33.98	100.0%
5560	ALARM MONITORING	81,200.00	52,584.73	28,547.52	67.75	99.9%
5580	POOL COSTS	50,000.00	-	15,072.99	34,927.01	30.1%
	Total for: 5500	834,860.00	406,339.22	373,958.27	54,562.51	93.5%
5604	FLOOR COVERING	127,902.00	-	127,897.61	4.39	100.0%
5607	PAVING	30,000.00	29,550.00	450.00	0.00	100.0%
5610	CONTRACT SERVICES	581,800.00	52,992.83	349,916.07	178,891.10	69.3%
5620	RENTAL EXPENSE	59,542.00	5,290.34	3,851.17	50,400.49	15.4%
5630	COMPUTER REPAIRS/MAINTENANCE	7,000.00	-	1,299.29	5,700.71	18.6%
5640	VEHICLE REPAIR	14,600.00	9,014.79	5,531.92	53.29	99.6%
5650	SOFTWARE/COPIER MAINTENANCE FEE	57,737.00	46,809.60	10,862.40	65.00	99.9%
5660	HVAC	204,925.00	42,225.16	161,252.66	1,447.18	99.3%
5661	ELECTRICAL REPAIRS	84,445.00	14,928.05	53,178.94	16,338.01	80.7%
5662	PLUMBING REPAIRS	141,024.00	42,397.18	45,873.89	52,752.93	62.6%
5670	RISK MANAGEMENT	29,860.00	3,451.51	4,291.93	22,116.56	25.9%
5675	PAINTING	20,000.00	-	-	20,000.00	0.0%
5680	LANDSCAPE/IRRIGATION	361,000.00	169,368.02	172,431.98	19,200.00	94.7%
5685	ATHLETIC FIELD SUPPLIES	539.00	-	-	539.00	0.0%
5690	MISC REPAIR	131,063.00	6,089.76	10,410.04	114,563.20	12.6%
5692	OTHER MAINTENANCE SERVICES	75,096.00	4,251.01	300.00	70,544.99	6.1%
	Total for: 5600	1,926,533.00	426,368.25	947,547.90	552,616.85	71.3%
5760	CATERING - FOOD SERVICES	20,000.00	-	2,069.26	17,930.74	10.3%
	Total for: 5700	20,000.00	-	2,069.26	17,930.74	10.3%

Laguna Beach Unified School District
Monthly Financial Statements
Object 5000 Series - Services and Other Operating Costs

As of: 12/31/2016

Object	Description	Budget	Enc To Date	Actual To Date	Balance	% Used
5805	ANNUAL SOFTWARE LICENSE FEE	387,680.00	5,978.40	381,694.68	6.92	100.0%
5813	SUBSCRIPTIONS - ONLINE	740.00	719.16	20.80	0.04	100.0%
5815	ADVERTISING	16,070.00	11,469.92	1,150.08	3,450.00	78.5%
5820	BANKING SERVICES	13,300.00	-	-	13,300.00	0.0%
5825	ADMIN FEE COUNTY TREASURER	3,400.00	-	85.63	3,314.37	2.5%
5830	CONSULTANTS-INSTRUCTIONAL	38,446.00	13,250.00	25,150.00	46.00	99.9%
5831	CONSULTANTS-OTHER	175,324.00	95,836.20	76,413.30	3,074.50	98.2%
5832	CONSULTANTS-COMPUTER SERVICES	67,550.00	25,238.43	41,330.95	980.62	98.5%
5835	LEGAL EXPENSE	194,030.00	76,567.43	53,432.57	64,030.00	67.0%
5840	AUDITS	37,500.00	12,840.00	24,660.00	0.00	100.0%
5845	FINGER PRINTING	5,000.00	2,144.00	2,856.00	0.00	100.0%
5850	REGULATORY FEES	800.00	800.00	-	0.00	100.0%
5852	OTHER LOCAL AGENCY FEES	69,870.00	30,524.00	33,407.57	5,938.43	91.5%
5855	CHARTER BUS-HOME TO SCHOOL	106,400.00	24,306.30	81,853.70	240.00	99.8%
5860	MISC OUTSIDE VENDOR	375,255.00	126,019.91	212,730.57	36,504.52	90.3%
5861	COPIER MAINTENANCE FEES	1,000.00	-	-	1,000.00	0.0%
5865	CHARTER BUS-ATHLETIC/FIELD TRP	136,655.00	90,237.25	46,400.09	17.66	100.0%
5870	OUTSIDE PRINTING	39,186.00	5,124.67	18,374.76	15,686.57	60.0%
5875	TUITION	345,000.00	218,496.43	124,088.55	2,415.02	99.3%
5877	PRESCHOOL TUITION	31,327.00	10,230.00	3,270.00	17,827.00	43.1%
5878	PARENT REIMBURSEMENT (LEGAL)	557,550.00	304,887.36	251,828.64	834.00	99.9%
5880	TRANSPORTATION-IN LIEU	9,000.00	9,000.00	-	0.00	100.0%
5881	NPS TRANSPORTATION-IN LIEU	20,000.00	-	5,428.72	14,571.28	27.1%
5885	OCCUPATIONAL THERAPY	91,245.00	24,335.00	66,385.00	525.00	99.4%
5886	PHYSICAL THERAPY	32,180.00	23,435.00	8,735.00	10.00	100.0%
5887	SPEECH THERAPY	107,420.00	81,132.50	26,287.50	0.00	100.0%
5888	VISION THERAPY	3,150.00	2,080.00	-	1,070.00	66.0%
5889	OTHER THERAPY	248,240.00	161,959.65	79,235.21	7,045.14	97.2%
5890	OTHER EXPENSE	11,000.00	9,158.00	642.00	1,200.00	89.1%
5894	IBI SUPERVISION	137,604.00	109,589.72	26,366.28	1,648.00	98.8%
5895	OUTSIDE ASSESSMENT FEES	55,000.00	19,922.00	22,488.00	12,590.00	77.1%
5898	AB3632 ROOM & BOARD	192,000.00	122,589.00	65,535.00	3,876.00	98.0%
	Total for: 5800	3,508,922.00	1,617,870.33	1,679,850.60	211,201.07	94.0%
5910	POSTAGE	32,100.00	18,342.79	9,398.77	4,358.44	86.4%
5920	TELEPHONE SERVICE	70,566.00	51,749.28	16,430.72	2,386.00	96.6%
5930	MOBILE COMMUNICATIONS	26,120.00	11,190.19	14,912.19	17.62	99.9%
5940	INTERNET CONNECTIVITY	76,100.00	21,414.63	54,661.43	23.94	100.0%
	Total for: 5900	204,886.00	102,696.89	95,403.11	6,786.00	96.7%
	Total for Major: 5000	**8,972,803.00**	**4,199,064.45**	**3,743,149.96**	**1,030,588.59**	**88.5%**

15. INFORMATION **January 24, 2017**

Presentation of Facilities Master Plan Update

Proposal

Staff will present information related to updates in the Ten Year Facilities Master Plan. The presentation will highlight changes, which include one additional capital project and modifications to maintenance/repair projects as compared to the 2016 update. All proposed changes are based on feedback obtained from each site, as well as ongoing analysis of all facilities by staff.

Background

The Board approved a Ten Year Facilities Master Plan on January 27, 2015. The plan consists of large repair/maintenance projects, including roofing and mechanical replacements, as well as proposed capital projects such as classroom additions. The initial Master Plan was built on feedback from a variety of stakeholders in our District and a comprehensive facilities condition assessment by Alpha Facilities Solutions in 2014. Prior to approving the initial Master Plan there were three (3) facilities study sessions held:

- October 21, 2014 – review of resources, needs, projects, and prioritization methodology
- November 12, 2014 – review community input
- December 15, 2014 – prioritization of projects

The facilities master plan was updated in 2016, which primarily added roughly $4M in capital projects that were not in the original plan.

PROJECT	FUNDING IN 2015 FMP	2016 FMP UPDATE	FUNDING INCREASE
El Morro Shade Structures	**N/A**	**$300,000**	**$300,000**
Top of the World CLC & Music Buildings	**$500,000**	**$2,100,000**	**$1,600,000**
Thurston Classroom Additions	**$1,000,000**	**$2,000,000**	**$1,000,000**
LBHS Restroom / Concession Building	**N/A**	**$1,100,000**	**$1,100,000**
TOTAL	**$1,500,000**	**$5,500,000**	**$4,000,000**

Other changes in the 2016 update consisted of modified maintenance and repair project scopes based on staff's continuous inspection of existing systems, as well as recently completed work.

2017 Proposed Changes

Demographic Data:

- Enrollment projections have been updated to reflect the 2016 actual enrollment figures as of October. The projections from last year were very close to the actual enrollment we had at the beginning of the 2016 school year, with an exception at Thurston. The projections have been adjusted to reflect a larger cohort beginning in 6th grade to account for the discrepancy we experienced in last year's projections.
- Enrollment at the elementary schools is trending lower and the largest cohorts are expected to move their way through Thurston and the high school for the next five years.
- The current projections show that the district as a whole is expected to slightly decline each year for the next several years.

El Morro Elementary

Grade	2013	2014	2015	2016	2017	2018	2019	2020	2021
K	61	66	59	55	57	56	56	56	55
1	77	70	80	76	69	72	71	70	70
2	92	89	75	74	80	72	75	74	75
3	104	97	84	88	79	86	77	80	78
4	95	106	100	91	92	83	90	81	84
5	108	106	114	103	97	98	88	96	83
Subtotals:	537	534	512	487	474	467	457	457	445
Pct Chg:		-0.6%	-4.1%	-4.9%	-2.7%	-1.5%	-2.1%	0%	-2.6%
SDC:	16	23	22	19	19	18	18	18	17
Totals:	553	557	534	506	493	485	475	475	462
Capacity:	678	678	678	678	678	678	678	678	678
Open Seats:	125	121	144	172	185	193	203	203	216

Top of the World Elementary

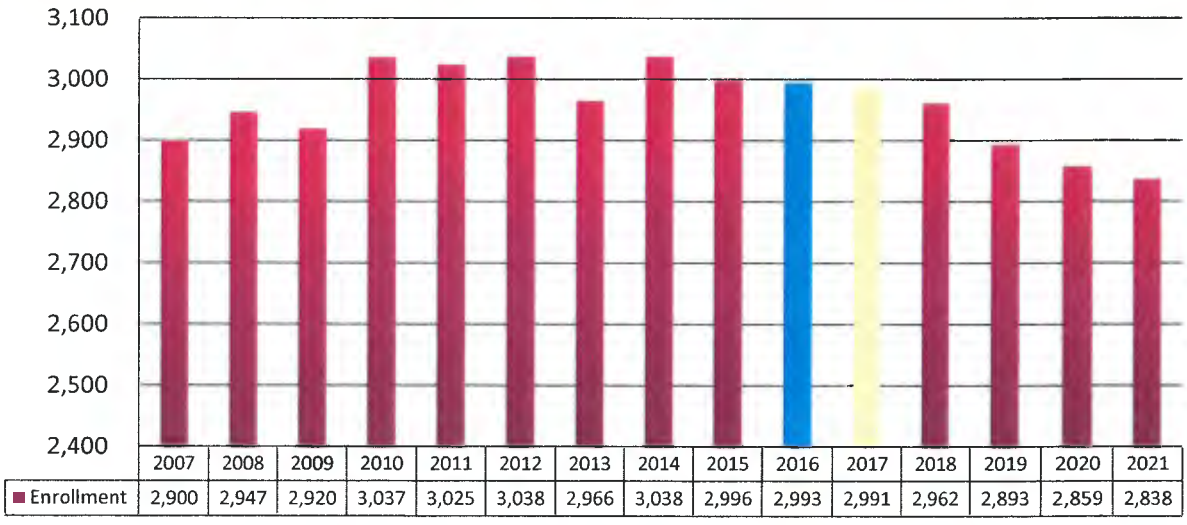
Grade	2013	2014	2015	2016	2017	2018	2019	2020	2021
K	69	82	67	71	73	72	72	72	71
1	99	97	92	84	87	90	89	88	88
2	118	104	103	110	89	93	95	94	94
3	130	126	110	104	114	92	96	98	98
4	121	133	125	118	108	118	95	99	103
5	103	123	139	121	118	109	119	96	99
Subtotals:	640	665	636	608	589	574	566	547	553
Pct Chg:		3.9%	-4.4%	-4.4%	-3.1%	-2.5%	-1.4%	-3.4%	1.1%
SDC:	0	0	0	0	0	0	0	0	0
Totals:	640	665	636	608	589	574	566	547	553
Capacity:	672	672	672	672	672	672	672	672	672
Open Seats:	32	7	36	64	83	98	106	125	119

Thurston Middle School

Grade	2013	2014	2015	2016	2017	2018	2019	2020	2021
6	242	216	231	277	230	226	217	219	202
7	292	256	224	248	294	240	240	230	233
8	255	296	263	235	257	305	250	249	237
Subtotals:	789	768	718	760	786	781	715	698	672
Pct Chg:		-2.7%	-6.5%	5.8%	3.4%	-0.6%	-8.5%	-2.4%	-3.7%
SDC:	6	9	4	6	6	6	6	6	5
Totals:	795	777	722	766	787	777	713	704	677
Capacity:	826	826	826	826	826	826	826	826	826
Open Seats:	31	49	104	60	34	39	105	122	149

Laguna Beach High School

Grade	2013	2014	2015	2016	2017	2018	2019	2020	2021
9	236	279	307	275	248	271	319	273	263
10	261	258	280	316	284	257	280	325	277
11	218	275	244	276	314	284	256	279	325
12	255	222	266	243	273	311	281	254	277
Subtotals:	970	1034	1097	1110	1119	1123	1140	1139	1150
Pct Chg:		6.6%	6.1%	1.2%	0.8%	0.4%	1.5%	-0.1%	1%
SDC:	8	5	7	3	3	3	3	3	3
Totals:	978	1039	1104	1113	1122	1126	1139	1134	1145
Capacity:	1155	1155	1155	1155	1155	1155	1155	1155	1155
Open Seats:	177	116	51	42	33	29	12	13	2



Project Changes / Additions:

- Several projects at each school have been delayed and/or reduced in scope to lower total estimated costs.
- The Top of the World field renovation project is being included in the site work bid for the portable replacements with permanent modular buildings.
- Thurston field renovation is being proposed to increase the scope to convert the existing field to synthetic, as well as including path of travel improvements.

EL MORRO

2016 Master Plan			2017 Proposed Changes		
Project	**Construction**	**Est. Costs**	**Project**	**Construction**	**Est. Costs**
Roofing restoration all buildings	Summer 2017	$455,000	Repair roof gutters and covered walk	Summer 2017	$200,000
Improve drainage and plumbing	Summer 2017	$100,000	Improve drainage and plumbing	Summer 2017	$30,000
Repair/replace pavements	Summer 2017	$45,000	Slurry and seal blacktop play area	Summer 2017	$45,000
Renovate existing playfield	Summer 2018	$200,000	Renovate existing playfield	Summer 2018	$50,000
Upgrade fire protection system	Summer 2018	$40,000	Remove/delay	-	-
Repair/replace exterior doors	December 2019	$203,000	Upgrade fire protection system	Summer 2020	$40,000
-Empty-	-	-	Roofing restoration throughout	Summer 2022	$455,000

TOP OF THE WORLD

2016 Master Plan			2017 Proposed Changes		
Project	**Construction**	**Est. Costs**	**Project**	**Construction**	**Est. Costs**
Repair/replace interior finishes	Summer 2017	$500,000	Repair/replace interior finishes	Summer 2017	$250,000
Upgrade fire protection system	Summer 2017	$41,000	Remove/delay	-	-
Roofing restoration for admin & library	Summer 2019	$235,000	Remove	-	-
-Empty-	-	-	Upgrade fire protection system	Summer 2020	$41,000

THURSTON

2016 Master Plan			2017 Proposed Changes		
Project	**Construction**	**Est. Costs**	**Project**	**Construction**	**Est. Costs**
Replace roofing at 7105, 1101, 1102	December 2016	$215,000	Remove/delay	-	-
Upgrade fire protection system	Summer 2017	$70,000	Remove/delay	-	-
-Empty-	-	-	Comprehensive field improvements	Summer 2019	$2,000,000
Replace roofing on library and cafe	Summer 2020	$365,000	Replace flooring in admin building	Summer 2020	$75,000
-Empty-	-	-	Upgrade fire protection system	Summer 2020	$70,000
Repair/replace ceiling and flooring	December 2020	$75,000	Replace roofing at admin and CR's	Summer 2021	$615,000

LAGUNA BEACH HIGH SCHOOL

2016 Master Plan			2017 Proposed Changes		
Project	**Construction**	**Est. Costs**	**Project**	**Construction**	**Est. Costs**
Replace roofing at 80's, N. Gym, Cafe	Summer 2016	$455,000	Remove/delay	-	-
Replace roofing at Dugger Gym	Summer 2017	$250,000	Remove/delay	-	-
Repair/replace interior wall finishes	Summer 2017	$200,000	Repair/replace interior wall finishes	Summer 2017	$100,000
Repair/replace interior cabinets	Summer 2017	$150,000	Repair/replace interior cabinets	Summer 2017	$75,000
Upgrade fire protection system	Summer 2017	$100,000	Remove/delay	-	-
Plumbing repairs throughout	December 2017	$39,000	Plumbing repairs throughout	Summer 2017	$30,000
-Empty-	-	-	Upgrade fire protection system	Summer 2020	$100,000

Funding:

- Staff is currently updating the funding plan to insure all of the projects can be accomplished with funding that will be available in each year the proposed projects are assigned. An updated funding plan will be included in the final update that will be brought back to the board for approval at a later meeting.

All of the proposed capital projects, and in some cases the large maintenance projects, will require future Board approval for at least one of the following aspects:

- Approval of architectural services
- Approval of contractor bid
- Approval of inspection services
- Approval of engineering services

Staff will work with each school site to carefully implement all the identified projects and mitigate potential disruptions to students and faculty. In addition, staff will diligently pursue outside funding sources, such as rebates and grants, to help offset the costs for any project they are available for.

Budget Impact

There is no budget impact at this time.

Recommended Actions

This presentation is for information only, there is no action required.

16. ACTION **January 24, 2017**

Approve: **Change October 24, 2017 Board of Education Meeting Date to Monday, October 23, 2017**

Proposal

The Orange County Teacher of the Year Awards Banquet has been scheduled for Tuesday, October 24, 2017. To allow Board Members, Superintendent, and Cabinet member participation in this event, it is suggested that the date of the October 25 Board Meeting be rescheduled to Monday, October 23, 2017.

Background

A similar request was made in 2016 due to a conflict with the LBUSD meeting schedule and the OC Teacher of the Year Awards Banquet.

Fiscal Impact

There is no fiscal impact.

Recommended Action

Staff recommends the Board of Education approve the request to change the October 24, 2017 Board meeting date to October 23, 2017.

Webber/Viloria

17. ACTION January 24, 2017

Approval: **Job Descriptions for Student Support Specialist and Director, Social Emotional Support, and Revised Job Descriptions for Director, Assessment and Accountability and Director, Special Education**

Proposal

Staff recommends approval of new job descriptions for a Student Support Specialist and Director, Social Emotional Support, and revised job descriptions for Director, Assessment and Accountability and Director, Special Education.

Background

PBIS (Positive Behavioral Interventions and Supports), along with RtI (Response to Intervention) have been important initiatives in the District for many years. Both initiatives have been combined into Multi-tiered Systems of Support or MTSS. MTSS addresses not only the academic needs of our students, but the social emotional and behavioral needs as well. District staff have been consistently refining practices by using a variety of data sources at each of the school sites.

The District continues to see an increase in numbers of students with social emotional issues. Children and youth with emotional and behavioral disorders are considered the most under-identified and underserved groups. Without proper identification and treatment, such students pose substantial challenges to their teachers, administrators, and peers, including classroom disruptions and school safety issues. Moreover, longitudinal studies indicate that youth with emotional and behavioral challenges experience higher rates of delinquency, juvenile incarcerations, school dropout, teen pregnancy, suicide, and substance abuse. Epidemiological estimates indicate that one in ten school age children exhibit a mental health condition causing at least mild functional impairment, and one in four high school students reported feelings of depression severe enough to impair their daily activities.

The District has put a number of programs in place to address these important student needs. Counselors, psychologists and administrators have been working together to develop a coherent, comprehensive program from grades pre-K through 12, and to continually monitor and adapt those programs to ensure we are proactively meeting the needs of our students.

To support these programs, staff have assessed the current level of support and examined where resources could be aligned to better serve the social-emotional needs of students. While some efficiencies could be made within existing positions, additional support from a Student Support Specialist with licensure as a school social worker would directly provide assistance to students struggling with social-emotional difficulties. A Student Support Specialist would also be able to supervise university interns, which would provide additional support. A Director, Social Emotional Support would establish systems, processes and procedures to ensure students receive the support they need, while also providing supervision and oversight of the social worker and interns. While the existing Coordinator, Assessment, Accountability and Special Projects and Director, Special Education and Student Services positions have supported portions of social-emotional programs, staff have determined that a more coordinated and systematic approach will better serve students by establishing one position focused on social-emotional support.

To better align duties of the three positions, some portions of the Director, Special Education and Student Services position will transition to the Director, Social Emotional Support and Director,

Assessment and Accountability. Staff recommend revising the Coordinator, Assessment, Accountability, and Special Projects position to a Director, Assessment and Accountability due to shifts in supervision of health services and the academic guidance components to this position. The coordination and oversight of Section 504 requirements, currently assigned to the Director, Special Education, would shift to the Director, Social Emotional Support, as such requirements are a general education function.

The following chart summarizes the proposed changes:

Current Position Title	Proposed Position Title	Current Salary Range	Proposed Salary Range	Revisions to Job Description
a. Student Support Specialist	n/a	n/a	Certificated counselor salary schedule	n/a
b. Director, Social Emotional Support	n/a	n/a	Management Salary Schedule (see attached)	n/a
c. Director, Special Education and Student Services	Director, Special Education	No change	No change	Yes
d. Coordinator, Accountability, Assessment, and Special Projects	Director, Assessment and Accountability	No change	No change	Yes

Budget Impact

The impact to the general fund is approximately $277,000 to fund the Student Support Specialist and Director, Social Emotional Support.

Recommended Action

Staff recommends the Board of Education approve new job descriptions for a Student Support Specialist and Director, Social Emotional Support, and revised job descriptions for Director, Assessment and Accountability and Director, Special Education.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Job Description: Student Support Specialist

BASIC FUNCTION:

Under the direction of the Director, Social Emotional Support, plans, coordinates, organizes, and manages the implementation of social-emotional learning and mental health programs at assigned schools and works directly with youth who may be experiencing problems with school attendance and performance, family interactions, social problems and school-community relations that interfere with the student's ability and potential to obtain a satisfactory education.

ESSENTIAL DUTIES:

- Works directly with families, school staff members, and representatives of community agencies in foster youth, child abuse, and neglect cases.
- Provide services to children, teachers, administrators, parents, and community agencies through a variety of special programs.
- Supervises and trains School Social Work Interns providing services to the sites.
- Establishes monitoring and evaluation process for students enrolled in social services and programs.
- Provides training services to site staff on positive behavioral supports and relationship building for students.
- Conducts school-based small group lessons using evidenced-based program curriculum on topics related to project goals.
- Coordinates and facilitates family skills training programs.
- Assists in the implementation of schoolwide violence prevention programs at school sites.
- Assesses school and district-wide social problems and situations interfering with students' access to an optimal education experience.
- Serves as liaison between the school, the home, and the community in building and maintaining positive relationships.
- Participate in case conferences involving cooperation with other mental health workers, school personnel and community agencies.
- Participates with school staff in addressing situations adversely affecting the personal, social-emotional, and academic development of students.
- Make appropriate referrals of families to public or private community resources for assistance.
- Provide in-service training for students, parents and staff regarding personal, interpersonal, and social problems.

- Serves as a member or consultant for diagnostic and educational planning teams.
- Coordinates social services resources within and outside the school system for use by students, families, and school personnel.
- Maintain appropriate case records and complete/submit a variety of forms, evaluations, and program reports.
- Follow established policies and procedures for reporting incidents such as child abuse, substance abuse, harassment, and violence.

OTHER REPRESENTATIVE DUTIES:

- Participates, as appropriate, in the development of training programs for staff and families related to the mental health needs of students.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- The effect of social, cultural, ethnic and emotional forces in children which affect the learning process.
- Counseling, therapeutic, and educational services for students and families.
- Fundamental principles and accepted practices, current trends, literature and research related to social work in schools.
- Effective knowledge of intervention techniques, direct interactive instruction and strategies.
- Effective classroom behavior intervention strategies.
- Applicable laws, codes, regulations, policies and procedures.
- Effective presentations and training.
- System-based approaches to implementing educational activities.
- Managed care and building linkages with service providers in the community.
- Effective school discipline practices.
- Data collection and analysis.

Ability to:

- Train others on targeted and individual behavior and social-emotional support.
- Communicate effectively in oral and written form, clearly and persuasively.

- Establish and maintain cooperative and effective working relationships with others.
- Organize, evaluate and analyze data and plan actions based on the data collected.
- Work confidentially with discretion.
- Build and develop community partnerships.
- Successfully handle multiple projects concurrently; ability to work as a team member.
- Conduct staff development.
- Meet schedules and timelines.

Personal Qualities:

Appearance, grooming and personality which establish a desirable example for pupils and peers. Ability to meet District standards for physical or mental health.

Above average recommendations from supervisors or other professionals who have observed the personal characteristics, scholastic attainment, and performance of the classroom teacher, including the qualities listed below:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills and information
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Ability to work within short timelines
- Commitment to professional courtesy
- Commitment to high standards
- Commitment to professional responsibility
- High intrinsic motivation

MINIMUM QUALIFICATIONS:

Education/ Experience:

Master's Degree including all courses needed to meet credential requirements; two or more years of experience in school social work services.

Certification/Licenses Required:

- California Clear Pupil Personnel Services Credential authorizing services in School Social Work
- Licensed Clinical Social Worker, preferred
- Valid California Motor Vehicle Operator's License

WORKING CONDITIONS:

Environment:

- Outdoor playground and sports field environments.
- Indoor office and classroom environment.
- Moderate to loud noise levels.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to demonstrate:

- Ability to frequently sit; stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- Ability to occasionally lift and/or move up to 15 pounds.
- Specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus for purposes of reading documents, spreadsheets, diagrams, labels, and other printed matter.
- Ability to communicate, hear, and understand speech at typical levels in person and on the telephone.
- Ability to climb stairs.

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions.

- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to learn the procedures, functions and limitations of assigned duties.

Work Year: 197 days

Salary Range: Certificated Counselor/Social Worker Salary Schedule

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Job Description: Director, Social Emotional Support
(Certificated Management)

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Instructional Services, directs all aspects of mental health and student support programs, identification of services designed to address needs, and facilitation of the delivery of services to students. Directs the planning, development, organization, management, direction, and implementation of all aspects of non-academic guidance services and Section 504 procedures.

ESSENTIAL DUTIES:

- Work with staff and District administrative personnel to identify needs and develop systems to ensure that students with mental health needs are provided appropriate services and support.
- Implement the District's mental health guidelines, ensuring compliance with federal and state regulations relevant to the identification and delivery of mental health related services.
- Serves as the District Section 504 coordinator for all district cases, including academic and social-emotional.
- Assist in the planning, organizing and implementation of regulations and procedures pertaining to mental health services and Section 504.
- Coordinate information regarding students' mental health needs.
- Coordinate the referral and assignment of staff appropriate to students' mental health needs.
- Plans, coordinates and facilitates regular job-alike meetings for District staff related to mental health or Section 504.
- Consults with and assists site-based 504 coordinators, psychologists, school nurses, regular class teachers, other designated specialized staff, administrators, and parents to address the educational needs of students eligible under Section 504.
- Supervises and evaluates assigned mental health services personnel.
- Consults with and assists Director, Assessment and Accountability and Director, Special Education.
- Coordinates Alcohol and Other Drug Steering Committee and related grant components and educational programs, including strategic planning, implementation of life skills curriculum, and parent education.

- Plan, coordinate and facilitate professional development workshops regarding the identification of mental health needs, Section 504, and planning and delivering services for guidance, psychological services and mental health staff.
- Provide consultation to District related services mental health or Section 504 staff relative to appropriate response to student needs.
- Remain current with developments in evidence-based responses to student needs related to mental health and Section 504.
- Prepare annual reports related to mental health related services and Section 504.
- Coordination of Mental Health services and Mental Health education
- Counsels students, parents and consults with staff to enhance access to services for family violence, suicide prevention, substance abuse and other related crisis issues
- Builds a personal knowledge of the mental health needs of schools and communities
- Evaluates students in relation to learning, behavioral and social/emotional needs
- Plans and supports implementation of school and/or system-wide programs to promote a safe, healthy, caring school climate that fosters academic success

OTHER REPRESENTATIVE DUTIES:

- Remain current with developments in law, legal opinions, and administrative matters related to the position.
- Perform other duties, as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Federal, state and local policies and regulations pertaining to mental health services and Section 504.
- Evidence-based mental health interventions.
- School-based interventions and programs.
- Curriculum supporting mental health interventions.
- District policies and procedures, goals and objectives, organization structure and functions.
- Education Code, Board Policies, Administrative Regulations and District operational policies and procedures; program evaluation; project planning.

Ability to:

- Communicate effectively in oral and written form, clearly and persuasively.
- Establish and maintain cooperative and effective working relationships with others.
- Organize, evaluate and analyze data and plan actions based on the data collected.
- Successfully handle multiple projects concurrently; ability to work as a team member.

- Conduct staff development and parent education.
- Meet schedules and timelines.

Personal Qualities:

Appearance, grooming and personality which establish a desirable example for pupils and peers. Ability to meet District standards for physical or mental health.

Above average recommendations from supervisors or other professionals who have observed the personal characteristics, scholastic attainment, and performance of the classroom teacher, including the qualities listed below:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills and information
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Ability to work within short timelines
- Commitment to professional courtesy
- Commitment to high standards
- Commitment to professional responsibility
- High intrinsic motivation

MINIMUM QUALIFICATIONS:

Education/ Experience:

Master's Degree including all courses needed to meet credential requirements; five or more years of experience in school social work services, counseling, or psychological services. Experience identifying and working with students with mental health needs; site level administrative or leadership experience preferred.

Certification/Licenses Required:

- California Clear Pupil Personnel Services Credential authorizing services in School Social Work, School Psychology or School Counseling
- California Administrative Credential
- Licensure as LMFT, LCSW or Psychologist preferred.
- Valid California Motor Vehicle Operator's License

WORKING CONDITIONS:

Environment:

- Indoor office and classroom environment.
- Moderate to loud noise levels.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to demonstrate:

- Ability to frequently sit; stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- Ability to occasionally lift and/or move up to 15 pounds.
- Specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus for purposes of reading documents, spreadsheets, diagrams, labels, and other printed matter.
- Ability to communicate, hear, and understand speech at typical levels in person and on the telephone.
- Ability to climb stairs.

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to learn the procedures, functions and limitations of assigned duties.

Work Year: 245 days
Salary Range: Management Salary Schedule

Laguna Beach Unified School District

Job Description: **DIRECTOR, SPECIAL EDUCATION~~/STUDENT SERVICES~~**
(Certificated Management)

~~PRIMARY~~ BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Instructional Services, the Director, Special Education plans, organizes, directs, and administers the District's Special Education programs, preschool and school readiness program, and psychological services. The Director, Special Education collaborates with central office personnel and all school sites to ensure all state and federal guidelines regarding services to students with disabilities are implemented. The position requires vision for planning and leadership necessary for the implementation and evaluation of special education programs and services.

~~Coordinates and supervises the Special Education Program, Psychological Services, Health Services, and the Child Welfare and Attendance Program.~~

~~ASSIGNED RESPONSIBILITIES~~ESSENTIAL DUTIES:

- ~~Supervises~~ Provides administrative leadership and direction for ~~the~~ Special Education ~~-p~~Programs for all eligible ~~identified~~ students, both public and non-public, to insure compliance with federal and state regulations.
- Supervises ~~Supervises Health Services, p~~Psychological ~~s~~Services, P~~p~~reschool, S~~s~~chool R~~r~~eadiness, Workability and Transition Partnership Program and all ~~intinerant~~itinerant staff including contracted providers and~~. Child Welfare and Attendance~~assigned clerical staff.
- Promotes ongoing collaboration and c~~C~~onsultations with teachers, psychologists, counselors, specialists and administrators regarding articulation and alignment of Special Education curriculum with core curriculum and instructional support for students with disabilities.
- ~~Represents the District at~~Participate with federal, state and community agencies, the county office of education, SELPA and ~~county meetings~~other organizations to establish and maintain services and partnerships.
- Encourages parent participation within the special education community, administers the parent mentor program, and collaborates with the Special Education Community Advisory Committee (CAC).
- Administers all budgets and contracts for special education programs, including grants.
- Maintains records and monitor all federal and state compliance items related to Special Education assessments, individualized education plans, and student services.
- Develops and submits applicable reports.
- Coordinates various enrichment programs for eligible students ~~(i.e. Fitness Club)~~

~~554. Administers categorical programs and develops programs for at-risk students.~~

- ~~Evaluates and interprets testing data and makes educational, behavioral and placement recommendations.~~
- ~~Confers with parents, teachers, administrators, and other professional staff on results of individual tests and student observations to provide an appropriate education for students.~~
- Consults with other agencies and professionals, both private and public, regarding individual students and special education programs.
- ~~Participates in parent education meetings, PTA meetings, and other community groups.~~
- Coordinates the District and contracted ~~Orange County~~ mental health services for students with educationally-related mental health needs.
-

~~1.~~ • Provides case management coordination for students placed in non-public schools and residential treatment centers.

- ~~Coordinates Emergency Response Team for counseling services in the event of a District crisis.~~

~~2.~~ **Administers Medi-Cal~~ire~~ reimbursement program.**

~~3.~~ • ~~Supervises assigned employees and provides technical support.~~

~~4.~~ • ~~Prepares and monitors department budget and contracts.~~

~~5.~~ • ~~Attends Cabinet meetings and School Board meetings.~~

- ~~Supervises assigned clerical assistance.~~
- Provides ~~for a comprehensive program of~~ special education--related staff development and parent education activities in conjunction with the Instructional Services department~~, as needed~~.

~~6.~~ • Interview and recommend employment of new personnel. Observe and monitor employee performance, and prepare regular performance evaluations.

~~Performs other duties as assigned.~~

OTHER REPRESENTATIVE DUTIES:

- Participates in parent education meetings, PTA meetings, and other community groups.
- Participation in District, SELPA and County leadership and other appropriate meetings.
- Prepare and present professional development for District and site staff on assessment administration requirements.
- Keep abreast of changing State assessment and reporting requirements
- Attends School Board meetings.

~~7.~~ • Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Federal and state laws pertaining to special education.

- Current instructional programs and curriculum for ~~of~~ general and special education students including students at risk for academic failure.
- Research based programs and interventions
- Principles and practices of supervision and management of personnel.
- Principles of educational psychology and student growth and development.
- Instructional materials and strategies.
- Appropriate interpersonal style and methods to guide individuals toward task accomplishments.
- Leadership skills in facilitating group processes, including consensus building and conflict resolution.
- Budget preparation and implementation.
- District policies and procedures, goals and objectives, organizational structure and functions and negotiated contracts as these affect general and special education.

Ability to:

- Communicate effectively with parents, other district personnel, colleagues and community representatives, both individually and as a group.
- Make formal public presentations.
- Compose and comprehend written communication.
- Work successfully with a diverse population of students, parents, and staff
- Observe and evaluate personnel effectively.
- Travel to other sites/locations.

MINIMUM QUALIFICATIONS:

Credential:
~~General Pupil Personnel Services Credential, Special Education Credential, and/or General~~ Possession of a valid California Administrative Credential authorizing services as an elementary and secondary level administrator.

Education:
Master's degree emphasizing educational psychology, learning theory, special education and/or pupil support services, including all courses needed to meet credential requirements.

Experience:
At least three (3) years successful administrative experience in pupil services, special education, and/or a SELPA. Successful classroom teaching and/or counseling/psychological experience is ~~desirable~~required.

Special licenses/certifications:

Possession of a valid California Motor Vehicle Operator's license.
Insurability by the District's liability insurance carrier.

WORKING CONDITIONS:

Environment:

- Indoor office environments.
- Mild to moderate noise levels.
- Frequent travel to school sites, off-site facilities, and occasional out-of-state travel.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to demonstrate:

- Ability to frequently sit; stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- Ability to occasionally lift and/or move up to 15 pounds.
- Specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus for purposes of reading documents, spreadsheets, diagrams, labels, and other printed matter.
- Ability to communicate, hear, and understand speech at typical levels in person and on the telephone.
- Ability to climb stairs.

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to monitor student activities.
- Ability to learn the procedures, functions and limitations of assigned duties.

~~**Personal Qualities:**~~

- ~~Independent worker~~
- ~~Maturity and good judgment~~
- ~~Neat and clean appearance~~
- ~~Willingness to assume a wide range of responsibilities~~
- ~~Willingness to learn new skills~~
- ~~Willingness to continuously improve~~
- ~~Pleasant interpersonal skills~~
- ~~Good organizational skills~~
- ~~Commitment to professional courtesy~~
- ~~Belief in high standards~~
- ~~Commitment to professional responsibility~~
- ~~High intrinsic motivation~~

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

~~Coordinator~~Director~~,~~ Assessment and~~,~~ Accountability~~, and Special Projects~~
(Certificated Management)

BASIC FUNCTION:

Under the direction and supervision of the Assistant Superintendent of Instructional Services, the ~~Coordinator~~Director, Assessment and~~,~~ Accountability~~, and Special Projects~~ guides school administrators and teachers through processes to apply data to educational processes and programs to improve student learning. This includes interpretation of data, reflection on instructional practice and programs, development of planned actions to improve student learning, and monitoring implementation of planned actions; and performs other related work as required.

ESSENTIAL DUTIES:

- ~~Supervises attendance reporting and C~~coordinates and supervises student services, including attendance reporting, truancy matters, and student discipline in collaboration with site personnel~~ on attendance and truancy matters.~~
- ~~Provides guidance and staff development to student information users in qualitative reporting requirements.~~
- Oversees residency policy compliance through recommendations to the Board authorizing or denying inter-District transfers, coordinating with school sites staff and engaging investigators, as necessary.
- Provides coordination and ~~oversight of~~support to School Site Councils.
- Provides oversight and support of ~~instructional aspects of CALPADS~~state-required reporting of student information, including student assessment data, demographic data, and program data.
- ~~Maintains and monitors Test Information Distribution Engine (TIDE).~~
- ~~Coordinates District Attendance Review Team (DART) processes.~~
- ~~Coordinates District discipline and expulsion process, including re-admissions.~~
- Administers categorical programs and supports intervention programs by allocating resources, documenting plan implementation and facilitating financial reporting in coordination with Assistant Superintendent of Instructional Services.
- Provides guidance on policies and procedures appropriate to responsibilities, as needed.
- ~~Provides central office secondary residency issue resolution function and coordinates District investigation services for residency verifications.~~ Administers McKinney-Vento Homeless responsibilities.
- ~~Coordinates Alcohol and Other Drug Steering Committee and related grant components and educational programs, including strategic planning, implementation of life skills curriculum, and parent education.~~

- ~~Administers student accident insurance and administrative review of first day packet process.~~Oversight of registration and enrollment processes and procedures.
- Consults with and trains school site staff on input of data and reporting related to the district's student information system.
- ~~Develops, coordinates, monitors, and interprets local assessment measures, including interim and/or benchmark assessments.~~
- Provides support to school site administrators and guidance staff related to academic counseling and college and career readiness.
- Coordinates adult education programs and reporting requirements.
- Develops, ~~implements~~coordinates, interprets, and provides training for -State and District assessments~~, including but not limited to, SBAC, CMA, CAPA, PE Testing, CAHSEE, California School Climate, Health and Learning Survey (CAL-SCHLS).~~.
  ~~Support schools in effectively administering the assessments, and accurately gathering and analyzing the results of the assessments to improve instruction.~~
- Provides data, interprets data and supports data-driven decision making by administrators and teachers to improve quality of teaching and learning throughout the district.
- Collects and organizes data for LCAP reporting.
- Analyzes and evaluates data to determine progress toward Local Control Accountability Plan (LCAP) progress goals.
- Facilitates the completion of School Accountability Report Cards and Single Plans for Student Achievement.
- Provides direct supervision and evaluation of health services programs and staff.
- Coordinates independent study and home teaching programs.

OTHER REPRESENTATIVE DUTIES:

- Participates in District and County leadership and other appropriate meetings.
- Participates in parent education meetings, PTA meetings, and other community groups.
- Prepares and presents professional development for District and site staff ~~on assessment administration requirements~~.
- Keeps abreast of changing State assessment and reporting requirements.
- Attend School Board meetings.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Principles, methods, practices, and procedures of assessment and accountability.
- Legal mandates, policies, and regulations pertaining to assessment and accountability.
- Educational theory and practice

- Advanced statistical procedures required to calculate and analyze technical educational data
- Group and individual capacity building with a goal of improving student learning
- Effective collaboration and team building techniques
- Computer applications including word processing, spreadsheet, database and educational data software programs
- Advanced data-processing principles and procedures
- Implementation of principles, practices and techniques of effective risk management.
- Comprehensive knowledge of applicable State and federal laws, regulations, and compliance requirements of State and local assessments and accountability.
- State funding allocation methods and budgetary principles.

Ability to:

- Communicate orally and in writing sufficient to express ideas, thoughts, and instructions clearly to clients, community, and staff.
- Use technology to provide data in a variety of formats to allow for interpretation by the intended audience.
- Collaborate with others in planning and implementing effective programs, including staff and parent training (as appropriate), within established budget constraints.
- Ability to analyze complex situations and prepare response alternatives for consideration by decision-making groups.
- Understand and carry out oral and written directions with minimal accountability controls.
- Interpret laws, rules and regulations.
- Establish and maintain cooperative working relationships with students, staff, and public.
- Operate a variety of business equipment.
- Review, analyze, develop and manage computerized student information systems.

MINIMUM QUALIFICATIONS:

Credential:
Administrative Services Credential~~.~~

Education:
Masters Degree in education-related field, including all courses needed to meet credential requirements.

Experience:
Successful classroom teaching and school site administrative experience is ~~desirable~~required.

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy and responsibility
- Maintenance of high standards
- High intrinsic motivation

WORKING CONDITIONS:

Environment:

- Indoor office environment.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to demonstrate:

- Ability to frequently sit, occasionally stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- Ability to frequently lift and/or move up to 20 pounds.
- Specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus for purposes of reading documents, spreadsheets, diagrams, labels, and other printed matter.
- Ability to communicate, hear, and understand speech at typical levels in person and on the telephone.
- Ability to climb stairs.

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.

- Ability to learn the procedures, functions and limitations of assigned duties.

Laguna Beach Unified School District
Management Salary Schedule - 2016/2017

Management	Mileage Allowance	Work Year	Vacation Days	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Assistant Superintendent, Business Services	$2,400	245	25	$172,827	$177,005	$181,202	$185,508	$189,915	$196,126	$213,778
Assistant Superintendent, Instructional Services	$2,400	245	25	$172,827	$177,005	$181,202	$185,508	$189,915	$196,126	$213,778
Assistant Superintendent, Human Resources and Public Communications	$2,400	245	25	$172,827	$177,005	$181,202	$185,508	$189,915	$196,126	$213,778
Director, Special Education	$2,400	245	24	$159,910	$163,813	$167,736	$171,751	$175,864	$181,620	$190,701
Director, Assessment and Accountability	$2,400	245	24	$147,820	$151,491	$155,093	$158,812	$162,823	$168,159	$176,567
Director, Social Emotional Support	**$2,400**	**245**	**24**	**$147,820**	**$151,491**	**$155,093**	**$158,812**	**$162,823**	**$168,159**	**$176,567**
High School Principal	$1,500	222		$162,853	$166,809	$170,784	$174,858	$179,026	$184,857	$194,100
Middle School Principal	$1,500	212		$148,720	$152,391	$155,993	$159,712	$163,723	$169,059	$177,512
Elementary School Principal	$1,500	212		$144,604	$148,088	$151,599	$155,233	$159,133	$164,319	$172,535
High School Assistant Principal	$1,500	212		$133,144	$136,314	$139,604	$142,973	$146,567	$151,345	$158,913
Middle School Assistant Principal	$1,500	212		$127,795	$130,979	$134,244	$137,481	$140,800	$145,392	$152,662
Chief Technology Officer	$2,400	245	24	$159,910	$163,813	$167,736	$171,751	$175,864	$181,620	$190,701
Director of Facilities	$2,400	245	22	$116,629	$122,844	$129,384	$135,898	$142,451	$150,999	$158,549
Director of Fiscal Services		245	22	$108,961	$114,403	$120,128	$126,126	$132,435	$146,086	$153,391
Staff Accountant		245	22	$89,001	$93,465	$98,186	$103,045	$108,214	$114,660	$120,393
Database Administrator		245	22	$82,719	$86,491	$91,484	$96,058	$100,861	$105,904	$111,200
Supervisor, Nutrition Services	$2,400	245	22	$69,314	$72,897	$76,383	$80,319	$84,091	$89,084	$93,539
Manager, Artist Theatre		245	22	$63,830	$67,020	$70,479	$74,006	$77,752	$82,393	$86,513
Confidential										
Executive Assistant to Superintendent and Board of Education		245	16, 20*	$70,477	$74,081	$77,698	$81,561	$85,809	$90,906	$95,452
Human Resources Technician		245	16, 20*	$65,162	$68,450	$72,039	$74,054	$79,533	$84,275	$88,489
Administrative Assistant, Business Services		245	16, 20*	$62,161	$65,244	$68,559	$72,149	$75,849	$80,383	$84,403
Administrative Assistant, Human Resources and Public Communications		245	16, 20*	$62,161	$65,244	$68,559	$72,149	$75,849	$80,383	$84,403

* Confidential employees will earn 16 days vacation with less than 10 years experience and 20 days with 10+ years experience.

Additional compensation:

1) Annual stipend of $3,050 for first Master's degree or CPA License, $2,500 for second Master's degree or Doctorate degree, and $750 for specialized certification.

2) Longevity of 4% after five years administrative service to Laguna Beach Unified School District.

3) Professional Membership Dues up to $1,600 for Management and up to $800 for Confidential.

4) Monthly Mileage Allowance to cover mileage within Orange County, tolls, parking: $200/Month for 12 month employees as indicated above and $150/Month for principals and assistant principals.

Board approval date: June 14, 2016

Effective Date: July 1, 2016

Revised:

18. ACTION **January 24, 2017**

Approval: Board Policies – Second Reading of Board Policies

Proposal

The following Board policies were brought before the Board for a first reading on January 10, 2017. Board members agreed to move all policies forward for a second reading.

	Policy/Bylaw	Title	Recommendation
a.	BP 0410	Nondiscrimination in District Programs and Activities	Approve policy
b.	BP 1230	School Connected Organizations	Approve policy
c.	BP 1260	Educational Foundation	Approve policy
d.	BP 1325	Advertising and Promotion	Approve policy
e.	BP 3540	Transportation	Approve policy
f.	BP 3580	District Records	Approve policy
g.	BP 4135 4235 4335	Soliciting and Selling	Approve policy
h.	BP 6020	Parent Involvement	Approve policy and delete current BP 6006 and BP 6007
i.	BP 6158	Independent Study	Approve policy and delete BP 6025
j.	BB 9321	Closed Session	Approve revisions to bylaw

Background

Board policies are brought forward for a second reading by the Board as described in Board Bylaw 9310.

Recommended Action

Staff recommends the Board approve all policies as listed for adoption, revision, and deletion.

Webber/Viloria

New Policy
Second Reading

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES

BP 0410
Philosophy, Goals, Objectives and Comprehensive Plans

The Governing Board is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

District programs and activities shall also be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames.

Annually, the Superintendent or designee shall review district programs and activities to ensure the removal of any derogatory or discriminatory name, image, practice, or other barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities. He/she shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report his/her findings and recommendations to the Board after each review.

All allegations of unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with the procedures specified in AR 1312.3 - Uniform Complaint Procedures.

Pursuant to 34 CFR 104.8 and 34 CFR 106.9, the Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination and related complaint procedures. Such notification shall be included in each announcement, bulletin, catalog, handbook, application form, or other materials distributed to these groups and, as applicable, to the public. As appropriate, such notification shall be posted in district schools and offices, including staff lounges, student government meeting rooms, and other prominent locations and shall be posted on the district's web site and, when available, district-supported social media.

The district's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand. In addition, when 15 percent or more of a school's students speak a single primary language other than English, those materials shall be translated into that other language.

Access for Individuals with Disabilities

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act (ADA) and any implementing standards and/or regulations. When structural changes to existing district facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the Superintendent or designee shall develop a transition plan that sets forth the steps for completing the changes.

The Superintendent or designee shall ensure that the district provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies or other modifications to increase accessibility to district and school web sites, note takers, written materials, taped text, and Braille or large print materials. Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to a school-sponsored function, program, or meeting.

The individual identified in AR 1312.3 - Uniform Complaint Procedures as the employee responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws is hereby designated as the district's ADA coordinator. He/she shall receive and address requests for accommodation submitted by individuals with disabilities, and shall investigate and resolve complaints regarding their access to district programs, services, activities, or facilities.

Assistant Superintendent, Human Resources and Public Communications
550 Blumont Street
Laguna Beach, CA 92651
949-497-7700 x5219

Legal Reference:

EDUCATION CODE
200-262.4 Prohibition of discrimination
48985 Notices to parents in language other than English
51007 Legislative intent: state policy
GOVERNMENT CODE
11000 Definitions
11135 Nondiscrimination in programs or activities funded by state
11138 Rules and regulations
12900-12996 Fair Employment and Housing Act
54953.2 Brown Act compliance with Americans with Disabilities Act
PENAL CODE
422.55 Definition of hate crime
422.6 Interference with constitutional right or privilege
CODE OF REGULATIONS, TITLE 5
4600-4687 Uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs
UNITED STATES CODE, TITLE 20
1400-1482 Individuals with Disabilities in Education Act
1681-1688 Discrimination based on sex or blindness, Title IX
2301-2415 Carl D. Perkins Vocational and Applied Technology Act
6311 State plans
6312 Local education agency plans
UNITED STATES CODE, TITLE 29
794 Section 504 of the Rehabilitation Act of 1973
UNITED STATES CODE, TITLE 42
2000d-2000d-7 Title VI, Civil Rights Act of 1964
2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended
2000h-2000h-6 Title IX
12101-12213 Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 28
35.101-35.190 Americans with Disabilities Act
36.303 Auxiliary aids and services
CODE OF FEDERAL REGULATIONS, TITLE 34
100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI
104.1-104.39 Section 504 of the Rehabilitation Act of 1973
106.1-106.61 Discrimination on the basis of sex, effectuating Title IX, especially:
106.9 Dissemination of policy

Date Policy Adopted by the Board: _____

New Policy

Second Reading

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

SCHOOL-CONNECTED ORGANIZATIONS

BP 1230
Community Relations

1. The Governing Board recognizes that parents/guardians and community members may wish to organize parent organizations and/or booster clubs for the purpose of supporting district and extracurricular programs, such as athletic teams, debate teams, or musical groups. The Board appreciates the contributions made by such organizations and encourages their interest and participation in supporting district activities and helping to achieve the district's vision for student learning.

2. The Board recognizes that school-connected organizations are separate legal entities, independent of the district. However, in order to help the Board fulfill its legal and fiduciary responsibility to manage district operations, any school-connected organization that desires to raise money to benefit any district student shall submit a request for authorization to the Board, in accordance with Board policy and administrative regulation. In addition, the Superintendent or designee shall establish appropriate internal controls for the relationship between school-connected organizations and the district.

3. The Board encourages school-connected organizations to consider the impact of fund-raising activities on the overall school and district program. School-connected organizations may consult with the principal to determine school needs and priorities. Activities by school-connected organizations shall not conflict with law, Board policies, administrative regulations, or any rules of the sponsoring school.

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination on the basis of sex
35160 Authority of governing boards
38130-38138 Civic Center Act, use of school property for public purposes
48931 Authorization for sale of food by student organization
48932 Authorization for fund-raising activities by student organization
49431 Sale of food to elementary students during the school day
49431.2 Sale of food to middle, junior, or high school students
49431.5 Sale of beverages at elementary, middle, or junior high schools
51520 Prohibited solicitation on school premises
51521 Fund-raising project

Date Policy Adopted By the Board:

New Policy

Second Reading

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

EDUCATIONAL FOUNDATION

BP 1260
Community Relations

1. The Board desires to work cooperatively with the educational foundation in determining the purposes for which funds may be used to meet the changing needs of the district and its students. The Board recognizes that an educational foundation is a separate legal entity, independent of the district. However, the foundation is encouraged to provide regular reports to the Board on the status of its work and to communicate ways that the district can help support the foundation's activities.

2. With the consent of the Superintendent or designee, the educational foundation, as appropriate, may use the district's name, a school's name, a school team's name, or any logo attributable to a school or the district.

3. The Board supports foundation allocations that serve all district schools equitably.

Legal Reference:
EDUCATION CODE
38130-38138 Civic Center Act, use of school property for public purposes
BUSINESS AND PROFESSIONS CODE
12580-12599.7 Fundraisers for Charitable Purposes Act
17510-17510.95 Solicitations for charitable purposes
25608 Alcohol on school property; use in connection with instruction
PENAL CODE
319-329 Lottery, raffle
CODE OF REGULATIONS, TITLE 11
300-312.1 Fundraising for charitable purposes

Date Policy Adopted By the Board:

New Policy

Second Reading

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

ADVERTISING AND PROMOTION

BP 1325
Community Relations

1. The Governing Board establishes this policy to ensure effective and consistent implementation of its directions related to advertisements and promotions by non-school groups in school-sponsored publications, web sites, and social media and on school facilities. Student speech shall be regulated in accordance with BP/AR 5145.2 - Freedom of Speech/Expression.

Limited Public Forum

2. The Board desires to promote positive relationships between district schools and the community in order to enhance community support and involvement in the schools. The Superintendent or designee may approve:

    a. Distribution of noncommercial materials that publicize services, special events, public meetings, or other gatherings of interest to students or parents/guardians

    b. Distribution of promotional materials of a commercial nature to students or parents/guardians

    c. Paid advertisements on school property, including, but not limited to, advertisements on billboards and scoreboards

    d. Paid advertisements in school-sponsored publications, yearbooks, announcements, and other school communications, including web sites and social media

    e. Products and materials donated by commercial enterprises for educational use, including those that bear the name and/or logo of the donor, as long as they do not unduly promote the donor or any commercial activity or product

3. Prior to the distribution, posting, or publishing of any non-school group's promotional materials or advertisement, the Superintendent, principal, or designee shall review the materials or advertisement based on the criteria listed below. He/she may not disapprove materials or advertisement in an arbitrary or capricious manner or in a way that discriminates against a particular viewpoint on a subject that is otherwise allowed by Board policy.

4. Authorized materials may be posted to the Community Page of the District website, if provided in a timely fashion to the Superintendent's Office.

5. All materials to be distributed shall bear the name and contact information of the sponsoring entity.

6. As necessary, the Superintendent, principal, or designee shall require a disclaimer on any non-school group's promotional materials to be distributed, posted, or published, stating that the distribution, posting, or publishing of the materials does not imply district endorsement of the group's activities, products, or services. District- and school-sponsored publications shall include a disclaimer stating that the district or school does not endorse any advertised products or services.

Criteria for Approval

7. The Superintendent, principal, or designee shall not accept for distribution any materials or advertisements that:

    a. Are lewd, obscene, libelous, or slanderous

    b. Incite students to commit unlawful acts, violate school rules, or disrupt the orderly operation of the schools

    c. Promote any particular political interest, candidate, party, or ballot measure, unless the candidates or advocates from all sides are provided the opportunity to present their views to the students during school hours or during events scheduled pursuant to the Civic Center Act

    d. Discriminate against, attack, or denigrate any group on account of any unlawful consideration

    e. Promote the use or sale of materials or services that are illegal or inconsistent with school objectives, including, but not limited to, materials or advertisements for tobacco, intoxicants, non-nutritious foods and beverages, and movies or products unsuitable for children

    f. Solicit funds or services for an organization, with the exception of solicitations authorized in Board policy

    g. Distribute unsolicited merchandise for which an ensuing payment is requested

8. The Superintendent or designee also may consider the educational value of the materials or advertisements, the age or maturity of the students in the intended audience, and whether the materials or advertisements support the basic educational mission of the district, directly benefit the students, or are of intrinsic value to the students or their parents/guardians.

9. Schools may establish additional criteria pertaining to the content of advertisements in school publications and yearbooks, as deemed appropriate by the Superintendent or designee in accordance with law and Board policy.

Legal Reference:
U.S. Constitution, Amendment 1, Freedom of speech and expression
California Constitution, Article 1, Section 2 Free Speech Rights
Education Code section 7050-7058, 35160, 35160.1, 35172, 38130-38138
Business and Professions Code 25664

Date Policy Adopted By the Board:

New Policy

Second Reading

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

TRANSPORTATION

BP 3540
Business and Noninstructional Operations

The Governing Board desires to provide for the safe and efficient transportation of students to and from school as necessary to ensure student access to the educational program, promote regular attendance and reduce tardiness. The extent to which the district provides for transportation services shall depend upon student and community needs and a continuing assessment of financial resources.

The Superintendent or designee shall recommend to the Board the most economical and appropriate means of providing transportation services.

The Superintendent or designee shall develop procedures to promote safety for students traveling on school buses.

The Superintendent or designee shall ensure the qualifications of bus drivers and related staff employed by the district, provide for the maintenance and operation of district-owned school buses and other equipment, and ensure adequate facilities for equipment storage and maintenance.

Legal Reference:
EDUCATION CODE
35330 Excursions and field trips
35350 Authority to transport pupils
39800-39860 Transportation, especially:
39800 Powers of governing board to provide transportation for pupils to and from school; definition of "municipally owned transit system"
39801 Contract with County Superintendent of Schools to provide transportation
39802-39803 Bids and contracts for transportation services
39806 Payments to parents in lieu of transportation
39807 Food and lodging payments in lieu of transportation
39807.5 Transportation fees
39808 District transportation of private school students
41850-41854 Allowances for transportation
41860-41862 Supplemental allowances for transportation
45125.1 Criminal background checks for contractors
GOVERNMENT CODE
3540-3549.3 Educational Employment Relations Act
CODE OF REGULATIONS, TITLE 5
14100-14103 Use of school buses and school pupil activity buses

15240-15343 Allowances for student transportation, especially:
15253-15272 District records related to transportation
VEHICLE CODE
2807 School bus inspection
COURT DECISIONS
Arcadia Unified School District et. al. v. State Department of Education, 2 Cal. 4th 251 (1992)

Date Policy Adopted by the Board:

New Policy
Second Reading

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

DISTRICT RECORDS

BP 3580
Business and Noninstructional Operations

The Governing Board recognizes the importance of securing and retaining district documents. The Superintendent or designee shall ensure that district records are developed, maintained, and disposed of in accordance with law, Board policy, and administrative regulation.

The Superintendent or designee shall consult with district legal counsel, site administrators, district information technology staff, personnel department staff, and others as necessary to develop a secure document management system that provides for the storage, retrieval, archiving, and destruction of district documents, including electronically stored information such as email. This document management system shall be designed to comply with state and federal laws regarding security of records, record retention and destruction, response to "litigation hold" discovery requests, and the recovery of records in the event of a disaster or emergency.

The Superintendent or designee shall ensure the confidentiality of records as required by law and shall establish regulations to safeguard data against damage, loss, or theft.

The Superintendent or designee shall ensure that employees receive information about the district's document management system, including retention and confidentiality requirements and an employee's obligations in the event of a litigation hold established on the advice of legal counsel.

If the district discovers or is notified that a breach of security of district records containing unencrypted personal information has occurred, the Superintendent or designee shall notify every individual whose personal information was, or is reasonably believed to have been, acquired by an unauthorized person. Personal information includes, but is not limited to, a social security number, driver's license or identification card number, medical information, health insurance information, or an account number in combination with an access code or password that would permit access to a financial account.

The Superintendent or designee shall provide the notice in a timely manner either in writing or electronically, unless otherwise provided in law. The notice shall include the material specified in Civil Code 1798.29, be formatted as required, and be distributed in a timely manner, consistent with the legitimate needs of law enforcement to conduct an uncompromised investigation or any measures necessary to determine the scope of the breach and restore reasonable integrity of the data system.

Safe at Home Program

District public records shall not include the actual addresses of students, parents/guardians, or employees when a substitute address is designated by the Secretary of State pursuant to the Safe at Home program.

When a substitute address card is provided pursuant to this program, the confidential, actual address may be used only to establish district residency requirements for enrollment and for school emergency purposes.

Retention of Electronic Records

The Board recognizes that the use of email and other electronic communication in the workplace has increased tremendously, raising issues with respect to communication, creation of information and systems, and retrieval and storage of electronic records. The Board further acknowledges the District's responsibility to make records available to the public, with certain exceptions. Accordingly, the Board directs that all electronic records of this District be maintained, safeguarded and disclosed in full compliance with the requirements of law.

Access to the District's computers and the District's information and communications systems and equipment is controlled and administered by the District's information technology department. The District has the right to disclose, as permitted or required by applicable law, any communications or records, or copies of communications or records stored for any period of time in or by the District's information and communications system or equipment. The District may monitor or access employee communications made using the District's information and communication systems and equipment, and employees should have no expectation of privacy when using the District's information and communication systems and equipment. When passwords are used, they must be known to the Superintendent or designee so that he/she may have system access.

Legal Reference:
EDUCATION CODE
35145 Public meetings
35163 Official actions, minutes and journal
35250-35255 Records and reports
44031 Personnel file contents and inspection
49065 Reasonable charge for transcripts
49069 Absolute right to access
CIVIL CODE
1798.29 Breach of security involving personal information
CODE OF CIVIL PROCEDURE
1985.8 Electronic Discovery Act
2031.010-2031.060 Civil Discovery Act, scope of discovery demand
2031.210-2031.320 Civil Discovery Act, response to inspection demand

GOVERNMENT CODE
6205-6210 Confidentiality of addresses for victims of domestic violence, sexual assault or stalking
6252-6265 Inspection of public records
12946 Retention of employment applications and records for two years
PENAL CODE
11170 Retention of child abuse reports
CODE OF REGULATIONS, TITLE 5
430 Individual student records; definition
432 Varieties of student records
16020-16022 Records, general provisions
16023-16027 Retention of records
UNITED STATES CODE, TITLE 20
1232g Family Educational Rights and Privacy Act
CODE OF FEDERAL REGULATIONS, TITLE 34
99.1-99.8 Family Educational Rights and Privacy Act

Date Policy Adopted by the Board:

New Policy

Second Reading

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

SOLICITING AND SELLING

BP 4135/4235/4335
Personnel

1. Employees shall not solicit district staff, students or their families with the intent to sell general merchandise, books, equipment or services for their own personal profit or benefit. Solicitation of students and staff on behalf of the school or other charitable organizations shall be conducted in accordance with applicable Board policy and administrative regulation.

2. Staff members shall respect the confidentiality of district employees and students and shall not use their status as district employees to secure information such as names, addresses, e-mail addresses, and telephone numbers for solicitations or use in personal profit-making or beneficial ventures.

3. Educational tours may be promoted on school premises only if they are sponsored by the district. Employees engaged in planning, organizing or leading tours as private, non-district-sponsored businesses shall make it clear that they do not represent the school or district. All activities related to such tours must be carried on outside of school hours and off school premises.

4. Staff participation in "flower funds," "anniversary funds," or other similar funds shall be voluntary.

Legal Reference:
Education Code section 51520

Date Policy Adopted By the Board:

New Policy
Second Reading
Replaces BP 6006 and BP 6007

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

PARENT INVOLVEMENT

BP 6020
Instruction

The Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall work with staff and parents/guardians to develop meaningful opportunities at all grade levels for parents/guardians to be involved in district and school activities; advisory, decision-making, and advocacy roles; and activities to support learning at home.

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parent involvement efforts, including, but not limited to, input from parents/guardians and school staff on the adequacy of parent involvement opportunities and barriers that may inhibit parent/guardian participation.

The Superintendent or designee shall develop and implement strategies applicable to each school to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code 11502.

Legal Reference:
EDUCATION CODE
8482-8484.6 After School Education and Safety program
8484.7-8484.9 21st Century Community Learning Center program
35021 Volunteer aides
35021.1 Automated records check
35021.3 Registry of volunteers for before/after school programs
44010 Sex offense; definition
44814-44815 Supervision of students during lunch and other nutrition periods
45125 Fingerprinting requirements
45125.01 Interagency agreements for criminal record information
45340-45349 Instructional aides
45360-45367 Teacher aides
48981 Parental notifications
49024 Activity Supervisor Clearance Certificate
49406 Examination for tuberculosis

GOVERNMENT CODE
3543.5 Prohibited interference with employees' rights
12940 Prohibited discrimination and harassment
HEALTH AND SAFETY CODE
1596.871 Fingerprints of individuals in contact with child day care facility clients
LABOR CODE
1720.4 Public works; exclusion of volunteers from prevailing wage law
3352 Workers' compensation; definitions
3364.5 Authority to provide workers' compensation insurance for volunteers
PENAL CODE
290 Registration of sex offenders
290.4 Information re: sex offenders
290.95 Disclosure by person required to register as sex offender
626.81 Sex offender; permission to volunteer at school
CODE OF REGULATIONS, TITLE 22
101170 Criminal record clearance
101216 Health screening, volunteers in child care centers
UNITED STATES CODE, TITLE 20
6319 Qualifications and duties of paraprofessionals, Title I programs
PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS
Whisman Elementary School District, (1991) PERB Decision No. 868

Date Policy Adopted by the Board:
(Replaces BP 6006 and BP 6007)

Delete 6006 & 6007

BP 6020 Replaces

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Board Policy No. 6006: PARENTAL INVOLVEMENT PROGRAM

A. It is the purpose of this policy to establish procedures for the design and implementation of a Parental Involvement Program pursuant to Education Code sections 11500-11506 and 20 U.S.C. section 2726. The goals of this program are:

1. To engage parents positively in their children's education by helping parents to develop skills to use at home that support their children's academic efforts and development as responsible future members of our society.

2. To inform and train parents on how they can directly affect the success of their children's learning.

3. To build effective communication between the home and the schools so that parents have the opportunity to know when and how to assist their children in support of classroom learning activities.

4. To encourage and train teachers and administrators to communicate effectively with parents of students.

5. To integrate parental involvement program into the plan for school accountability.

6. To consult with parents regarding educational programs and to ensure opportunity for participation of parents who lack literacy skills.

B. The Superintendent or designee is designated as the program manager. The Superintendent or designee shall:

1. Provide periodic programs at District schools each year regarding:

   a) Parental ability to directly affect the success of their children's learning.

   b) Home activities, strategies, and materials that can be used to assist and enhance learning.

   c) Parenting skills that assist parents in understanding the developmental needs of their children, including appropriate discipline.

2. Submit to the Board an annual statement identifying the specific objectives of the Program in meeting the stated objectives.

3. Submit for review annually to the Board a written assessment of the progress of the Program in meeting the stated objectives.

4. Ensure that parents are provided access to a copy of the annual review and assessment.

C. The Board shall annually review the Program.

D. Volunteer Activities By Parents And Members Of The Community.

1. Parent and community involvement in schools is one method of implementing the objectives of the Parental Involvement and Community Volunteer Program. Accordingly, the Superintendent or designee may authorize the use of unpaid parents as well as community volunteers for the following purposes:

   - To serve as a non-teaching volunteer aide under the immediate supervision and direction of a certificated employee of the District.

   - To supervise the students during the school lunch period.

   - To perform other non-instructional duties relevant to and in support of curricular or extracurricular activities.

2. Unpaid parent and community volunteers shall abide by the following general rules in addition to any specific restrictions placed upon their service by the Superintendent:

   - The District is not responsible for the loss of volunteer personal articles or property.

   - Volunteers will abide by all Board Policies.

   - Volunteers will perform only such services as are authorized by the Superintendent and or her designee.

   - Volunteers will not engage in activities on campus which cause disruption to the educational program.

Legal Reference:
Education Code sections 11500-11506, 35021, 44814, 44815, 45349.
20 U.S.C. § 2726 (1988)

Date Policy Adopted By The Board: March 12, 2002
Date Policy Revised by The Board: October 25, 2005
Annually Reviewed as Required at Regular Meeting held July 10, 2007

Delete 6006 & 6007

BP 6020 Replaces

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Board Policy No. 6007: PARENTAL INVOLVEMENT RIGHTS

A. The Policy implements Education Code sections 51100 and 51101 adopted by the Legislature in 1998

Legal Reference:
Education Code sections 51100, 51101

Date Policy Adopted By The Board: December 11, 2001

New Policy
Second Reading
Replaces BP 6025

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

INDEPENDENT STUDY

BP 6158
Instruction

The Governing Board authorizes independent study as an optional alternative instructional strategy for eligible students whose needs may be best met through study outside of the regular classroom setting. Independent study shall offer a means of individualizing the educational plan to serve students whose health or other personal circumstances make classroom attendance difficult and/or who need to make up credits or fill gaps in their learning. As necessary to meet student needs, independent study may be offered on a full-time basis or on a part-time basis in conjunction with part- or full-time classroom study.

The Superintendent or designee may provide a variety of independent study opportunities, including, but not limited to, through a program or class within a comprehensive school, a home-based format, and an online course.

A student's participation in independent study shall be voluntary. Students participating in independent study shall have the right, at any time, to enter or return to the regular classroom mode of instruction.

Parents/guardians of students who are interested in independent study shall contact the Principal or designee. The Principal or designee shall approve independent study for an individual student only upon determining that the student is prepared to meet the district's requirements for independent study and is likely to succeed in independent study as well

Written Agreements

The Principal or designee shall ensure that a written master agreement and, as appropriate, a learning agreement for students participating in course- based independent study exist for each participating student as prescribed by law.

The master agreement shall specify the length of time in which each independent study assignment must be completed. Because excessive leniency in the duration of independent study assignments may result in a student falling behind his/her peers and increase the risk of dropping out of school, independent study assignments shall be no more than one week for all grade levels and types of program. However, when necessary based on the specific circumstances of the student's approved program, the Principal or designee may allow for a longer period of time between the date an assignment is made and when it is due, up to the termination date of the agreement.

An evaluation shall be conducted to determine whether it is in a student's best interest to remain in independent study whenever the student misses three assignments, unless the student's written agreement specifies a lower or higher number of missed assignments based on the nature of the assignments, the total number of assignments, and/or other unique circumstances.

Student-Teacher Conferences

Supervising teachers should establish an appropriate schedule for student- teacher conferences in order to help identify students falling behind in their work or in danger of failing or dropping out of school. Teachers are expected to monitor student progress and work closely with each student to determine the amount and type of contact needed for the student to be successful in the program.

Missing appointments with the supervising teacher without valid reasons may trigger an evaluation to determine whether the student should remain in independent study.

Legal Reference:
EDUCATION CODE
17289 Exemption for facilities
41976.2 Independent study programs; adult education funding
42238 Revenue limits
42238.05 Local control funding formula; average daily attendance
44865 Qualifications for home teachers and teachers in special classes and schools
46200-46208 Instructional day and year
46300-46307.1 Methods of computing average daily attendance
47612.5 Independent study in charter schools
48204 Residency
48206.3 Home or hospital instruction; students with temporary disabilities
48220 Classes of children exempted
48340 Improvement of pupil attendance
48915 Expulsion; particular circumstances
48916.1 Educational program requirements for expelled students
48917 Suspension of expulsion order
49011 Student fees
51225.3 Requirements for high school graduation
51745-51749.6 Independent study programs
52522 Adult education alternative instructional delivery
52523 Adult education as supplement to high school curriculum; criteria
56026 Individuals with exceptional needs
58500-58512 Alternative schools and programs of choice

Date Policy Adopted by the Board:

Delete 6025

BP 6158 Replaces

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Board Policy No. 6025: INDEPENDENT STUDY

A. The District through the Superintendent or designee may allow students to participate in independent study consistent with the provisions of this policy and established District guidelines. No student may be required to participate in independent study. Students who choose to participate in independent study are to have equality of rights and privileges with students at the same grade level who participate in the regular program.

B. High school and continuation high school students, as well as adult education students, may participate in independent study as long as there is a prior written agreement consistent with the provisions of this policy and related District guidelines, and subject to final approval by the Superintendent or designee.

C. Students in kindergarten through grade eight may participate in independent study under exceptional circumstances, as long as there is a prior written agreement consistent with the provisions of this policy, and only with the prior written approval of the Superintendent or designee.

D. High school and continuation school students may use independent study to access educational coursework not available in the regular curriculum or to meet needs defined in section E.

1. Such independent study shall be on a semester basis and shall be granted in five unit increments.

2. The product of independent study will demonstrate an amount of work equal to an approved course of the same number of units – ninety (90) hours of work for each five units of credit earned.

3. The product of independent study will be evaluated on a standard comparable to that used in the courses within the department granting the credit. The product shall be evaluated by his or her assigned teacher who shall be certificated in the subject area.

4. While the student's work is expected to be of an autonomous nature, it is expected that the student will meet at regular intervals with his or her assigned teacher to discuss his or her progress and seek guidance and direction.

5. The maximum number of credits a student may earn on independent study in any semester is five unit credits, and the maximum number of credits a student may earn on independent study in any school year is ten (10), except for adult education students, or unless a special exception is granted by the Superintendent or designee.

6. Independent study credit shall be limited to a total of twenty (20) units, except for adult education students, or unless a special exception is granted by the Superintendent or designee.

7. Units will be indicated on the student's transcript as Independent Study in the subject matter area.

8. Independent study shall not be provided as a personalized curriculum.

E. Any approved independent study is to be substantially equivalent in quality and quantity to regular classroom instruction. Lack of rigor in the terms of any independent study can result in students falling so far behind their peers as to increase, rather than decrease, the risk of their dropping out of school. In accordance with Education Code section 51745, independent study may include the following:

1. Special assignments extending the content of regular courses of instruction.

2. Individualized study in a particular area of interest or in a subject not currently available in the regular school curriculum.

3. Coursework which is substantially equivalent in quality and quantity to an existing offering when a student experiences scheduling conflicts or a full schedule of other classes and there is no other alternative. Courses that are substantially equivalent in quality and quantity to existing course offerings shall include the basic ninety (90) hour requirement plus all required co-curricular participation.

4. Students approved for Independent Study Physical Education shall have a verifiable national-level ranking for their age group, and be training and competing at the pre-Olympic, Olympic, pre-professional or professional level for an approved individual sport/activity only.

F. Prior to the commencement of any independent study, there shall be a written agreement signed by all necessary parties covering items F1 through F8 below. An agreement is not in effect until it is complete as to all required terms, and is signed and dated by all necessary parties. The written agreement for any independent study shall be signed by (1) the student and the parent (or guardian or caregiver adult) for any student below age 18, or the student only if he or she is 18 or over, (2) the teacher responsible for the independent study, (3) the principal, and (4) the Superintendent or designee. This written agreement shall include at least the following:

1. The maximum length of time (to be no more than a semester and to be within the semester system) that may elapse between the time the independent study assignment commences and the date by which the student must complete the assigned work shall not exceed one semester. The contract must contain the specific beginning and ending dates for the student's participation in independent study.

2. The number of course credits to be earned by the student upon completion shall be specified or, for elementary grades, other measures of academic accomplishment appropriate for the agreement. The number and specific assignments that must be completed by the student in order to obtain credit for the independent study within the allotted time period shall also be set forth.

3. The manner, time, frequency, and place for submitting work done by the student to the teacher and for reporting the student's progress to the teacher shall be specified.

4. The number of missed assignments that will be allowed before an evaluation is conducted to determine whether it is in the best interests of the student to remain in independent study, or whether the student should be returned to the regular school program shall be specified.

5. The objectives and methods of study for the student's work, and the methods to be utilized by the teacher to evaluate that work shall be specified.

6. The specific resources, including materials and personnel, that will be made available to assist the student shall be listed.

7. A statement that independent study is an optional education alternative in which no student may be required to participate shall be included. In the case of any student who has been expelled, and whose expulsion has been suspended under Education Code section 48917, the agreement also shall include the statement that instruction may be provided to the student through independent study only if the student is offered the alternative of classroom instruction.

8. In addition to the above, students involved in Independent Study Physical Education shall complete all additional required paperwork and certifications as established in District guidelines.

G. The Superintendent or designee is directed to maintain all legally required record and information on independent study (Title 5, CCR, sections 11703).

H. The Governing Board of the District in this policy hereby determines that any appeal with regard to the denial of any request for independent study will be made directly to the Superintendent.

Legal Reference:
Education Code sections 35161, 51745-51749.3, 46300, 46300.1 and 48917
Title 5, CCR, section 11701 and 11703 et seq.

Date Policy Adopted By The Board: December 10, 2002.
Date Revised Policy Adopted by the Board: December 11, 2012

Revised Policy

Second Reading

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

CLOSED SESSION PURPOSES AND AGENDAS

BB 9321
Board Bylaws

The Governing Board is committed to complying with state open meeting laws and modeling transparency in its conduct of district business. The Board shall hold closed sessions only for purposes authorized by law. A closed session may be held during a regular, special, or emergency meeting in accordance with law.

Each agenda shall contain a general description of each closed session item to be discussed at the meeting, as required by law.

The Board shall disclose in open session the items to be discussed in closed session. In the closed session, the Board may consider only those matters covered in its statement. After the closed session, the Board shall reconvene in open session before adjourning the meeting, and when applicable, shall disclose any action taken in the closed session, in the manner prescribed by Government Code 54957.1.

The Board shall not disclose any information that is protected by state or federal law. In addition, no victim or alleged victim of tortious sexual conduct or child abuse shall be identified in any Board agenda, notice, announcement, or report required by the Brown Act, unless the identity of the person has previously been publicly disclosed.

In accordance with law, a Board member shall not disclose confidential information received in a closed session unless the Board authorizes the disclosure of that information.

Personnel Matters

The Board may hold a closed session under the "personnel exception" to consider the appointment, employment, evaluation of performance, discipline, or dismissal of an employee. Such a closed session shall not include discussion or action on proposed compensation except for a reduction of compensation that results from the imposition of discipline.

The Board may also hold a closed session to hear complaints or charges brought against an employee by another person or employee, unless the employee requests an open session. Before the Board holds a closed session on specific complaints or charges brought against an employee, the employee shall receive written notice of his/her right to have the complaints or charges heard in open session if desired. This notice shall be delivered personally or by mail at least 24 hours before the time of the session.

The Board may hold a closed session to discuss a district employee's application for early withdrawal of funds in a deferred compensation plan when the application is based on financial hardship arising from an unforeseeable emergency due to illness, accident, casualty, or other extraordinary event, as specified in the deferred compensation plan.

Agenda items related to district employee appointments and employment shall describe the position to be filled. Agenda items related to performance evaluations shall specify the title of the employee being reviewed. Agenda items related to employee discipline, dismissal, or release require no additional information.

Negotiations/Collective Bargaining

Unless otherwise agreed upon by the parties involved, the following shall not be subject to the Brown Act:

1. Any meeting and negotiating discussion between the district and a recognized or certified employee organization

2. Any meeting of a mediator with either party or both parties to the meeting and negotiating process

3. Any hearing, meeting, or investigation conducted by a factfinder or arbitrator

4. Any executive (closed) session of the district or between the district and its designated representative for the purpose of discussing its position regarding any matter within the scope of representation and instructing its designated representatives

The Board may meet in closed session to review the Board's position and/or instruct its designated representative regarding salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees. Prior to the closed session, the Board shall identify its designated representative in open session. Any closed session held for this purpose may include discussions of the district's available funds and funding priorities, but only insofar as they relate to providing instructions to the Board's designated representative.

Closed sessions may take place prior to and during consultations and discussions with representatives of employee organizations and unrepresented employees. For unrepresented employees, closed sessions held pursuant to Government Code 54957.6 shall not include final action on the proposed compensation of one or more unrepresented employees.

For represented employees, the Board may also meet in closed session regarding any other matter within the statutorily provided scope of representation.

The Board also may meet in closed session with a state conciliator or mediator who has intervened in proceedings regarding any of the purposes enumerated in Government Code 54957.6.

Agenda items related to negotiations shall specify the name of the district's designated representative(s) attending the closed session. If circumstances necessitate the absence of a specified designated representative, an agent or designee may participate in place of the absent representative as long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the organization representing the employee(s) or the position title of the unrepresented employee who is the subject of the negotiations.

Matters Related to Students

The Board shall meet in closed session to consider the expulsion of a student, unless the student submits a written request at least five days before the date of the hearing that the hearing be held in open session. Regardless of whether the expulsion hearing is conducted in open or closed session, the Board may meet in closed session for the purpose of deliberating and determining whether the student should be expelled.

The Board shall meet in closed session to address any student matter that may involve disclosure of confidential student information, or to consider a suspension, disciplinary action, or any other action against a student except expulsion. If a written request for open session is received from the parent/guardian or adult student, it will be honored to the extent that it does not violate the privacy rights of any other student.

Agenda items related to student matters shall briefly describe the reason for the closed session, such as "student expulsion hearing" or "grade change appeal," without violating the confidentiality rights of individual students. The student shall not be named on the agenda, but a number may be assigned to the student in order to facilitate record keeping. The agenda shall also state that the Education Code requires closed sessions in these cases in order to prevent the disclosure of confidential student record information.

Security Matters

The Board may meet in closed session with the Governor, Attorney General, district attorney, district legal counsel, sheriff or chief of police, or their respective deputies, or a security consultant or a security operations manager, on matters posing a threat to the security of public buildings; to the security of essential public services, including water, drinking water, wastewater treatment, natural gas service, and electric service; or to the public's right of access to public services or public facilities.

The Board may meet in closed session during an emergency meeting held pursuant to Government Code 54956.5 to meet with law enforcement officials for the emergency purposes specified in Government Code 54957 if agreed to by a two-thirds vote of the Board members present. If less than two-thirds of the members are present, then the Board must agree by a unanimous vote of the members present.

Agenda items related to security matters shall specify the name of the law enforcement agency and the title of the officer, or name of applicable agency representative and title, with whom the Board will consult.

Conference with Real Property Negotiator

The Board may meet in closed session with its real property negotiator prior to the purchase, sale, exchange, or lease of real property by or for the district in order to grant its negotiator authority regarding the price and terms of payment for the property.

Before holding the closed session, the Board shall hold an open and public session to identify its negotiator(s) and the property under negotiation and to specify the person(s) with whom the negotiator may negotiate.

For purposes of real property transactions, negotiators may include members of the Board.

Agenda items related to real property negotiations shall specify the district negotiator attending the closed session. If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator as long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the negotiating parties and the street address of the real property under negotiation. If there is no street address, the agenda item shall specify the parcel number or another unique reference of the property. The agenda item shall also specify whether instruction to the negotiator will concern price, terms of payment, or both.

Pending Litigation

Based on the advice of its legal counsel, the Board may hold a closed session to confer with or receive advice from its legal counsel regarding a pending litigation when a discussion of the matter in open session would prejudice the district's position in the litigation. For this purpose, "litigation" means any adjudicatory proceeding, including eminent domain, before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator.

Litigation is considered "pending" in any of the following circumstances:

1. Litigation to which the district is a "party" has been initiated formally.

2. A point has been reached where, in the Board's opinion based on the advice of its legal counsel regarding the "existing facts and circumstances," there is a "significant exposure to litigation" against the district, or the Board is meeting solely to determine whether, based on existing facts or circumstances, a closed session is authorized.

   Existing facts and circumstances for these purposes are limited to the following:

   a. Facts and circumstances that might result in litigation against the district but which the district believes are not yet known to potential plaintiffs and which do not need to be disclosed.

   b. Facts and circumstances including, but not limited to, an accident, disaster, incident, or transactional occurrence which might result in litigation against the district, which are already known to potential plaintiffs and which must be publicly disclosed before the closed session or specified on the agenda.

   c. The receipt of a claim pursuant to the Tort Claims Act or a written threat of litigation from a potential plaintiff. The claim or written communication must be available for public inspection.

   d. A threat of litigation made by a person in an open meeting on a specific matter within the responsibility of the Board.

   e. A threat of litigation made by a person outside of an open meeting on a specific matter within the responsibility of the Board, provided that the district official or employee receiving knowledge of the threat made a record of the statement before the meeting and the record is available for public inspection. Such record does not

need to identify an alleged victim of tortious sexual conduct or anyone making a threat on his/her behalf or identify an employee who is the alleged perpetrator of any unlawful or tortious conduct, unless the identity of this person has been publicly disclosed.

3. Based on existing facts and circumstances, the Board has decided to initiate or is deciding whether to initiate litigation.

Before holding a closed session pursuant to the pending litigation exception, the Board shall state on the agenda or publicly announce the subdivision of Government Code 54956.9 under which the closed session is being held. If authority is based on Government Code 54956.9(a), the Board shall either state the title or specifically identify the litigation to be discussed or state that doing so would jeopardize the district's ability to effectuate service of process upon unserved parties or to conclude existing settlement negotiations to its advantage.

Agenda items related to pending litigation shall be described as a conference with legal counsel regarding either "existing litigation" or "anticipated litigation."

"Existing litigation" items shall identify the name of the case specified by either the claimant's name, names of parties, or case or claim number, unless the Board states that to identify the case would jeopardize service of process or existing settlement negotiations.
"Anticipated litigation" items shall state that there is significant exposure to litigation pursuant to Government Code 54956.9(b) and shall specify the potential number of cases. When the district expects to initiate a suit, items related to anticipated litigation shall state that the discussion relates to the initiation of litigation pursuant to Government Code 54956.9(c) and shall specify the potential number of cases. The agenda or an oral statement before the closed session may be required to provide additional information regarding existing facts and circumstances described in item #2 b-e above.

Joint Powers Agency Issues

The Board may meet in closed session to discuss a claim for the payment of tort liability losses, public liability losses, or workers' compensation liability incurred by a joint powers agency (JPA) formed for the purpose of insurance pooling or self-insurance authority of which the district is a member.

Closed session agenda items related to liability claims shall specify the claimant's name and the name of the agency against which the claim is made.

When the board of the JPA has so authorized and upon advice of district legal counsel, the Board may meet in closed session in order to receive, discuss, and take action concerning information obtained in a closed session of the JPA. During the Board's closed session, a Board member serving on the JPA board may disclose confidential information acquired during a closed session of the JPA to fellow Board members.

The Board member may also disclose the confidential JPA information to district legal counsel in order to obtain advice on whether the matter has direct financial or liability implications for the district.

Closed session agenda items related to conferences involving a JPA shall specify the closed

session description used by the JPA and the name of the Board member representing the district on the JPA board. Additional information listing the names of agencies or titles of representatives attending the closed session as consultants or other representatives shall also be included.

Review of Audit Report from California State Auditor's Office

Upon receipt of a confidential final draft audit report from the California State Auditor's Office, the Board may meet in closed session to discuss its response to that report. After public release of the report from the California State Auditor's Office, any Board meeting to discuss the report must be conducted in open session, unless exempted from that requirement by some other provision of law.

Closed session agenda items related to an audit by the California State Auditor's Office shall state "Audit by California State Auditor's Office."

Review of Assessment Instruments

The Board may meet in closed session to review the contents of any student assessment instrument approved or adopted for the statewide testing system. Before any such meeting, the Board shall agree by resolution to accept any terms or conditions established by the State Board of Education for this review.

Agenda items related to the review of student assessment instruments shall state that the Board is reviewing the contents of an assessment instrument approved or adopted for the statewide testing program and that Education Code 60617 authorizes a closed session for this purpose in order to maintain the confidentiality of the assessment under review.

Legal Reference:
EDUCATION CODE
35145 Public meetings
35146 Closed session (re student suspension)
44929.21 Districts with ADA of 250 or more
48912 Governing board suspension
48918 Rules governing expulsion procedures; hearings and notice
49070 Challenging content of students records
60617 Meetings of governing board
GOVERNMENT CODE
3540-3549.3 Educational Employment Relations Act
6252-6270 California Public Records Act
54950-54963 The Ralph M. Brown Act

Date Bylaw Adopted by the Board: March 24, 2015

Date Revisions Approved by the Board:

19. ACTION **January 24, 2017**

Approval: Resolution #17-03: Custodian of Revolving Cash Fund

Proposal

Staff proposes the Board of Education approve Resolution #17-03 – Custodian of Revolving Cash Fund as required by the Orange County Department of Education.

Background

The attached Resolution is required by the Orange County Department of Education to allow the District to conduct day-to-day business. Due to changes in personnel, the resolution presently on file is no longer accurate.

Budget Impact

There is no impact to the General Fund by this action. Approval of this Resolution will provide accurate signatures to be on file as required. All District bank accounts will require two (2) signatures on each check.

Recommended Action

Staff recommends the Board of Education approve the attached Resolution #17-03 – Custodian of Revolving Cash Fund as required by the Orange County Department of Education.

Soto/Dixon/Viloria

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

RESOLUTION #17-03
CUSTODIAN OF REVOLVING CASH FUND

January 24, 2017

WHEREAS Education Code 42800 provides that the Governing Board of any school district may, with the consent of the County Superintendent of Schools, establish a Revolving Cash Fund of:

The lesser of two percent (2%) of the District's estimated expenditure for the current fiscal year or a dollar amount limit of One Hundred Fifty Thousand dollars ($150,000.00) for any unified school district for fiscal year 1990-1991. The dollar amount limit for each district shall thereafter be increased annually.

NOW, THEREFORE, BE IT RESOLVED that the Revolving Cash Fund of the Laguna Beach Unified School District be Fifty Thousand dollars ($50,000.00); and,

BE IT FURTHER RESOLVED that all previous Custodians of the Laguna Beach Unified School District Revolving Cash Fund be rescinded; and,

BE IT FURTHER RESOLVED that Jason Viloria, Ed.D., be appointed as custodian of said Fund and that the signature of the custodian be required on claims for replenishment of said fund.

PASSED AND ADOPTED by the Governing Board on January 24, 2017, by the following vote:

AYES: MEMBERS

NOES: MEMBERS

ABSENT: MEMBERS

STATE OF CALIFORNIA
COUNTY OF ORANGE

I, Dee Perry, Clerk of the Board of Education of the Laguna Beach Unified School District of Orange County, California, hereby certify that the above and foregoing Resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on the 24th day of January, 2017, and passed by _____ vote of said Board.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 24th day of January, 2017.

_____
Dee Perry, Clerk of the Board of Education