

SIERRA SANDS UNIFIED SCHOOL DISTRICT

**Board of Education
Regular Meeting**

**JUNE 20, 2013
Ridgecrest City Council Chambers
100 West California Avenue
www.ssusdschools.org**

We, the members of the Board of Education of the Sierra Sands Unified School District, are committed to providing the highest quality education in a safe environment to all K-12 students. We believe the school shares with the family, church, and community the responsibility for developing life-long learners who are responsible, productive citizens.

A G E N D A

CALL TO ORDER AND PLEDGE TO THE FLAG

7:00 P.M.

Amy Covert
Judy Dietrichson
Bill Farris, President
Tom Pearl
Kurt Rockwell, Vice President/Clerk
Michael Scott

Joanna Rummer, Superintendent

MOMENT OF SILENCE

1. ADOPTION OF AGENDA

Welcome to a meeting of the Board of Education. Because we believe you share our concern for the education of the youth of our community, we appreciate and welcome your participation. Copies of the agenda, along with a procedural handout, are available on the wall at the back of the room to assist with your participation in the meeting.

2. APPROVAL OF MINUTES of the regular meeting of May 16, 2013, and the special meeting of June 12, 2013.

3. PROGRAMS AND PRESENTATIONS

4. PUBLIC HEARING

Public Hearing for the Sierra Sands Unified School District Budget for Fiscal Year 2013-14

The budget is posted on the District's website at www.ssusdschools.org

5. REPORTS AND COMMUNICATIONS

5.1 Reports from Members of the Board

5.2 Superintendent's Report

- Enrollment Report
- Update on Superintendent Activities

5.3 Communications from the public

The board will provide time during the discussion of each agenda item for members of the public to comment. At this time, members of the public may address the board on an item not on the agenda. Comments should relate to items of public interest within the board's jurisdiction. The law prohibits the board from taking action on items not on the agenda. If appropriate, your comments will be referred to staff for response. When addressing the board, please state your name and address at the podium and limit your remarks to three minutes. In accordance with the board bylaws, the board will limit the total time for public input to 30 minutes. Those wishing to address the board beyond the 30-minute time limit may do so at the end of the scheduled meeting agenda.

6. EDUCATIONAL ADMINISTRATION

6.1 Approval of the Consolidated Application for Funding Categorical Programs, 2013-2014 School Year

6.2 Approval of ROP Business Technology Course at Burroughs High School

7. POLICY DEVELOPMENT AND REVIEW

7.1 Approval of Revisions to Board Policy/Administrative Regulations 6173, Education for Homeless Children and New Exhibit

8. PERSONNEL ADMINISTRATION

8.1 Certificated

Employment, resignation, retirement, leave of absence, change of status, termination

8.2 Classified

Employment, resignation, retirement, leave of absence, change of status, termination

9. GENERAL ADMINISTRATION

9.1 Gifts to the District

10. CONSTRUCTION ADMINISTRATION

11. BUSINESS ADMINISTRATION

11.1 Approval of Professional Services Agreement with Schools Legal Service

11. BUSINESS ADMINISTRATION (continued)

- 11.2 Approval of Professional Services Agreement with Fagen Friedman & Fulfroft, LLP
- 11.3 Approval of Resolution #20 1213 and Disclosure Regarding the Planned Use of Cash Provided by the Education Protection Account
- 11.4 Approval of Resolution #21 1213 Regarding Funding Requested through the State School Facility Program
- 11.5 Adoption of the Proposed Budget for Fiscal Year 2013-14.

12. CONSENT CALENDAR

- 12.1 Approval of A & B Warrants
- 12.2 Report to the Board on Solid Waste Hauling Services
- 12.3 Approval of Preschool Self-Evaluation Annual Report for the 2012-2013 School Year
- 12.4 Approval of Agreement with Dannis Woliver Kelley
- 12.5 Approval of Contract Renewal for Services with Capitol Advisors Group, LLC, Richard Gonzalez

13. FUTURE AGENDA

14. ADJOURNMENT

The next regular meeting of the Board of Education will be July 18, 2013

Any materials required by law to be made available to the public prior to a meeting of the Board of Education of the Sierra Sands Unified School District can be inspected during normal business hours at the district office located at 113 Felspar, Ridgecrest, CA. These materials can also be viewed on the district's internet website at www.ssusd.org.

Note: Individuals who require special accommodation, including but not limited to an American sign language interpreter, accessible seating or documentation in accessible formats, should contact the Superintendent's Office at least two days before the meeting date.

SIERRA SANDS UNIFIED SCHOOL DISTRICT

Minutes of the Regular Meeting of the Board of Education

DATE OF MEETING: May 16, 2013
TIME OF MEETING: 7:00 p.m.
PLACE OF MEETING: Ridgecrest City Council Chambers
MEMBERS PRESENT: Covert, Dietrichson, Farris, Pearl, Rockwell, Scott
MEMBERS ABSENT: None
STAFF PRESENT: Joanna Rummer, Superintendent

PLEDGE OF ALLEGIANCE was recited in unison, led by student member Sean Anderson.

MOMENT OF SILENCE was observed.

1. ADOPTION OF AGENDA

The agenda was adopted by consensus as posted noting the Inyo-Kern Schools Financing Authority Board of Directors Agenda will be heard prior to Item 12, Consent Calendar.

2. APPROVAL OF MINUTES

Hearing no comments, the minutes of the regular, special, and special concurrent meetings of April 18, 2013 were adopted by consensus as written.

3. PROGRAMS AND PRESENTATIONS

3.1 Presentation to Sean Anderson, Student Board Member For His Service for 2012-13

Board President Farris presented Sean Anderson a certificate of appreciation along with his name plate and thanked him for serving as the student board member for the 2012-13 school year.

3.2 Presentation of the Sierra Sands Community Service Award to Captain Dennis Lazar

The Sierra Sands Community Service Award provides the district with the ability to honor community members who dedicate time and energy to the success of Indian Wells Valley students, in both curricular and extra-curricular areas. This year, the award was presented to Captain Dennis Lazar who most graphically illustrated the significant support extended to the district in pursuit of its mission of educating all of the students in the community. He has graciously provided resources in support of the district's initiative in relation to the DoD school facilities construction and modernization grant program. Captain Lazar and those under his command continue to provide significant support in this endeavor. His dedication and professionalism as well as his friendship is greatly appreciated.

3. PROGRAMS AND PRESENTATIONS (continued)

3.2 Presentation of the Sierra Sands Community Service Award to Captain Dennis Lazar (continued)

Captain Lazar was unable to attend the board meeting due to a prior commitment. However CDR Matt Jackson, NAWSCL Executive Officer, accepted the award on his behalf.

3.3 Presentation of the Sierra Sands District Service Award to Mr. John Ciani

Board President Farris and Superintendent Rummer presented Mr. John Ciani with the Sierra Sands District Service Award. This award allows the district the opportunity to recognize and highlight community members whose services support the students in the valley. He has served as education correspondent for over ten years. Mr. Ciani is an award winning journalist and his contributions will be greatly missed as he retires.

3.4 Presentation of Workability I Program Recognition

Mrs. Elaine Littleton, Executive Director of SELPA shared with the board and community the recognition of Esther Sires and the Workability Program which was received at the annual conference. The partnership with the Naval Air Weapons Station was highlighted in the BEL Newsletter and a copy of that recognition was presented.

3.5 Presentation of the Annual Sierra Sands Rose Awards in Recognition of Outstanding Parent and Community Volunteers

Principals of each school joined President Farris, Mr. Bell, and Mrs. Rummer in presentation of the Annual Sierra Sands Rose Awards in recognition of those parents and community members who are most generous in their support of the schools in the district. Recipients were Bambi Riden, Gateway; Catherina Luu, Murray; Sue Lemon, Burroughs; Mike Jorgensen, Inyokern; Luci Meech, Rand; Angela Moore, Pierce; Gino LaMarca, Mesquite; Lorie Verkuyl, Faller; Julie Bradford, James Monroe; Becky Anderson, Richmond; and Judith Bal, Las Flores.

3.6 Presentation of Employee of the Year Awards

Management from each site along with President Farris, Mr. Bell, and Mrs. Rummer joined in recognizing site and district employees of the year. The following were recognized for their outstanding service to the district. Randi Chappell, Burroughs; Vicki Levack, Burroughs; Nadine Steichen, Burroughs; Lori Cracraft, Burroughs; Michelle French, Burroughs; Karen McDonald, Mesquite; Leslie Banks, Mesquite; Alison Shewmaker, James Monroe; Teresa Martinez, James Monroe; Colleen Finnerty, Murray; Wendy Moschitto, Murray; Andrea Miller, Faller; Saray Ortega, Faller; Sara Olson, Gateway; Maryann Lupton, Gateway; Maureen Glennon, Inyokern; April McMurtrie, Inyokern; Margaret Bergens, Las Flores; April Holly, Las Flores; Doug Dalton, Pierce; Gail deHaan, Pierce; Connie White, Richmond; Nicole Yeager, Richmond; Karen Cott, District Office; Carl Connally, Support Services; Vicki Peach, Transportation; Joanne Reinke, Food Service/Warehouse; Dave McGowan, Curriculum/Special Projects/Technology; Jennifer Williams, Curriculum/Special Projects/Technology; Cathy Boomer, PPS/SELPA; Maria Wigton, PPS/SELPA.

3. PROGRAMS AND PRESENTATIONS

3.6 Presentation of Employee of the Year Awards (continued)

Additionally, District Employees of the Year were recognized with an award. Margaret Bergens, Certificated Employee of the Year, Saray Ortega, Classified Employee of the Year, and Shirley Kennedy, Administrator of the Year.

3.7 Presentation of Service Awards to District Retirees

President Farris, Superintendent Rummer, and Assistant Superintendent Bell, presented hourglasses to retiring district employees for their distinguished and dedicated service to the district. Those retirees included certificated employees Cathy Boomer, Shirley Crouse, Emily Hamlin, Judy Hennessy, Nancy McDonald, Susan Nissan, Jeff Prusa, Connie White, Deborah Wisecarver, and Janet Wright. Classified retirees included Cathie Baird, Reid Baker, and Karen Cott.

A brief reception followed these presentations to greet and congratulate award recipients and retirees. The meeting reconvened in open session at 8:50 p.m.

4. PUBLIC HEARING

4.1 Public Hearing and Approval of the Annual Budget Plan and the Annual Service Plan for 2013-14 for the Sierra Sands SELPA

Public Hearing opened at 8:50 p.m. for the Annual Budget Plan and the Annual Service Plan for the 2013-14 Sierra Sands SELPA. Hearing no comments the public hearing closed at 8:51 p.m.

5. REPORTS AND COMMUNICATIONS

5.1 Student Member's Report

The following report was provided by Student Member Sean Anderson.

Murray: Murray students participated in a STAR Test Kick-Off Assembly to get ready for the STAR testing. Fifty-five students participated in the YES program, Young Engineers & Scientists and had forty-four students participate in the Mathlete's competition. The book fair was a success as well as the visit from the 5th graders who will be moving up to Murray next year.

James Monroe: AVID students had the privilege to visit the Naval Weapons Center Chemistry Lab and Machine Shop as well as seeing robotics demonstrations. Monroe received 180 visiting 5th graders who are excited for the move to middle school next year. Monroe 8th grade students enjoyed their Midnight Madness celebration and end of the year activities.

Mesquite: Mesquite students are a little "testy" this month! A yearbook party, awards, Senior Luncheon and graduation are the activities the students are looking forward to.

Burroughs: AP Testing finished today! The Art Show was held at Burroughs and was excellent. The seniors won the Spirit Award which resulted in a pool party.

5. REPORTS AND COMMUNICATIONS (continued)

5.1 Student Member's Report (continued)

Upcoming events include the Yearbook Extravaganza, Grad Night at Disneyland, graduation, and the Safe Grad Party.

5.2 Reports from Members of the Board

Board Member Covert reported she thoroughly enjoyed all the open houses and prom and was looking forward to all the graduations and promotions. It is a very enjoyable time of year.

5.3 Superintendent's Report

Superintendent Rummer stated the district is down 61 students from this same time last year however we are still maintaining excellent attendance with a 95.3% rate. Graduations and promotions are posted on our web site if anyone from the community would like to attend.

5.4 Comments from the public on items not on the agenda

Public Comment opened at 9:05 p.m. and hearing no comments closed at 9:06 p.m.

6. EDUCATIONAL ADMINISTRATION

6.1 Adoption of Textbooks and Instructional Materials for AP English Language and Composition, Expository Reading and Writing, and AP Chemistry

Motion passed to approve adoption of textbooks and instructional materials for AP English Language Composition, Expository Reading and Writing, and AP Chemistry.
COVERT/DIETRICHSON

AYES: Covert, Dietrichson, Farris, Pearl, Rockwell, Scott

6.2 Approval of the Annual Budget Plan and the Annual Service Plan for 2013-2014 for the Sierra Sands SELPA

Motion passed to approve the Annual Budget Plan and the Annual Service Plan for 2013-2014 for the Sierra Sands SELPA. COVERT/DIETRICHSON

AYES: Covert, Dietrichson, Farris, Pearl, Rockwell, Scott

6.3 Approval of AVID (Advancement Via Individual Determination) Implementation Agreement for AVID Membership, Materials, and Training

Motion passed to approve the AVID Implementation Agreement for AVID membership, materials and training. DIETRICHSON/COVERT

AYES: Covert, Dietrichson, Farris, Pearl, Rockwell, Scott

7. POLICY DEVELOPMENT AND REVIEW

7.1 Approval of Revisions to Board Policy 5131.2, Bullying

Motion passed to approve the revisions to Board Policy 5131.2, Bullying. SCOTT/COVERT

AYES: Covert, Dietrichson, Farris, Pearl, Rockwell, Scott

7.2 Approval of Revisions to Board Policy 5131, Student Conduct

Motion passed to approve the revisions to Board Policy 5131, Student Conduct.
COVERT/PEARL

AYES: Covert, Dietrichson, Farris, Pearl, Rockwell, Scott

8. PERSONNEL ADMINISTRATION

8.1 Certificated

Employment, resignation, retirement, leave of absence, change of status, termination

8.2 Classified

Employment, resignation, retirement, leave of absence, change of status, termination

Motion passed to adopt the personnel actions as presented. PEARL/COVERT

AYES: Covert, Dietrichson, Farris, Pearl, Rockwell, Scott

9. GENERAL ADMINISTRATION

9.1 Gifts to the District

Motion passed to accept the following gifts: James Monroe received 240 bottles of water from Albertson's valued at \$52, and 144 bottles of water from Stater Bros. valued at \$32. Murray received \$100 from Jeff Prusa designated for the Murray ASB class. Burroughs and Mesquite together received 100 bags of Hardwall Gypsum from Firequick Products, Inc. for use in their art classes. ROCKWELL/PEARL

AYES: Covert, Dietrichson, Farris, Pearl, Rockwell, Scott

10. CONSTRUCTION ADMINISTRATION

11. BUSINESS ADMINISTRATION

11.1 Approval to Declare the Property Value of Seventeen Vehicles and Allow for the Sale of the Vehicles to an Auto Recycling Center as Surplus Property

Motion passed to declare the property value of seventeen vehicles as under \$2,500 and allow for the sale of the vehicles to an auto recycling center as surplus property. SCOTT/PEARL

AYES: Covert, Dietrichson, Farris, Pearl, Rockwell, Scott

11. BUSINESS ADMINISTRATION (continued)

11.2 Approval of Resolution #19 1213 and Disclosure Regarding the Planned Use of Cash Provided by the Education Protection Account

Motion passed to approve Resolution # 19 1213 and disclosure regarding the planned use of cash provided by the Education Protection Account. DIETRICHSON/COVERT

AYES: Covert, Dietrichson, Farris, Pearl, Rockwell, Scott

11.3 Authorization to Utilize Inyo-Kern Schools Financing Authority Funding for District School Facilities Projects

Motion passed to authorize the utilization of Inyo-Kern Schools Financing Authority funding for district school facilities projects in the approximate amount of \$8.3 million. The recommended action was revised to note the wording change to approximate amount rather than a not to exceed amount. DIETRICHSON/COVERT

AYES: Covert, Dietrichson, Farris, Pearl, Rockwell, Scott

President Farris temporarily adjourned the meeting of the board and opened the meeting of the Board of Directors of the Inyo-Kern Schools Financing Authority.

12. CONSENT CALENDAR

- 12.1 Approval of A & B Warrants
- 12.2 Report to the Board on Solid Waste Hauling Services
- 12.3 Approval of Agreement with High Desert Leapin' Lizards, Inc. for Operation of State Funded After School Education and Safety Programs at Faller, Inyokern and Pierce Elementary Schools for the 2013-2014 School Year
- 12.4 Approval of Agreement with High Desert Leapin' Lizards, Inc. for Operation of State Preschool Programs in 2013-2014
- 12.5 Approval of Perkins Career Technical Education Application for Funding for the 2013-2014 School Year
- 12.6 Appointment of 2013-14 California Interscholastic Federation (CIF) League Representatives for Burroughs High School
- 12.7 Approval of Waivers for the California High School Exit Exam for Students with Disabilities, CAHSEE Waivers #1 1213, #2 1213
- 12.8 Approval of Recommendations for Expulsion, Expulsion Cases #22 1213, #23 1213, #24 1213, and #25 1213

Motion passed to adopt the consent calendar as presented. SCOTT/ROCKWELL

AYES: Covert, Dietrichson, Farris, Pearl, Rockwell, Scott

13. FUTURE AGENDA

Mrs. Dietrichson suggested the May meeting begin at 6:00 p.m. next year to allow for an earlier adjournment time for those being recognized.

14. ADJOURNMENT was at 9:35 p.m.

THE BOARD OF EDUCATION

Kurt Rockwell, Vice President/Clerk

Joanna Rummer, Secretary to Board

recorder: Alison Burson

SIERRA SANDS UNIFIED SCHOOL DISTRICT

Minutes of the Special Meeting of the Board of Education

DATE OF MEETING: June 12, 2013
TIME OF MEETING: 6:00 p.m.
PLACE OF MEETING: District Office Conference Room "A"
MEMBERS PRESENT: Covert, Dietrichson, Farris, Pearl, Rockwell, Scott
STAFF PRESENT: Joanna Rummer, Superintendent

1. ADOPTION OF AGENDA

2. CLOSED SESSION

- 2.1 Pursuant to Education Code 35146, the board will meet in Closed Session to discuss a student matter

The board reported out from closed session the following information:

The board unanimously ratified the May 29 through June 13, 2013 contract and approved the contract for 2013-14 with Summitview Child & Family Services related to a student matter.

3. BUSINESS ADMINISTRATION

3.1 Board Budget Workshop

The board met with the superintendent and staff on the budget for 2013-14.

4. ADJOURNMENT was at 7:52 p.m.

THE BOARD OF EDUCATION

Kurt Rockwell, Vice President/Clerk

Joanna Rummer, Secretary to Board

4. PUBLIC HEARING

4.1 Sierra Sands Unified School District Budget for Fiscal Year 2013-14

BACKGROUND INFORMATION: Education Code Section 42127 requires that a public hearing will be conducted prior to the adoption of the district's annual budget.

CURRENT CONSIDERATIONS: An opportunity will be provided for public comment on the district's budget for the 2013-14 school year.

FINANCIAL IMPLICATIONS: None.

SUPERINTENDENT'S RECOMMENDATION: Conduct a public hearing on the district's budget for the 2013-14 school year. The budget is posted on the district web site at www.ssusdschools.org

Sierra Sands Unified School District
Ninth Month Enrollment 2012-2013

															Elementary K - 5		2012-13		2011-12	
SCHOOL	2012-13 YTD%	2011-12 YTD %	K	1	2	3	4	5	6	7	8	9-12	SDC	2012-13 TOTAL	2011-12 TOTAL	CHANGE				
FALLER	96.5%	96.2%	74	81	82	87	78	77						479	490	-11	Regular -			
GATEWAY	96.0%	96.0%	55	86	72	69	64	62					18	426	428	-2	K	382	400	
INYOKERN	95.0%	95.2%	32	36	27	26	32	27						180	186	-6	1 - 3	1151	1165	
LAS FLORES	95.4%	95.5%	95	70	72	63	62	67						429	395	34	4 - 5	696	714	
PIERCE	95.3%	95.6%	55	53	61	59	55	53						336	352	-16	Special Education -			
RAND	94.6%	93.0%	5	0	2	2	0	0						9	6	3	SDC	119	108	
RICHMOND ANNEX	95.8%	96.5%											101	101	108	-7	RSP	109	117	
RICHMOND	95.8%	96.5%	66	68	62	73	61	58						388	422	-34	Middle 6-8			
TOTAL K -5	95.6%	95.7%	382	394	378	379	352	344					119	2348	2387	-39	Regular	1013	1029	
MONROE	95.3%	95.8%							156	156	161		28	501	499	2	Special Education -			
MURRAY	95.6%	95.7%							192	193	155		33	573	576	-3	SDC	61	46	
TOTAL 6 -8	95.3%	95.7%							348	349	316		61	1074	1075	-1	RSP	78	76	
BURROUGHS	95.3%	94.9%											64	1342	1381	-39	High School 9 - 12			
MESQUITE	94	93.0%												117	96	21	Regular	1278	1312	
														0		0				
														0		0	Continuation	117	83	
TOTAL 9 - 12	95.3%	94.9%										1395	64	1459	1477	-18	ROP	242	285	
12-13 TOTAL	95.4%		382	394	378	379	352	344	348	349	316	1395	244	4881	---	---	Special Education -			
11-12 TOTAL		95.5%	400	415	391	359	351	363	358	318	353	1408	223		4939	---	SDC	64	62	
CHANGE		-0.10%	-18	-21	-13	20	1	-19	-10	31	-37	-13	21	---	---	-58	RSP	86	77	
Adult																		558	595	

6. EDUCATIONAL ADMINISTRATION

6.1 Approval of the Consolidated Application for Funding Categorical Programs, 2013-2014 School Year

BACKGROUND INFORMATION: The Consolidated Application is the process through which the district requests funding for the programs listed below. The Consolidated Application collects information related to a Local Education Agency's intention to participate in consolidated programs, legal assurances of compliance as required by state and federal statute, and other required program participation information. The Consolidated Application must be reviewed and approved by the local governing board and by the District English Language Learner Advisory Committee. Signatures from committee members indicate that the committee members have read, discussed, and had the opportunity to provide advice on the application being submitted, and the applicable legal assurances. In the fall, the district will receive additional Consolidated Application sections to complete as well as district entitlements for the specific programs.

CURRENT CONSIDERATIONS: The following federal and state programs are included in the Consolidated Application Part I.

Federal, ESEA programs- application and reporting:

- Title I, Part A (Basic)
- Title II, Part A (Teacher and Principal Training and Recruiting)
- Title III, Part A (Limited English Proficient Students and Immigrant)

State categorical programs: application and reporting:

- Economic Impact Aid/ Limited English Proficient and State Compensatory Education

Also included in the Consolidated Application is additional information for the following programs and reporting requirements.

- Private School participation in federal programs
- School Choice and Supplemental Education participation
- Expenditures in selected programs
- Protected Prayer Certification
- Report on certain mandated policies

Many other reporting requirements (i.e. homeless, highly qualified teachers and para-professionals) are now being reported through the online CALPADS system.

FINANCIAL IMPLICATIONS: The Consolidated Application Part I requests approximately \$1,800,000 in funding designated for specific programs. Final funding numbers are received in the fall.

- Title I, Part A- approximately \$1,152,818
- Title II, Part A (Teacher and Principal Training and Recruiting) approximately \$172,734

FINANCIAL IMPLICATIONS: (continued)

- Title III, Part A (Limited English Proficient Students and Immigrant) \$45,552 and \$8,000
- Economic Impact Aid/ Limited English Proficient and State Compensatory Education approximately \$549,768

SUPERINTENDENT’S RECOMMENDATION: It is recommended that the board approve the Consolidated Application for submission to the Department of Education.

2013-14 Certification of Assurances

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <http://www.cde.ca.gov/fg/aa/co/ca13asstoc.asp>.

CDE Program Contact:

Anne Daniels, Education Data Office, adaniels@cde.ca.gov, 916-319-0640

LEA Plan

An LEA that receives Title III funds or any LEA that receives Title I funds and is in Program Improvement corrective action must certify that its LEA Plan, including any Addenda to the Plan, is current and provide the local online web address for their LEA Plan.

State Board of Education approval date	7/11/2003
LEA Plan Web Site	http://www.ssusdschools.org/files/_IHJQp_/46cef73ff2364ec03745a49013852ec4/Sierra_Sands_USD_PI_Year_2_LEA_Plan_Addendum_12-13_final.pdf

Consolidated Application Certification Statement

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to have the use of these funds reviewed and/or audited according to the standards and criteria set forth in the California Department of Education's Categorical Program Monitoring (CPM) Manual. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this page are on file.

Authorized Representative's Full Name	Joanna Rummer
Authorized Representative's Title	Superintendent
Authorized Representative Signature Date	06/24/2013

2013-14 Protected Prayer Certification

ESEA Section 9524(b) specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

CDE Program Contact:

Franco Rozic, Title I Monitoring & Support, frozic@cde.ca.gov, 916-319-0269
Mary Payne, District Improvement Office, MPayne@cde.ca.gov, 916-319-0379

Protected Prayer Certification Statement

The LEA hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Joanna Rummer
Authorized Representative Title	Superintendent
Authorized Representative Signature Date	06/24/2013
Comment If the LEA is not able to certify at this time an explanation must be provided in the Comment field.	

2013-14 Application for Funding**CDE Program Contact:**Anne Daniels, Education Data Office, adaniels@cde.ca.gov, 916-319-0640**Local Governing Board Approval**

The LEA is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board	06/20/2013
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District English Learner Advisory Committee (DELAC) Review

Per Title 5 of the California Code of Regulations Section 11308, if your district has more than 50 English learners the district must establish a District English Learner Advisory Committee (DELAC) and involve them in the application for funding for programs that serve English learners.

DELAC representative's full name	TBD
DELAC review date	06/20/2013
Meeting minutes web address Please enter the web address of DELAC review meeting minutes. If a web address is not available, the LEA must keep the minutes on file which indicates that the application is approved by the committee.	On file in district
DELAC comment If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment.	

Application for Categorical Programs

To receive specific categorical funds for a school year the LEA must apply for the fund by selecting Yes. Only the categorical funds the LEA is eligible to receive are displayed.

Economic Impact Aid EC 54000 SACS 7090, 7091 By applying for Economic Impact Aid funds the LEA is agreeing to comply with the assurances posted at http://www.cde.ca.gov/fg/aa/co/ca12asstoc.asp .	Yes
Title I Part A (Basic Grant) ESEA Sec. 1111 et seq. SACS 3010	Yes
Title I Part D (Delinquent) ESEA Sec. 1401 SACS 3025	No
Title II Part A (Teacher Quality)	Yes

2013-14 Application for Funding

CDE Program Contact:

Anne Daniels, Education Data Office, adaniels@cde.ca.gov, 916-319-0640

ESEA Sec. 2101 SACS 4035	
Title III Part A Immigrant	Yes
ESEA Sec. 3102 SACS 4201	
Title III Part A LEP	Yes
ESEA Sec. 3102 SACS 4203	

2013-14 Title III, Part A Immigrant Proposed Obligations

This data collection captures proposed expenditures for the coming year, based on the projected entitlement amount.

CDE Program Contact:

Pamela Lucas, Language Policy & Leadership Office, plucas@cde.ca.gov, 916-323-5739

Sandra Covarrubias, Language Policy & Leadership Office, SCovarrubias@cde.ca.gov, 916-319-0267

Approved Immigrant Sub-grantee Activities

(e) ACTIVITIES BY AGENCIES EXPERIENCING SUBSTANTIAL INCREASES IN IMMIGRANT CHILDREN AND YOUTH-

(1) IN GENERAL-An eligible entity receiving funds under section 3114(d)(1) shall use the funds to pay for activities that provide enhanced instructional (opportunities for immigrant children and youth, which may include -

(A) family literacy, parent outreach, and training activities designed to assist parents to become active participants in the education of their children;

(B) support for personnel, including teacher aides who have been specifically trained, or are being trained, to provide services to immigrant children and youth;

(C) provision of tutorials, mentoring, and academic or career counseling for immigrant children and youth;

(D) identification and acquisition of curricular materials, educational software, and technologies to be used in the program carried out with funds;

(E) basic instruction services that are directly attributable to the presence in the school district involved of immigrant children and youth, including the payment of costs of providing additional classroom supplies, costs of transportation, or such other costs as are directly attributable to such additional basic instruction services;

(F) other instruction services that are designed to assist immigrant children and youth to achieve in elementary schools and secondary schools in the United States, such as programs of introduction to the educational system and civics education; and

(G) activities, coordinated with community-based organizations, institutions of higher education, private sector entities with expertise in working with immigrants, to assist parents of immigrant children and youth by offering comprehensive community services.

Projected entitlement:	\$5,879
Object Code - Activities	
1000-1999 Proposed certificated personnel salaries	\$5,000
2000-2999 Proposed classified personnel salaries	
3000-3999 Proposed employee benefits	\$879
4000-4999 Proposed books and supplies	
5000-5999 Proposed services and other operating expenditures	
Proposed administrative and indirect costs	
Total proposed obligations	\$5,879

2013-14 Title III, Part A LEP Proposed Obligations

This data collection captures proposed expenditures for the coming year, based on the projected entitlement amount.

CDE Program Contact:

Patty Stevens, Title III Language Policy & Leadership Office, pstevens@cde.ca.gov, 916-323-5838
Geoffrey Ndirangu, Language Policy & Leadership Office, gndirang@cde.ca.gov, 916-323-5831

Required and Authorized LEP Sub-grantee Activities**Required**

Section 3115 (c)(1) To increase the English Proficiency by providing high-quality language instruction educational programs that are based on scientifically based research demonstrating the effectiveness of the programs.

Section 3115 (c)(2) To provide high quality professional development to classroom teachers (including teachers in classroom settings that are not the settings of language instruction educational programs), principals, administrators, and other school or community-based organizational personnel.

Authorized

- (1) Upgrading program objectives and effective instruction strategies.
- (2) Improving the instruction program for limited English proficient children by identifying acquiring and upgrading curricula, instruction materials, educational software, and assessment procedures.
- (3) Providing tutorials and academic or vocational education for limited English proficient children and intensified instruction.
- (4) Developing and implementing elementary school or secondary school language instruction educational programs that are coordinated with other relevant programs and services.
- (5) Improving the English proficiency and academic achievement of limited English proficient children.
- (6) Providing community participation programs, family literacy services and parent outreach and training activities to limited English proficient children and their families.

Proposed entitlement:	\$36,301
Object Code - Activity	
1000-1999 Proposed certificated personnel salaries	\$29,000
2000-2999 Proposed classified personnel salaries	
3000-3999 Proposed employee benefits	\$6,581
4000-4999 Proposed books and supplies	
5000-5999 Proposed services and other operating expenditures	
Proposed administrative and indirect costs	\$720
Total proposed obligations	\$36,301

2013-14 Substitute System for Time Accounting

This certification may be used by auditors and by CDE oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the LEA submits and certifies this data collection.

CDE Program Contact:

Julie Brucklacher, Financial Accountability & Info Srv, jbruckla@cde.ca.gov, 916-327-0858

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.

2013-14 Request for authorization	Yes
2012-13 Request for authorization (Retroactive to July 1, 2012)	Yes
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	No deficiencies seen at this time.

2013-14 Other ESEA Nonprofit Private School Participation

The LEA must offer to provide equitable services that address the needs of nonprofit private school students, teachers, and other educational personnel under the programs listed below.

CDE Program Contact:

Laura Nelson, Private School List, lnelson@cde.ca.gov, 916-319-0229

Patty Stevens, Title III Language Policy & Leadership Office, pstevens@cde.ca.gov, 916-323-5838

The LEA must offer to provide equitable services that address the needs of nonprofit private school students, teachers, and other educational personnel under the programs listed below. The enrollment numbers are reported under penalty of perjury by each private school on its annual Private School Affidavit. The information filed in the Private School Affidavit is not verified, and the CDE takes no position as to its accuracy. It is expected that districts engaged in private school consultation verify nonprofit status and the accuracy of student enrollment data if it is being used for the purpose of providing equitable services.

Note: The programs displayed below may vary based on Application for Funding selections.

Note: Elementary and high school districts that have applied for Title II funds have the option to add a shared attendance area nonprofit private school if they wish to share responsibility for that school's Title II equitable services.

School Name	School Code	Enrollment	Title II Part A	Title III Part A LEP	School Added
Immanuel Christian	6934020	152	Y	N	N
Adventist Christian School	6974133	24	N	N	N
St. Ann	6974166	174	Y	N	N
Calvary Christian	7001902	15	N	N	N

2013-14 Title I, Part A Nonprofit Private School Participation

The LEA shall provide, on an equitable basis, special educational services or other benefits to nonprofit private school eligible children.

CDE Program Contact:

Jyoti Singh, Title I Policy & Program Guidance, jysingh@cde.ca.gov, 916-319-0372

Rina DeRose-Swinscoe, Title I Policy & Program Guidance, RDeroseswinscoe@cde.ca.gov, 916-323-0472

The LEA must offer to provide equitable services that address the needs of nonprofit private school students and staff under the programs listed below. The enrollment numbers are reported under penalty of perjury by each private school on its annual Private School Affidavit. The information filed in the Private School Affidavit is not verified, and the CDE takes no position as to its accuracy. It is expected that districts engaged in private school consultation verify nonprofit status and the accuracy of student enrollment data if it is being used for the purpose of providing equitable services.

Note:

The LEA of residence is responsible for providing Title I Part A services to all eligible students who reside in the LEA's Title I attendance area but attend a private non-profit school. This includes students who attend nonprofit private schools outside the LEA's boundaries.

School Name	School Code	Enrollment	Participating	Affirmation On File	Low Income Student Count	Direct Services	Contract Services	School Added
Adventist Christian School	6974133	24	N	N		N	N	N
Calvary Christian	7001902	15	N	Y		N	N	N
Immanuel Christian	6934020	152	N	Y		N	N	N
St. Ann	6974166	174	Y	Y	40	Y	N	N

2013-14 Economic Impact Aid School Funding Plan

Based on information provided in the School Student Counts Projected data collection, the table below provides eligibility and ranking information.

CDE Program Contact:

Gustavo Gonzalez, EIA / LEP, ggonzalez@cde.ca.gov, 916-319-0420
Mark Klinesteker , EIA / SCE, mklinesteker@cde.ca.gov, 916-319-0256

District Advisory Committee (DAC) Review

Per Title 5 of the California Code of Regulations section 4423(c) and Education Code section 54420, once a school district or county office with juvenile court schools is deemed eligible for Economic Impact Aid (EIA) and designates EIA funds for State Compensatory Education (SCE) then the LEA must give the DAC the opportunity to give or offer advice regarding compensatory education programs.

DAC representative's full name

TBD

DAC review date

06/20/2013

Meeting minutes web address

Kept on file

Please enter the web address of DAC review meeting minutes.

DAC comment

If the advisory committee did not review, describe consulting procedures:

Group schools by grade span

Yes

Funding method

SCE/LEP

NOTE: If the LEA has selected to fund LEP Only, no additional action or data entry is required for the EIA School Allocation Plan. The Plan should be saved in order to certify the data collection.

SCE Ranking Method

Low_Income_
Percent

School Name	School Code	Grade Span Group	Projected Enrollment	Projected Low Income Students	Low Income %	Projected LEP Students	LEP %	Projected EDY Students	EDY %	Projected SCE Students	SCE %	Ranking	SCE Eligible	SCE Fund
Inyokern Elementary	6009609	1	196	153	78.06	23	11.73	57	29.08	233	118.88	1	Y	Y
Pierce Elementary	6009294	1	341	260	76.25	80	23.46	105	30.79	445	130.50	2	Y	Y
Faller Elementary	6009633	1	466	309	66.31	52	11.16	133	28.54	494	106.01	3	Y	Y
Rand Elementary	6009971	1	10	6	60.00	0	0.00	0	0.00	6	60.00	4	Y	Y

2013-14 Economic Impact Aid School Funding Plan

Based on information provided in the School Student Counts Projected data collection, the table below provides eligibility and ranking information.

School Name	School Code	Grade Span Group	Projected Enrollment	Projected Low Income Students	Low Income %	Projected LEP Students	LEP %	Projected EDY Students	EDY %	Projected SCE Students	SCE %	Ranking	SCE Eligible	SCE Fund
Gateway Elementary	6110712	1	430	236	54.88	37	8.60	121	28.14	394	91.63	5	Y	Y
Richmond Elementary	6009328	1	500	252	50.40	48	9.60	177	35.40	477	95.40	6	Y	Y
Las Flores Elementary	6009625	1	440	209	47.50	30	6.82	101	22.95	340	77.27	7	Y	Y
James Monroe Middle	6009617	2	494	302	61.13	31	6.28	297	60.12	630	127.53	1	Y	Y
Murray Middle	6009310	2	596	308	51.68	29	4.87	291	48.83	628	105.37	2	Y	Y
Mesquite Continuation High	1530054	3	113	87	76.99	11	9.73	54	47.79	152	134.51	1	Y	Y
Burroughs High	1531367	3	1422	584	41.07	90	6.33	457	32.14	1131	79.54	2	Y	Y

2013-14 Title I, Part A Planned School Allocations

Based on information provided in the School Student Counts data collection, the table below provides eligibility and ranking information. For school allocation planning, the LEA has indicated which schools it intends to allocate Title I Part A funds by entering a check in the Fund column.

CDE Program Contact:

Nancy Bodenhausen, Title I Policy & Program Guidance, NBodenhausen@cde.ca.gov, 916-445-4904

Lana Zhou, Title I Policy & Program Guidance, lzhou@cde.ca.gov, 916-319-0956

If an exception to funding is needed, enter an Exception Reason. Use lower case only.

Allowable Exception Reasons

a - Meets 35% Low Income Requirement

c - Funded by Other Allowable Sources

d - Desegregation Waiver on File

e - Grandfather Provision

f - Feeder Pattern

g - Local Funded Charter Opted Out

h - Local Funded Charter Opt In

Group Schools by Grade Span

Yes

District-wide Low Income %

54.03%

Grade Span 1 Low Income %

59.80%

Grade Span 2 Low Income %

55.96%

Grade Span 3 Low Income %

43.71%

School Name	School Code	Grade Span Group	Projected Enrollment	Projected Low Income Students	Low Income %	Eligible	Funding Required	Ranking	Fund Flag	Exception Reason	Comment
Inyokern Elementary	6009609	1	196	153	78.06	Y	Y	1	Y		
Pierce Elementary	6009294	1	341	260	76.25	Y	Y	2	Y		
Faller Elementary	6009633	1	466	309	66.31	Y	N	3	Y		
Rand Elementary	6009971	1	10	6	60.00	Y	N	4	Y		
Gateway Elementary	6110712	1	430	236	54.88	Y	N	5	Y		

2013-14 Title I, Part A Planned School Allocations

Based on information provided in the School Student Counts data collection, the table below provides eligibility and ranking information. For school allocation planning, the LEA has indicated which schools it intends to allocate Title I Part A funds by entering a check in the Fund column.

School Name	School Code	Grade Span Group	Projected Enrollment	Projected Low Income Students	Low Income %	Eligible	Funding Required	Ranking	Fund Flag	Exception Reason	Comment
Richmond Elementary	6009328	1	500	252	50.40	N	N	6	Y	a	
Las Flores Elementary	6009625	1	440	209	47.50	N	N	7	Y	a	
James Monroe Middle	6009617	2	494	302	61.13	Y	N	1	N		
Murray Middle	6009310	2	596	308	51.68	N	N	2	N		
Mesquite Continuation High	1530054	3	113	87	76.99	Y	Y	1	N	c	Mesquite receives EIA funding as well as other alternative school funding. Only serve grade span 1 with Title 1
Burroughs High	1531367	3	1422	584	41.07	N	N	2	N		

2012-13 Homeless Education Policy, Requirements and Implementation

The purpose of this data collection is to meet federal requirements specified in ESEA Section 722. This collection includes 1) monitoring LEAs and their compliance with key provisions of the Education for Homeless Children and Youths Act and 2) collecting contact information for each required designated LEA's homeless liaison.

CDE Program Contact:

Leanne Wheeler, Improvement & Accountability Division, lwheeler@cde.ca.gov, 916-319-0383

Mary Donnelly-Ortega, Improvement & Accountability Division, MDonnellyortega@cde.ca.gov, 916-323-5113

Homeless Education Certification

The LEA hereby assures and certifies to the California State Board of Education that the LEA has met the following requirements:

1. Designated a staff person as the liaison for homeless children and youths

2. Developed a written policy that supports the enrollment and retention of homeless children and youths in schools of the LEA which:
 - a) Includes policies and practices to ensure that homeless children and youths are not stigmatized or segregated on the basis of their status as homeless
 - b) Includes a dispute resolution process
 - c) Ensures that transportation is provided for a homeless child or youth to and from the school of origin if requested by the parent, guardian or homeless liaison

3. Disseminated public notice of the educational rights of homeless children and youths where such children and youths receive services under the provisions of the Education for Homeless Children and Youths Act.

Homeless Liaison Contact Information

Contact first name	Shirley
Contact last name	Kennedy
Contact title	Assistant Superintendent
Contact email address (format: abc@xyz)	skennedy@ssusd.org
Contact telephone number (format: 999-999-9999)	760-499-1640

Homeless Education Policy and Requirements

Does the LEA have a written homeless education policy	Yes
No policy comment	

2012-13 Homeless Education Policy, Requirements and Implementation

The purpose of this data collection is to meet federal requirements specified in ESEA Section 722. This collection includes 1) monitoring LEAs and their compliance with key provisions of the Education for Homeless Children and Youths Act and 2) collecting contact information for each required designated LEA's homeless liaison.

CDE Program Contact:

Leanne Wheeler, Improvement & Accountability Division, lwheeler@cde.ca.gov, 916-319-0383

Mary Donnelly-Ortega, Improvement & Accountability Division, MDonnellyortega@cde.ca.gov, 916-323-5113

Provide an explanation why the LEA does not have a homeless education policy. (Maximum 500 characters)	
Date LEA's board approved the homeless education policy	06/20/2013
Does the LEA meet the above federal requirements	Yes
Compliance comment Provide an explanation why the LEA does not comply with federal requirements. (Maximum 500 characters)	

Title I, Part A Homeless Expenditures

2012-13 Title I, Part A Entitlement	\$1,152,818
2012-13 Title I, Part A direct or indirect services to homeless children reservation	\$11,529
Amount of 2012-13 Title I, Part funds expended or encumbered for direct or indirect services to homeless children	\$3,785
No expenditures or encumbrances comment Provide an explanation why there is no Title I, Part A expenditures or encumbrances for homeless services. (Maximum 500 characters)	

6. EDUCATIONAL ADMINISTRATION

6.2 Approval of ROP Business Technology Course at Burroughs High School

BACKGROUND INFORMATION: Sierra Sands Unified School District currently operates the largest Regional Occupation Program (ROP) in the East Kern region. The Sierra Sands USD ROP program operates a variety of courses. Currently there are no courses in business offered in the high school program.

CURRENT CONSIDERATIONS: Staff, in conjunction with Cerro Coso Community College's business department, is proposing a new course entitled ROP Business Technology. This course is designed to be dual enrollment. Under this model students will be enrolled in a high school course and specific college courses simultaneously. Course completion is reflected on both the high school and college transcripts. This particular course outline is unique as it was designed around college course learning and student outcomes instead of trying to match and articulate an existing high school course to meet the college requirements. This strengthens and ensures a seamless transition from high school to a college certificate or AA degree.

Students successfully completing this year long course may earn up to ten units of high school credit and 7 units of college credit that are directly applicable to a business technology certificate. The ROP Business Technology course will provide students with the educational background, practical experience, and essential employability skills necessary for entry level jobs in a variety of positions in the business field.

The SSUSD CTE advisory committee approved this course outline at the May 16, 2013 meeting. After course approval is granted locally by the board this course will be forwarded for both county and state approval through the Regional Occupational Program. Other districts and schools may then use this model in other areas in our region and state.

FINANCIAL IMPLICATIONS: Expenses for textbooks will be covered by an SB70 grant administered by the Kern Community College District. Staffing will be co-funded through district ROP funding and Cerro Coso Community College in a percentage to be defined in a Memorandum of Understanding later this fall.

SUPERINTENDENT'S RECOMMENDATION: It is recommended that the board of education approve ROP Business Technology for implementation beginning the second semester of 2013-2014.

OFFICE OF CHRISTINE LIZARDI FRAZIER
KERN COUNTY SUPERINTENDENT OF SCHOOLS
Kern County Regional Occupational Program

PROGRAM COURSE INFORMATION

COURSE TITLE: ROP Business Technology (Established July 9, 2013)

CBEDS CODE: 4623

CBEDS TITLE: Business Technology

Job Titles:

Title	ONET Code
Cashier	41-2011.00
Teller	43-3071.00
Billing clerk	43-3021.02
Payroll Clerk	43-3051.00
Accountant	13-2011.01

1. COURSE DESCRIPTION:

Computer Literacy: This hands-on course is designed for those with little or no computer experience. Learners practice file management, email, instant messaging, Internet browsing and searching. This course includes a brief introduction to industry standard word processing, spreadsheet, and presentation application programs. Computer terminology and identification of fundamental hardware and software applications is introduced.

Business Mathematics: This course provides practice with a wide range of mathematical procedures used in various business applications. Students perform calculations both manually and using a calculator to solve problems in accounting, retail, finance, and taxation. Learners will utilize a printing calculator with features including: round off/up key, decimal selector for 0 through 6 plus float memory keys and 10-12 digit keyboard.

Introduction to Accounting: This course covers basic accounting concepts and procedures required to complete an accounting cycle. Account types, (assets, liabilities, equity, revenue, expenses) as well as procedures for bank reconciliation, petty cash, and payroll are introduced. Learners complete business transactions from day-to-day recordkeeping to closing entries and preparation of year end documents balance sheet, income statement, and statement of owner's equity for a sample merchandising business.

Kern County Regional Occupational Program
Business Technology

2. PROGRAM COURSE INFORMATION

I. Computer Literacy-

36 Hours

Lecture:

- A- Computing Fundamentals
 1. Computer Hardware
 2. Input, Output, Storage
 3. Peripheral Devices
 4. Software and Application Programs
 5. Windows and Operating Systems
 6. Files and Folders
- B- Application Programs
 1. Word Processing Documents
 2. Creating, Editing, and Saving Documents
 3. Spreadsheet worksheets
 4. Formulas, labels, values, cells
 5. Borders and backgrounds
 6. Columns and rows sizing
 7. Presentations
 8. Slides, charts, graphics
 9. Transitions, animations
 10. Finalizing a presentation
- C- File Management
 1. Files and folders
 2. Download and upload
 3. Create, Save, Name, Delete, Rename
 4. Zip and File Size
 5. Storage and Backup
 6. Network folders
- D- Online Communication
 1. Network basics
 2. The Internet
 3. E-Commerce
 4. Browser software and functions
 5. E-mail accounts
 6. Send and receive e-mail
 7. Inbox and Sent folders
 8. E-mail attachments
 9. Instant Messaging

Lab: Students will work on assignments and projects relevant to the topics during the lab portion of the class.

Kern County Regional Occupational Program
Business Technology

II. Business Mathematics -

54 Hours

Lecture:

- A- Using a Calculator for basic Mathematics review
 - 1. Keypad and calculator introduction
 - 2. Addition, subtraction, multiplication and division of whole numbers
 - 3. Using fractions
 - 4. Using decimals
- B- Banking Applications
 - 1. The check register
 - 2. Bank statements
 - 3. Bank reconciliation
- C- Retail Applications
 - 1. Percents
 - 2. Trade discounts
 - 3. Markups
- D- Payroll Applications
 - 1. Calculating gross pay
 - 2. Payroll deductions and taxes
 - 3. Employer responsibilities
- E- Simple Interest
 - 1. Calculations and maturity value
 - 2. Payments before the due date
 - 3. Promissory notes
 - 4. Discounting notes
- F- Compound Interest
 - 1. Calculating manually and with a table
 - 2. The effective rate
- G- Installment Buying
 - 1. Finance charges
 - 2. Calculating APR
 - 3. Revolving charge accounts
- H- Mortgages
 - 1. Types of mortgages
 - 2. Amortization
 - 3. Calculating monthly payment
- I- Depreciation
 - 1. Straight-line method
 - 2. Units of production method
 - 3. Sum-of-the-years-digits method
 - 4. Declining balance method
- J- Costing Inventory
 - 1. Specific identification
 - 2. Weighted average
 - 3. LIFO
 - 4. FIFO

Kern County Regional Occupational Program
Business Technology

K- Stocks and Bonds

1. Investment in stocks
2. Investment in bonds
3. Yields on investments
4. Selling price of stocks

L- Measurement

1. International System of Units (SI)
2. Decimal System
3. U. S. Customary System (USCS)
4. Conversion Tables

III. Introduction to Accounting

90 hours

Lecture:

A- Accounting Concepts and Procedures

1. Definition of Accounting
2. The difference between bookkeeping and accounting
3. Accounting equation
4. Assets, Liabilities, and Equity
5. The Balance Sheet
6. Revenue, expenses, and withdrawals
7. Expanded accounting equation
8. Preparing financial statements
9. The Income Statement
10. The Balance Sheet
11. The Statement of Owner's Equity

B- Debits and Credits

1. The T Account
2. Balancing an account
3. Recording business transactions
4. Transaction analysis

C- The Accounting Cycle

1. Analyzing and record to the journal
2. Posting to the ledger
3. Preparing the Trial Balance
4. Common errors
5. Preparing a worksheet
6. Adjusted trial balance
7. Income Statement
8. Preparing financial statements
9. Journalizing and posting adjusting entries
10. Journalizing and posting closing entries
11. The post closing trial balance

D- Banking Procedures and Control of Cash

1. Checking accounts
2. Bank reconciliation process
3. Petty cash establishment
4. Reconciling and replenishing of petty cash

Kern County Regional Occupational Program
Business Technology

- E- Payroll Concepts and Procedures
 - 1. Employee Federal and State withholding tax
 - 2. Social Security tax
 - 3. Workers Compensation Insurance
 - 4. Payroll process
 - 5. Recording and paying the payroll
 - 6. Individual earnings record
- F- Employer's Tax Responsibilities
 - 1. Employer's payroll tax expense
 - 2. Employer's Quarterly Federal tax return
 - 3. FICA tax obligations
 - 4. W2, W3, form 940 EZ
- G- Special Journals, Sales and Cash Receipts
 - 1. Gross sales
 - 2. Sales returns and allowances
 - 3. Sales journal and accounts receivable subsidiary ledger
 - 4. Credit memorandum
 - 5. Cash receipts journal
 - 6. Journalizing, posting, and recording
 - 7. Schedule of accounts receivable
- H- Special Journals, Purchases and Cash Payments
 - 1. Purchases
 - 2. Purchase returns and allowances
 - 3. Purchases journal and accounts payable subsidiary ledger
 - 4. Debit memorandum
 - 5. Cash payments journal
 - 6. Journalizing, posting, and recording
 - 7. Schedule of accounts payable
- I- Worksheets
 - 1. Adjustments for merchandise Inventory
 - 2. Completing a worksheet
- J- Completing the Accounting Cycle for a Merchandise Company
 - 1. Preparing financial statements
 - 2. Income Statement
 - 3. Balance Sheet
 - 4. Statement of Owner's Equity
 - 5. Journalizing and posting adjusting and closing entries
 - 6. Preparing the Post-Closing Trial Balance

Lab: Students work on hands-on written accounting projects from the text.

Kern County Regional Occupational Program
Business Technology

IV. Job Skills Integrated

A- Professionally able to conduct job search

1. Professional appearance, hygiene, integrity and attitude
2. Accurate completion of reference request letters
3. Accurate completion of sample job applications
4. Accurate completion of cover letter
5. Accurate completion of resume
6. Participation in and evaluation of mock employment interview

B- Workplace issues

1. Discrimination
2. Cultural diversity
3. Sexual harassment
4. Drug testing

Community Classroom	180
Total Classroom Hours	180
<i>Total Hours of course :</i>	<u>360</u>

Kern County Regional Occupational Program
Business Technology

3. Textbooks and Materials

Parsons, J. J., & Oja, D.. (2008) New Perspectives on Computer Concepts Brief , 11th , Course Technology

Polinsky, M.. (2003) Solving Business Problems Using an Electronic Calculator, 6th, Glencoe McGraw-Hill

Heinz, J. & Parry, R. P.. (2008) College Accounting Chapters 1-15, 19th, Mason: Thomson Southwestern

Manuals; Periodicals; Software; CengageNow course access code

4. Course Objectives and Outcomes:

Upon completion of the course, the student will be able to:

- * Demonstrate fundamental knowledge of computer hardware and software functions to perform basic computing tasks including but not limited to startup, login, shutdown, and basic input and output procedures.
- * Recognize and use programs to create and edit introductory word processing, spreadsheet, and presentation software files, including MS Office and other available software programs.
- * Access and manage login accounts and documents effectively, including downloading, creating, naming, copying, deleting, retrieving, and decompressing files and folders with an awareness of file size, location of saved files and folders, and available space on storage media with a clear distinction between various email, and course login accounts.
- * Open and use an e-mail account including sending and receiving email with attachments, saving files, and managing the inbox.
- * Search and navigate the Internet and other types of media environments with an awareness of relevance, authenticity, authority, and currency.
- * Perform basic ten-key touch operations using an electronic calculator
- * Calculate discounts, markups, percents and prorates
- * Perform banking, depreciation, and payroll calculations
- * Calculate and explain mortgage types, installment payments and amortization
- * Calculate cost of inventory using different methods
- * Define corporate investment, shares of stock, shareholders, dividends, and stock exchange
- * Explain and calculate simple, compound, true interest,
- * Identify and Convert between International System of Measurement Units (SI) and units of the U.S. Customary System (USCS)
- * Explain, identify and record, increases and decreases in General Ledger accounts.
- * Accurately prepare documents in the "Accounting Cycle".
- * Accurately process source documents.
- * Prepare and record information.
- * Analyze and accurately record closing transactions.

Integrated throughout the course are career preparation standards, which include communication, interpersonal skills, problem solving, safety, technology, and other employment skills. Students may be able to participate in a community classroom program, obtaining valuable on-the-job experience.

Kern County Regional Occupational Program
Business Technology

5. Essential Employability Skills:

The instruction of general workplace and essential employability skills creates a common thread throughout the course.

The general workplace skills include: personal development, ethics, attendance, grooming, and self-management skills; lifelong learning and industry linked academic skills; communication, listening, speaking, writing, problem-solving, and team building skills; information and technology skills; resource identification and management skills; employment literacy, job search, and career development skills; safety, diversity, and public relations skills; technical reading and writing skills, and entrepreneurial skills.

The essential employability skills are defined as follows:

Accountability for Actions: Accepts assignments and responsibility for carrying out assignments, including the results achieved.

Appearance: Dresses appropriately for the position and maintains personal hygiene.

Appropriate Behavior: Demonstrates accepted social and work behaviors, manners, and conversation skills. Helps others, both in the performance of the job, and in teaching others. Exercises the rights and responsibilities of citizenship.

Attitudes: Employers desire a good attitude, which means; being courteous and cooperative, being willing to learn, having a pleasant personality, and being flexible regarding doing what it takes to get the job done.

Common Sense: Demonstrates the capacity of making sound and prudent decisions.

Continual Learning: Seeks out opportunities to gain new knowledge or to learn new skills. Uses self-regulated learning.

Cooperativeness: Works cooperatively with others and contributes to the group with ideas, effort and suggestions.

Conscientiousness: Acts with regard to what is considered right or proper for the circumstances.

Demeanor: Carries one's self with an air of confidence and purpose.

Dependability: Can be relied upon to show up for work and to work after showing up.

Effort: Demonstrates a capacity for doing work through exertion. Finish the total work to achieve a particular end in a timely manner.

Kern County Regional Occupational Program
Business Technology

Flexibility: Readily adapts to new, different, or changing job conditions.

Goal Setting Ability: Demonstrates internal motivation by striving for successful performance in the workplace without prompting. Possessing a pattern of preparation, mental attitude, and methodology that applies to work situations.

Integrity/Honesty: Given a choice, the individual will choose an ethical course of action. They can be trusted.

Judgment: Uses specific situations and dispositions to reach a conclusion and then acts in an appropriate manner.

Motivation: Possesses a desire to achieve goals and objectives without external prompts such as money, threats or coercion.

Punctuality: Shows up for work on time, all the time.

Respect: Recognizes position in the employment hierarchy. Works and communicates with co-workers, supervisors, and clients/customers in an appropriate manner.

Responsibility: Exerts a high level of effort and perseverance toward goal attainment.

Work Habits: Demonstrates a work ethic appropriate to the culture of the workplace with respect to attendance, punctuality, enthusiasm, neatness and perseverance.

6. Career Preparations:

The student will:

A. Understand how personal skills affect employability.

1. Demonstrate an understanding of classroom policies and procedures.
2. Define business ethics and social responsibilities in the workplace.
3. Prioritize tasks and meet deadlines.

B. Understand principles of effective interpersonal skills.

1. Work cooperatively, share responsibilities, accept supervision and assume leadership roles.
2. Demonstrate cooperative working relationships and proper etiquette across gender and cultural groups.

C. Understand the importance of critical thinking in the workplace.

1. Exhibit critical thinking, creative thinking and logical reasoning skills.

Kern County Regional Occupational Program
Business Technology

2. Recognize problem situations; identify, locate and organize needed information or data; and propose, evaluate and select from alternative solutions.

D. Understand principles of effective communication.

1. Read and implement written instructions, technical manuals, written communication and reference books.
2. Present a positive image through verbal and nonverbal communication through use of appropriate methods.

E. Understand occupational safety issues, including avoidance of physical hazards.

1. Discuss and implement good safety practices.
 - i. Safe operation of equipment
 - ii. Proper handling of hazardous materials

F. Understand career paths and strategies for obtaining employment.

1. Explore career opportunities and projected trends; investigate required education, training and experience; and develop an individual education plan.

G. Understand and adapt to changing technology

1. Understand the importance of lifelong learning in adapting to changing technology.

7. Methods of Evaluations:

Tests

Assignments

Instructor Observations

Student Participation in Classroom and Outside Activities

Individual and Group Projects

Appropriate Workplace Behavior

7. POLICY DEVELOPMENT AND REVIEW

7.1 Approval of Revisions to Board Policy/Administrative Regulations, 6173, Education for Homeless Children and New Exhibit

BACKGROUND INFORMATION: Board policies and administrative regulations are periodically reviewed and recommendations are made for revision based upon guidance from the California School Board Association (CSBA) policy service, changes in the law, and changes in district practice.

In 2001, the McKinney-Vento Homeless Assistance Act was reauthorized as part of the No Child Left Behind Act (42 USC 11431-11435). This Act is designed to ensure that each homeless student has equal access to the same free, appropriate public education as other students. The board policy was revised in 2003.

42 USC 11432 mandates that districts adopt policies and practices that ensure homeless children are not segregated or stigmatized on the basis of their status as homeless. This law also prohibits the segregation of homeless students into a separate school or program. Because the state of California receives funds under McKinney-Vento, all districts in California are subject to this mandate. In addition, all districts are mandated to adopt policies and practices to ensure that transportation is provided to homeless students, at the request of their parent/guardian, to and from their school of origin.

CURRENT CONSIDERATIONS: Minimal wording changes are proposed to BP 6173. Proposed changes to the administrative regulations reflect practices regarding “unaccompanied youth,” consideration to be used to determine a “student’s best interests”, clarification of the role of the district’s homeless liaison, and the process for handling of disputes and appeals. A form, Exhibit 6173, has been added to inform parents of enrollment decisions and appeal processes if a request has been denied.

FINANCIAL IMPLICATIONS: The district is required to set aside up to one percent of its Title 1 funds each year for homeless services, including transportation. Unused funds may be released back to the schools if not used during the calendar year.

SUPERINTENDENT’S RECOMMENDATION: The superintendent’s recommendation is to approve the changes to Board Policy 6173, Education for Homeless Children as presented without a second reading as the policy reflects mandated updates. Administrative regulations and the new Exhibit are included for informational purposes but do not require board approval.

Instruction

Education For Homeless Children

The Governing Board ~~recognizes its obligation~~ *desires* to ensure that homeless children have access to the same free and appropriate public education provided to other children within the district. The district shall provide homeless students with access to education and other services necessary for these students to meet the same challenging performance standards as other students. Students shall not be segregated into a separate school or program based on their status as homeless, nor shall homeless students be stigmatized in any way.

(cf. 3553 - Free and Reduced Price Meals)

The Superintendent or designee shall ensure that placement decisions for homeless students are based on the student's best interest as defined in law and administrative regulation.

(cf. 5111.13 - Residency for Homeless Children)

Transportation

The district shall provide transportation for a homeless student to and from a district school of origin when the student is residing within the district and the parent/guardian requests that such transportation be provided. If the student moves outside of district boundaries but continues to attend this district's school of origin, the Superintendent or designee shall consult with the Superintendent of the district in which the student is now residing to agree upon a method to apportion the responsibility and costs of the transportation. (42 USC 11432)

(cf. 3250 - Transportation Fees)

(cf. 3541 - Transportation Routes and Services)

Legal Reference:

EDUCATION CODE

1980-1986 County community schools

2558.2 Use of revenue limits to determine average daily attendance of homeless children

39807.5 Payment of transportation costs by parents

UNITED STATES CODE, TITLE 42

11431-11435 McKinney-Vento Homeless Assistance Act

Management Resources:

CDE PUBLICATIONS

Enrolling Students in Homeless Situations, 1999

FEDERAL REGISTER

Instruction

Education For Homeless Children

Definitions

Homeless means students who lack a fixed, regular and adequate nighttime residence and includes: (42 USC 11434a)

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
4. Migratory children who qualify as homeless because the children are living in conditions described in (1)-(3) above

School of origin means the school that the student attended when permanently housed or the school in which the student was last enrolled. (42 USC 11432)

Best interest means, to the extent feasible, continuing a student's enrollment in the school of origin for the duration of his/her homelessness, except when doing so is contrary to the wishes of his/her parent/guardian. (42 USC 11432)

Unaccompanied youth means a youth not in the physical custody of a parent or guardian. (42 USC 11434(a))

District Liaison

The Superintendent or designee designates the following staff person as the district liaison for homeless students (42 USC 11432):

(title or position)

(address)

Instruction

Education For Homeless Children

(phone number)

The district's liaison for homeless students shall ensure that: (42 USC 11432)

1. Homeless students are identified by school personnel and through coordination activities with other entities and agencies

(cf. 1400 - Relations between Other Governmental Agencies and the Schools)

(cf. 3553 - Free and Reduced-Price Meals)

(cf. 5141.6 - Student Health and Social Services)

2. Homeless students enroll in, and have a full and equal opportunity to succeed in, district schools

3. Homeless families and students receive educational services for which they are eligible

4. Parents/guardians are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children

5. Notice of the educational rights of homeless children is disseminated at places where children receive services, such as schools, shelters, and soup kitchens

6. Enrollment disputes are mediated in accordance with law, Governing Board policy and administrative regulation

7. Parents/guardians are fully informed of all transportation services

(cf. 3250 - Transportation Fees)

(cf. 3541 - Transportation Routes and Services)

Enrollment

Placement decisions for homeless students shall be based on the student's best interest. In determining a student's best interest, a homeless student shall, to the extent feasible, be placed in his/her school of origin, unless his/her parent/guardian requests otherwise. (42 USC 11432)

When making a placement decision, the Superintendent or designee may consider the age of the student, the distance of the commute and the impact it may have on the student's

Instruction

Education For Homeless Children

education, personal safety issues, the student's need for special instruction, the length of anticipated stay in the temporary shelter or other temporary location, likely area of future housing, school placement of siblings, and the time remaining in the school year.

The student may continue attending the school of origin for the duration of the homelessness and until the end of any academic year in which the student moves into permanent housing. (42 USC 11432)

In the case of an unaccompanied youth, the district's homeless liaison shall assist in placement or enrollment decisions, consider the views of the student, and provide notice to the student of his/her appeal rights. (42 USC 11432)

If the student is placed at a school other than the school of origin or a school requested by the parent/guardian, the Superintendent or designee shall provide the parent/guardian with a written explanation of the decision along with a statement regarding the parent/guardian's right to appeal the placement decision. (42 USC 11432)

Once a placement decision has been made, the principal or designee shall immediately enroll the student in the school of choice, even if the parent/guardian is unable to provide the school with the records normally required for enrollment. (42 USC 11432)

(cf. 5111.13 - Residency for Homeless Children)

(cf. 5125 - Student Records)

(cf. 5141.31 - Immunizations)

The principal or designee shall immediately contact the school last attended by the student to obtain the relevant records. If the student needs to obtain immunizations or does not possess immunization or other medical records, the principal or designee shall refer the parent/guardian to the district homeless student liaison. The liaison shall assist the parent/guardian in obtaining the necessary immunizations or records for the student. (42 USC 11432)

Enrollment Disputes

If a dispute arises over school selection or enrollment in a particular school, the student shall be immediately admitted, pending resolution of the dispute, to the school in which enrollment is sought. (42 USC 11432)

The parent/guardian shall be provided with a written explanation of the placement decision, including an explanation of the parent/guardian's right to appeal the decision. He/she shall also be referred to the district liaison. (42 USC 11432)

Instruction

Education For Homeless Children

The written explanation shall be complete, as brief as possible, simply stated and provided in language that the parent/guardian or student can understand. The explanation may include contact information for the district liaison, a description of the district's decision, notice of the right to enroll in the school of choice pending resolution of the dispute, notice that enrollment includes full participation in all school activities, and notice of the right to appeal the decision to the county office of education and, if the dispute remains unresolved, to the California Department of Education.

The district liaison shall carry out the dispute resolution process provided by the state as expeditiously as possible after receiving notice of the dispute. (42 USC 11432)

~~(cf. 1312.3—Uniform Complaint Procedures)~~

The liaison shall provide the parent/guardian a copy of the district's decision, dispute form, and a copy of the outcome of the dispute.

If a parent/guardian disagrees with the liaison's enrollment decision, he/she may appeal the decision to the Superintendent. The Superintendent shall make a determination within five working days.

If the parent/guardian wishes to appeal the district's placement decision, the district liaison shall forward all written documentation and related paperwork to the homeless liaison at the county office of education.

Regulation

approved: ~~November 20, 2003~~ **June 20, 2013**

SIERRA SANDS UNIFIED SCHOOL DISTRICT

Ridgecrest, California

Instruction

Education For Homeless Children

U.S. Department of Education: Notice of school enrollment guidelines, 67 Fed. Reg. 10698

WEB SITES

CDE: <http://www.cde.ca.gov/cilbranch/homeless/homelesstoc.html>

U.S. Department of Education: <http://www.ed.gov/offices/OESE/CEP/hmlsprogresp.html>

National Law Center on Homelessness and Poverty: <http://www.nlchp.org>

Policy

adopted: ~~November 20, 2003~~ **June 20, 2013**

SIERRA SANDS UNIFIED SCHOOL DISTRICT

Ridgecrest, California

Instruction

Education For Homeless Children

DISTRICT EXPLANATION OF ENROLLMENT DECISION

Instructions: The following form is to be used when the district has denied a parent/guardian's enrollment request.

Date: _____ ***Name of person completing form:*** _____

Title: _____ ***Phone number:*** _____

In accordance with federal law (42 USC 11432), this notification is being provided to:

Name of parent/guardian: _____

Name of student(s): _____

Name of school requested: _____

District's placement decision (name of school): _____

After reviewing your request to enroll your child in the school listed above, your enrollment request has been denied. This determination was based upon:

You have the right to appeal this decision to the district Superintendent. If you are not satisfied with the Superintendent's decision, you may appeal to the Kern County Office of Education. If you are not satisfied with the county office's decision, you may then appeal to the California Department of Education. The district's homeless liaison can assist you with this appeal.

Name of district's homeless liaison: _____

Address: _____

Phone number: _____

Name of County Office of Education homeless liaison: _____

Address: _____

Phone number: _____

You also have the following rights:

Instruction

Education For Homeless Children

**** Pending resolution of this dispute, your child has the right to immediately enroll in the school you requested and to participate in school activities at that school.***

**** You may provide written or verbal documentation to support your position. You may use the district's dispute resolution form. A copy of the dispute resolution form can be obtained from the district's liaison for homeless students.***

**** You may seek the assistance of advocates or attorneys to help you with this appeal.***

EDUCATION FOR HOMELESS CHILDREN

ENROLLMENT DISPUTE FORM

Instructions: This form is to be completed by a parent/guardian or student when a dispute regarding enrollment has arisen. As an alternative to completing this form, the information on this form may be shared verbally with the district's liaison for homeless students.

Date submitted: _____

Name of person completing form: _____

Student's name: _____

Relation to student: _____

I may be contacted at the following:

Address: _____

Phone number: _____

Name of school requested: _____

I wish to appeal the enrollment decision made by:

_____ ***District liaison*** _____ ***Superintendent*** _____ ***County liaison***

Reason for the appeal: You may include an explanation to support your appeal in this space or provide your explanation verbally.

Instruction

Education For Homeless Children

I have been provided with:

- ☐ *A written explanation of the district's decision*
- ☐ *Contact information for the district's homeless liaison*
- ☐ *Contact information for the county office of education's homeless liaison*

Exhibit

approved: June 20, 2013

*SIERRA SANDS UNIFIED SCHOOL DISTRICT
Ridgecrest, California*

8. PERSONNEL ADMINISTRATION

8.1 CERTIFICATED PERSONNEL

8.11 RESIGNATION, TERMINATION*, SEPARATION**, RETIREMENT***

8.12 LEAVE OF ABSENCE

8.13 EMPLOYMENT

8.14 CHANGE OF STATUS

RECOMMENDED ACTION: To approve certificated personnel actions as presented.

8.2 CLASSIFIED PERSONNEL

8.21 RESIGNATION, TERMINATION*, SEPARATION**, RETIREMENT***

8.22 LEAVE OF ABSENCE

8.23 EMPLOYMENT

8.24 CHANGE OF STATUS

RECOMMENDED ACTION: To approve classified personnel actions as presented.

8. PERSONNEL ADMINISTRATION

8.1 CERTIFICATED PERSONNEL

8.11 RESIGNATION, TERMINATION*, SEPARATION**, RETIREMENT***

Tyrell Blanche
SDC – Burroughs
Effective 6-3-13

Todd Patterson
Elementary Counselor – District
Effective 6-3-13

8.12 LEAVE OF ABSENCE

8.13 EMPLOYMENT

Jeff Prusa
Rescinding retirement
60% Industrial Arts – Burroughs
Effective 8-12-13

Substitutes for 2013-14
Bruce Auld
Effective 7-1-13

8.14 CHANGE OF STATUS

8. PERSONNEL ADMINISTRATION

8.2 CLASSIFIED PERSONNEL

8.21 RESIGNATION, TERMINATION*, SEPARATION**, RETIREMENT***

Elizabeth Jameson
5 hr. Clerk II – Mesquite/Independent Study
And
3 hr. Paraprofessional/Student Supervisor – Mesquite
Effective 8-01-2013

Mary Kelly
2 ½ hr. Paraprofessional/Workability Job Coach – Burroughs
Effective 5-24-2013

Mari Nelson
1 ½ hr. Noon Duty Supervisor – Faller
Effective 5-30-2013

Kathryn Schnuderl
1 ½ hr. Noon Duty Supervisor – Gateway
Effective 5-17-2013

8.22 LEAVE OF ABSENCE

8.23 EMPLOYMENT

Malissa Charlon
1.66 hr. Clerk II – Richmond
Effective 8-13-2013

Susan Haynes
4 hr. Clerk II – James Monroe
Effective 8-13-2013

Regina Lewis-Brown
1 ½ hr. Noon Duty Supervisor – Inyokern
Effective 8-13-2013

8. PERSONNEL ADMINISTRATION

8.2 CLASSIFIED PERSONNEL

8.23 EMPLOYMENT (Continued)

Emily McArtor
1 ¾ hr. Noon Duty Supervisor – Pierce
Effective 5-23-2013

Student Workability Workers for 2012-2013
Nicholas Rodriguez

Classified Substitutes for 2012-2013
Jennifer Kleeger
Emily McArtor

8.24 CHANGE OF STATUS

Melanie Christy
From: 5 ½ hr. Paraprofessional – James Monroe
To: 5 ½ hr. Paraprofessional – Burroughs
Effective 7-01-2013

Gail DeHaan
From: 5 hr. Computer Paraprofessional – Pierce
And 2 hr. Paraprofessional – Pierce
To: 6 hr. Computer Paraprofessional/Library Media Assistant – Las Flores
Effective 7-01-2013

Susi Fairall
From: 7 hr. School Bus Driver I – Transportation
To: 7 ½ hr. School Bus Driver I – Transportation
Effective 5-13-2013

Darcy Kirkpatrick
From: 8 hr. Paraprofessional/Student Supervisor – Burroughs
To: 5 hr. Clerk II - Mesquite/Independent Study
And 3 hr. Paraprofessional/Student Supervisor– Mesquite
Effective 8-13-2013

8. PERSONNEL ADMINISTRATION

8.2 CLASSIFIED PERSONNEL

8.24 CHANGE OF STATUS (continued)

Susanne LeBlanc

From: 3 hr. Food Service Assistant I – Inyokern

To: 2 ½ hr. Food Service Assistant I – Murray

Effective 8-13-2013

Barbi Luke

From: 8 hr. Custodian – James Monroe

To: 8 hr. Custodian – Burroughs

Effective 6-10-2013

Maria Mondragon

From: 5 ½ hr. Paraprofessional – Gateway

To: 8 hr. LEP Bilingual/Interpreter Clerk – Special Projects

Effective 5-31-2013

Carrie Newton

From: 1.83 hr. Transportation Monitor – Transportation

To: 2 hr. Paraprofessional – Pierce

Effective 8-13-2013

Yoan Ponce

From: 8 hr. Custodian – Burroughs

To: 8 hr. Groundsworker – Maintenance

Effective 5-20-2013

9. GENERAL ADMINISTRATION

9.1 Gifts to the District

CURRENT CONSIDERATIONS: The following donations have been received: Brian Watters of NAPA Auto Parts donated \$50 to Mrs. Chappell's class field trip to see *The Great Gatsby*. Antoine Hood also donated \$50 for Mrs. Chappell's class field trip. Marc Mitchell donated \$200.53 for basketball awards at Murray, and Teri Cleveland donated \$142 for yearbooks for students at Murray. The following people donated \$45 for Magic Mountain tickets for students; Sue Marvin, Sarah Kowalski, Valerie Bennett, Kris Groves, Teri Cleveland, Bonnie Mann, Rebekah Howard, and Lisa Harper. Lynne Hetherton donated \$65 for Magic Mountain tickets for students at Murray and Gary Speegle donated a professional dissecting microscope with a value of \$350 to James Monroe Science department.

FINANCIAL IMPLICATIONS: Donations provide support to the district and have a positive financial impact.

SUPERINTENDENT'S RECOMMENDATION: Accept the gifts as described and send appropriate letter of appreciation.

11. BUSINESS ADMINISTRATION

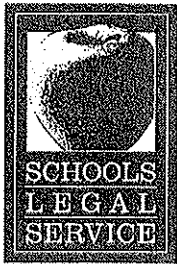
11.1 Approval of Professional Services Agreement with Schools Legal Service

BACKGROUND INFORMATION: Sierra Sands Unified School District has had a long standing positive relationship with Schools Legal Service for over 30 years and wishes to continue receiving services.

CURRENT CONSIDERATIONS: The district wishes to continue its association with Schools Legal Service. In consideration of achieving the savings projected last year by limiting the practice area of Schools Legal Service to general business practices and governance issues, staff recommended that the district continue that practice. These continue to be the areas with which Schools Legal Service has made the most significant legal contribution in the recent past. A copy of the professional services agreement is attached.

FINANCIAL IMPLICATIONS: Fees charged by Schools Legal Service have increased by 2.5%. In consideration of the fact that their fees have remained stable over the past three years, the increase is considered reasonable. It should be noted that current year costs associated with this service are not expected to exceed \$10,000.

SUPERINTENDENT'S RECOMMENDATION: It is recommended that the board approve the renewal of the district's professional services agreement with the law firm of Schools Legal Service for legal services as presented.



Schools Legal Service
is a joint powers entity
providing legal and
collective bargaining
services to California
public education
agencies since 1976.

Grant Herndon
General Counsel

Stacy L. Inman
Assistant General Counsel

William A. Hornback
Christopher R. Burger
Alan B. Harris
Kathleen R. LaMay
Tenielle E. Cooper
Melissa H. Brown
Timothy L. Salazar
Kelly A. Lazerson
Darren J. Bogie
Counsel

Daryl Valdez
Bargaining Specialist

June 7, 2013

To: Schools Legal Service Contract Clients
From: Grant Herndon
Re: Schools Legal Service Rates for 2013-2014

The Schools Legal Service Board of Directors tasked its Rates Committee with reviewing retainer fees and hourly rates for 2013-14. The goal is to provide for an appropriate level of staffing to properly serve your needs and to address rising costs, while maintaining fees and rates at the most reasonable level possible. As you know, we operate on a nonprofit basis, so any fees generated go back into the program to serve our client districts.

The Rates Committee reflects representation from education agencies of various types and sizes. Members include the Kern High School District (Scott Cole), Lakeside Union School District (Gary Mullen), Panama-Buena Vista Union School District (Kip Hearron), Fruitvale School District (Mary Westendorf) and Kern County Superintendent of Schools (Mary Barlow and Christine Frazier).

It is the Board's feeling that incremental increases to address routine personnel and other costs are easier for districts to absorb than periodic larger increases. For this year, the Board felt in light of the information reviewed, some level of increase was in the best interest of the program and its participants. Our standard rates for contract clients were therefore increased to \$212 per hour for legal services.

Please note that if your District does not agree with the increase approved by the Schools Legal Service Board, there is an opt-out clause in your legal services contract.

Thank you for the opportunity to be of service to the District. Do not hesitate to call if you have any questions.

GH/cp

g:\slsbudget\2013-14\

AGREEMENT FOR LEGAL SERVICES

This Agreement for Legal Services ("Agreement") is entered into effective July 1, 2012, between Schools Legal Service ("SLS") and the Sierra Sands Unified School District, through its governing board ("District").

RECITALS

A. SLS is a joint powers agency organized pursuant to Government Code section 6500 and under a joint powers agreement among member entities ("JPA") and administered by the Kern County Superintendent of Schools. SLS provides legal services to California public education agencies who are members of SLS, and to other public education agencies, including District, under a contractual arrangement.

B. SLS employs attorneys who have demonstrated expertise in the field of school law.

C. District is authorized to appoint legal counsel under Education Code section 35041.5 and District wishes to retain SLS for legal services as described in this Agreement. SLS is willing to provide the services under the terms of this Agreement.

TERMS

Based on the Recitals and in consideration of the mutual promises contained in this Agreement, SLS and District agree as follows:

1. **Scope of Legal Services.** District appoints SLS to act as its legal counsel and to provide advice, representation and counsel concerning the following educational legal issues and related matters: business-related matters, school district organization and governance issues.

2. **Term of Agreement.** This Agreement shall continue in effect until June 30 of the year following its execution and shall automatically be renewed for additional one-year terms after that unless terminated by either party in writing. If District terminates this Agreement, it shall pay SLS in full for all fees and costs accrued up to the time of termination. SLS and District each agree to sign any documents necessary to complete SLS's discharge or withdrawal.

3. **Compensation of SLS.** District shall pay SLS for services rendered at the following rate: \$205 per hour for attorneys. SLS shall charge for all time expended in connection with District's legal matters including, but not limited to, research, preparation

for and/or attendance at meetings, hearings, arbitrations, mediations and trials, travel time, communication with District and others as necessary, and telephone conferences. Time will be charged in minimum units of 0.10 hours (6 minutes) for any task.

If the Board of Directors of Schools Legal Service increases the fees for legal services, SLS reserves the right to raise its fees under this Agreement for a subsequent term; provided, however, that if District does not consent to the fee increase, District shall have the option of terminating the Agreement on that basis if written notice of termination is provided to SLS within 30 days of the date District is notified in writing of a fee increase.

4. **Costs and Other Charges.** District shall reimburse SLS for all out-of-pocket expenses incurred in performing services under this Agreement including, but not limited to, fees of witnesses and government agencies, all legal and/or litigation expenses, deposition/court reporter fees, filing fees, arbitration fees, investigation expenses, document production, charges of non-attorney experts and consultants whether or not utilized as witnesses, costs of obtaining and presenting evidence, necessary travel (including air fair, lodging, meals, ground transportation and parking), express postage, computer research charges and similar items. With District's prior consent, SLS may select and hire investigators, consultants, and experts to assist in the representation of District.

If SLS requests, District agrees to pay for any costs and charges described in this section by paying third parties directly.

5. **Billing.** SLS shall provide detailed billing statements for costs, charges and legal services performed. The statements shall indicate the services rendered, the staff providing the services, the amount of time expended, the rate and basis for calculation of fees, dates of services, and itemizing any costs incurred. Billing statements shall be provided on at least a quarterly basis. Client agrees to pay all fees and costs owing within 30 days of receipt of a billing statement.

6. **District's Duties.** District shall be truthful with SLS, cooperate with SLS, keep SLS informed of all developments relating to SLS's representation of District, and pay SLS all amounts owing under this Agreement in a timely manner.

7. **Certain Conflicts of Interest.** In the event that District and a member or client of SLS are unable to resolve a legal issue between or among them without legal proceedings, the party(ies) or entity(ies) asserting a legal position contrary to or in opposition to the written determination or opinion of SLS on the matter at issue shall secure separate legal counsel at its/their own expense and apart from the costs, fees or liabilities for payments as set forth in this Agreement. SLS may then continue to represent the party or parties not in opposition to the written determination and/or opinion of SLS.

8. **Written Agreement Required by Law.** This document is the written fee agreement between attorneys and clients required by California Business and Professions Code section 6148.


9. **SLS Independent Contractor.** The parties agree that in providing the services described under this Agreement, SLS is an independent contractor and not an employee of District.

10. **Notice Regarding Insurance.** SLS carries errors and omissions insurance applicable to the services rendered under this Agreement.

11. **Disclaimer of Guarantee.** District acknowledges that SLS has made no promises or guarantees to District about the outcome of SLS's representation of District, and nothing in this Agreement shall be construed as such a promise or guarantee.


DATED: 7/23, 2012

SCHOOLS LEGAL SERVICE

By: 
GRANT HERNDON, General Counsel

DATED: 6/27, 2012

SIERRA SANDS UNIFIED SCHOOL DISTRICT

By: 
JOANNA RUMMER, Superintendent

11. BUSINESS ADMINISTRATION

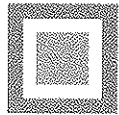
11.2 Approval of Professional Services Agreement with the Law Firm of Fagen Friedman & Fulfroft, LLP

BACKGROUND INFORMATION: The district has had an ongoing positive relationship with the law firm of Fagen Friedman & Fulfroft, LLP for legal counsel since 2006.

CURRENT CONSIDERATIONS: The district continues to be extremely satisfied by the services rendered by Ms. Melanie Petersen, the district's primary counsel, her associate, Mr. Adams and their colleagues at Fagen Friedman & Fulfroft, LLP. In light of the district's continued satisfaction with Fagen Friedman & Fulfroft, LLP, the district wishes to continue its association with the firm for legal services. A copy of the professional services agreement and fee schedule is attached.

FINANCIAL IMPLICATIONS: In recognition of the current financial situation, the fees charged by Fagen Friedman & Fulfroft for 2013-14 will reflect an increase of approximately 4% for legal services. Funding for this item is appropriate for the unrestricted general fund.

SUPERINTENDENT'S RECOMMENDATION: It is recommended that the board approve the renewal of the district's professional services agreement with the law firm of Fagen Friedman & Fulfroft, LLP for legal services as presented.



AGREEMENT FOR LEGAL SERVICES

This agreement is by and between Sierra Sands Unified School District ("Client") and the law firm of Fagen Friedman & Fulfroft LLP ("Attorney"). In consideration of the promises and the mutual agreements hereinafter contained, Attorney agrees to provide legal services to Client on the terms set forth below effective July 1, 2013:

1. CONDITIONS. This Agreement will not take effect, and Attorney will have no obligation to provide legal services, until Client returns a signed copy of this Agreement.

2. SCOPE OF SERVICES. Client hires Attorney as its legal representative/counsel with respect to matters Client specifically refers to Attorney. Attorney will provide those legal services reasonably required to represent Client. Attorney will take reasonable steps to keep Client informed of progress and to respond to Client's inquiries.

3. CLIENT'S DUTIES. Client agrees to cooperate with Attorney and to communicate with candor while keeping the Attorney apprised of any information or developments which may come to Client's attention, to abide by this Agreement, to pay Attorney's bills on time and to keep Attorney advised of Client's address and telephone number. Client will assist Attorney in providing information and documents necessary for the representation in the described matter.

4. CONSULTANT SERVICES. Attorney may provide consulting services in addition to or in support of the legal services provided pursuant to this Agreement, through qualified non-attorney Communication Services and Education Consultants. These services are intended to support Client with communications work or educational consultant services related to labor and employment matters, special education and student matters, high-profile litigation and settlement agreements, in addition to employee, community, inter-governmental and media relations.

5. LEGAL FEES AND BILLING PRACTICES. Client agrees to pay by the hour, in minimum units of one tenth (.1) of an hour, at Attorney's prevailing rates for all time spent on Client's matter by Attorney's legal personnel. Current hourly rates are noted in an attached rate schedule and the actual rate billed is based on the attorney's number of years of experience.

The rates on this schedule are subject to change on 30 days' written notice to client. If Client declines to pay any increased rates, Attorney will have the right to withdraw as Attorney for Client. The time charged will include the time Attorney spends on telephone calls relating to Client's matter, including calls with Client and other parties and attorneys. The legal personnel assigned to Client's matter may confer among themselves about the matter, as required and appropriate. When they do confer, each person will charge for the time expended, as long as the work done is reasonably necessary and not duplicative. Likewise, if more than one of the legal personnel attends a meeting or other proceeding, each will charge for the time spent.

6. COSTS AND OTHER CHARGES. (a) In general, Attorney will incur various costs and expenses in performing legal services under this Agreement. Client agrees to pay for all costs, disbursements and expenses in addition to the hourly fees. The costs and expenses commonly include fees fixed by law or assessed by public agencies, messenger and other delivery fees, postage, photocopying and other reproduction costs, travel costs including parking, mileage, transportation, meals and hotel costs, investigation expenses and consultants' fees and other similar items. Except for in-office photocopying, facsimile charges and mileage, all costs and expenses will be charged at Firm's cost.

In office Photocopying	\$0.25/page
Facsimile Charges	\$1.00/page
Mileage	IRS Standard Rate
Postage	Actual Cost

(b) Out of town travel. Client agrees to pay transportation, meals, lodging and all other costs of any necessary out-of-town travel by law firm personnel. Client will also be charged the hourly rates for the time legal personnel spend traveling.

(c) Consultants and Investigators. To aid in the representation in Client's matter, it may become necessary to hire consultants or investigators. Client agrees to pay such fees and charges.

7. BILLING STATEMENTS. Attorney will send Client monthly statements for fees and costs incurred. Each statement will be payable within thirty (30) days of its mailing date. An interest charge of one percent (1%) per month shall be assessed on balances that are more than thirty (30) days past due. Client may request a statement at intervals of less than 30 days. If Client requests a bill, Attorney will provide one within 10 days. The statements shall include the amount, rate, basis of calculation or other method of determination of the fees and costs, which costs will be clearly identified by item and amount.

8. DISCHARGE AND WITHDRAWAL. Client may discharge Attorney at any time. Attorney may withdraw with Client's consent, for good cause or as allowed or required by law upon ten (10) days written notice. Good cause includes Client's breach of this Agreement, refusal to cooperate or to follow Attorney's advice on a material matter or any fact or circumstance that would render Attorney's continuing representation unlawful or unethical. When Attorney's services conclude, all unpaid charges will immediately become due and payable. After services conclude, Attorney will, upon Client's request, deliver Client's file(s) and property in Attorney's possession, whether or not Client has paid for all services. Attorney shall transition all outstanding legal work and services to others as Client shall direct.

9. DISCLAIMER OF GUARANTEE AND ESTIMATES. Nothing in this Agreement and nothing in Attorney's statements to Client will be construed as a promise or guarantee about the outcome of the matter. Attorney makes no such promises or guarantees. Attorney's comments about the outcome of the matter are expressions of opinion only. Actual fees may vary from estimates given.

10. ENTIRE AGREEMENT. This Agreement contains the entire agreement of the parties. No other agreement, statement, or promise made on or before the effective date of this Agreement will be binding on the parties.

11. MODIFICATION BY SUBSEQUENT AGREEMENT. This Agreement may be modified by subsequent agreement of the parties only by an instrument in writing signed by both of them or an oral agreement only to the extent that the parties carry it out.

12. SEVERABILITY IN EVENT OF PARTIAL INVALIDITY. If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and of the entire Agreement will be severable and remain in effect.

13. MEDIATION CLAUSE. If a dispute arises out of or relating to any aspect of this Agreement between the Client and Attorney, or the breach thereof, and if the dispute cannot be settled through negotiation, Attorney and Client agree to use mediation before resorting to arbitration, litigation, or any other dispute resolution procedure.

14. EFFECTIVE DATE. This Agreement will govern all legal services performed by Attorney on behalf of Client commencing with the date Attorney first performed services. The date at the beginning of this Agreement is for reference only. Even if this Agreement does not take effect, Client will be obligated to pay Attorney the reasonable value of any services Attorney may have performed for Client.

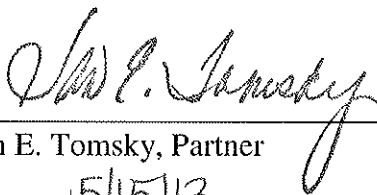
THE PARTIES HAVE READ AND UNDERSTOOD THE FOREGOING TERMS AND AGREE TO THEM AS OF THE DATE ATTORNEY FIRST PROVIDED SERVICES. THE CLIENT SHALL RECEIVE A FULLY EXECUTED DUPLICATE OF THIS AGREEMENT.

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

Sierra Sands Unified School District

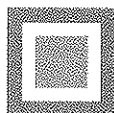
Fagen Friedman & Fulfroost LLP

Joanna Rummer
Superintendent



Jan E. Tomskey, Partner
DATE: 5/15/13

DATE: _____



PROFESSIONAL RATE SCHEDULE

Sierra Sands Unified School District
(Effective July 1, 2013)

1. HOURLY PROFESSIONAL RATES

Client agrees to pay Attorney by the following standard hourly rate:

Associate	\$205 - \$225 per hour
Partner	\$250 - \$275 per hour
Of-Counsel	\$275 per hour
Paralegal/Law Clerk	\$125 - \$145 per hour
Education Consultant	\$160 per hour
Communication Services Consultant	\$210 per hour

Travel time shall be charged only from the attorney's nearest office to the destination and shall be prorated if the assigned attorney travels for two or more clients on the same trip. If Client requests a specific attorney, Client agrees to pay for all travel time of that specific attorney in connection with the matter.

2. ON-SITE LEGAL SERVICES

At Client's discretion and by prior arrangement of Client and Attorney, Attorney may provide regularly scheduled on-site legal services ("Office Hours") to address legal issues that may arise in Client's day-to-day operations. **Office Hours for Client consists of eight (8) hours at the Client's administrative offices and travel to and from Client.** Office Hours shall be provided at a reduced daily rate. The rate for Office Hours shall be, and the client agrees to pay Attorney, as follows:

Associate	\$2,030 (discounted from \$2,250)
Partner	\$2,480 (discounted from \$2,750)

3. COSTS AND EXPENSES

In-office Photocopying	\$0.25 per page
Facsimile	\$1.00 per page
Postage	Actual Usage
Mileage	IRS Standard Rate

Other costs, such as messenger, meals, and lodging shall be charged on an actual and necessary basis.

11. BUSINESS ADMINISTRATION

11.3 Approval of Resolution #20 1213 and Disclosure Regarding the Planned Use of Cash Provided by the Education Protection Account

BACKGROUND INFORMATION: The passage of Proposition 30 on November 7, 2012 added Article XIII, Section 36 to the Constitution of the State of California. The purpose of this provision provided funding for education with specific criteria for its use by the recipients which were limited to Community College Districts, County Offices of Education, School Districts and Charter Schools. It should be noted that while no additional revenue will accrue to the district as a result of this provision more of the cash owed by the state to the District will be received by the end of the year. It should also be noted that the District is precluded from using these funds to pay for the salaries and/or benefits of administrators or any other administrative cost.

CURRENT CONSIDERATIONS: A further directive regarding the use of the cash made available to the district is the planned use of this cash must be disclosed on its website and an accounting of the amount of cash received from the Education Protection Account and disposition regarding its use be given. In order to fully comply with this requirement and facilitate transparency, this board item speaks to the issue. Toward this end it should be noted that the district expects to receive ~ \$4,389,129 in state aid from the Education Protection Account. As displayed in Attachment A, the dollars received in their entirety will reside in unrestricted resource 1400 object 8012 as directed and will be used to fund instruction, specifically teacher salaries. None of the dollars received will be used for administrative salaries or other administration costs of any kind.

The accompanying Resolution #20 1213 illustrates the intent of the board in this matter.

FINANCIAL IMPLICATIONS: While the dollars to be received (\$4,389,129) do not represent any additional revenue to the District, it is additional cash. It will be used exclusively to fund teacher salaries and benefits.

SUPERINTENDENT'S RECOMMENDATION: It is recommended that the board adopt Resolution #20 1213 and post the information displayed in Attachment A on the district website.

2013-14 Education Protection Account
Program by Resource Report
Expenditures by Function - Detail
ATTACHMENT A

Sierra Sands Unified School District
Estimated through: June 30, 2014
For Fund 01, Resource 1400 Education Protection Account

Description		Unrestricted Resource 0000	Unrestricted Resource 1400
AMOUNT AVAILABLE FOR THIS FISCAL YEAR	Object		
Beginning Fund Balance		0.00	0.00
State Aid	8011	-4,389,129.00	
Education Protection Account	8012		4,389,129.00
TOTAL AVAILABLE		-4,389,129.00	4,389,129.00
EXPENDITURES AND OTHER FINANCING USES	Function		
Instruction	1000-1999	-4,389,129.00	4,389,129.00
Instruction-Related Services			
Instructional Supervision and Administration	2100-2150		
AU of a Multidistrict SELPA	2200		
Instructional Library, Media, and Technology	2420		0.00
Other Instructional Resources	2490-2495		0.00
School Administration	2700		
Pupil Services			
Guidance and Counseling Services	3110		0.00
Psychological Services	3120		0.00
Attendance and Social Work Services	3130		0.00
Health Services	3140		0.00
Speech Pathology and Audiology Services	3150		0.00
Pupil Testing Services	3160		0.00
Pupil Transportation	3600		0.00
Food Services	3700		0.00
Other Pupil Services	3900		0.00
Ancillary Services	4000-4999		0.00
Community Services	5000-5999		0.00
Enterprise	6000-6999		
General Administration	7000-7999		
Plant Services	8000-8999		0.00
Other Outgo	9000-9999		0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		-4,389,129.00	4,389,129.00
DIFFERENCE		0.00	0.00

**RESOLUTION OF THE BOARD OF THE
SIERRA SANDS UNIFIED SCHOOL DISTRICT**

Education Protection Account

Resolution # 20 1213

WHEREAS, the voters approved Proposition 30 on November 6, 2012;

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012;

WHEREAS, the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f);

WHEREAS, before June 30th of each year, the Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;

WHEREAS, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;

WHEREAS, all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools and community college districts;

WHEREAS, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor or any agency of state government;

WHEREAS, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

WHEREAS, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

WHEREAS, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;

WHEREAS, each community college district, county office of education, school district and charter school shall annually publish on its Internet website an accounting of how much money was received from the Education Protection Account and how that money was spent;

WHEREAS, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution;

WHEREAS, expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the governing board of the **Sierra Sands Unified School District**;
2. In compliance with Article XIII, Section 36(e), with the California Constitution, the governing board of the **Sierra Sands Unified School District** has determined to spend the monies received from the Education Protection Act as attached (Attachment A).

DATED: June 20, 2013

William Farris, Board President,

Kurt Rockwell, Board Vice President/Clerk

11. BUSINESS ADMINISTRATION

11.4 Approval of Resolution #21 1213 Regarding Funding Requested through the State School Facility Program

BACKGROUND INFORMATION: In accordance with Education Code 17070.10, et seq. the district is required to file a resolution or other documentation supporting the filing of its application for pending of modernization/construction efforts to the State Application Board per regulation 1859.95.16. A board resolution is required when an application for funding is submitted when there is insufficient bond authority to apportion the requested funding.

CURRENT CONSIDERATIONS: The district is implementing the next phase of the modernization of Las Flores Elementary School. As part of this effort the district will submit an application for state matching funds. Recent guidance from the State Allocation Board requires language specific to the current funding situation. Because bond funds for school projects have been exhausted and it is uncertain whether any funds will eventuate and because the state is contemplating making changes undetermined at this time, specific language speaking to the uncertainty of the funding situation is required. Also required is acknowledgement of the fact that there is no implied, promise or obligation on the part of the state to provide funding for school projects.

Resolution #21 1213 is provided for review and approval so it can accompany the district's funding request.

FINANCIAL IMPLICATIONS: To be determined. There are Las Flores Elementary School grants still available. Both the bonding and regulatory situation is uncertain which makes the reception of any funding for this project not confirmed.

SUPERINTENDENT'S RECOMMENDATION: It is recommended that the board approve Resolution # 21 1213 as provided.

BEFORE THE GOVERNING BOARD
OF THE
SIERRA SANDS UNIFIED SCHOOL DISTRICT
KERN COUNTY, CALIFORNIA

RESOLUTION # 21 1213

RE: The Matter of Filing Applications

WHEREAS, the Board of Trustees will be requesting funding of a School Facility Program project pursuant to Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et Seq. of the Education Code; and

WHEREAS, the District is required to certify that it has a resolution or other documentation supporting the filing of its applications;

WHEREAS, the District plans to file an applications with the State Allocation Board to modernize Las Flores School

WHEREAS, the District has established, in accordance with Education Code Section 17070.75(e) a facilities inspection system to ensure that each of its schools is maintained in good repair;

WHEREAS, the District acknowledges that the remaining School Facility Program bond authority is currently exhausted for the funds being requested on this application;

WHEREAS, the District acknowledges that the State of California is not expected nor obligated to provide funding for the project and the acceptance of the application does not provide a guarantee of future funding;

WHEREAS, the District acknowledges that any potential future State bond measures for the School Facility Program may not provide funds for the application being submitted;

WHEREAS, the District acknowledges that criteria (including, but not limited to, funding, qualifications, and eligibility) under a future State school facilities program may be substantially different than the current School Facility Program. The district's application may be returned;

WHEREAS, the District acknowledges that they are electing to commence any pre-construction or construction activities at the district's discretion and that the State is not responsible for any pre-construction or construction activities.

NOW, THEREFORE, the Board of Trustees authorizes the District Representative to execute documents as necessary to carry out the provision of this resolution.

The Board of Trustees adopted Resolution #21 1213 on June 20, 2013 by the following vote:

AYES:

NOES:

ABSTENTIONS:

11. BUSINESS ADMINISTRATION

11.5 Adoption of the Proposed Budget for Fiscal Year 2013-14

BACKGROUND INFORMATION: Education Code Section 42127 requires that on or before July 1 of each year, the governing board will adopt a budget and file that budget with the county superintendent of schools. In accordance with its practice, guidance from School Services of California, California Department of Education, the Kern County Office of Education and the Fiscal Crisis and Management Assistance Team was used in formulating the proposed Sierra Sands Unified School District 2013-14 budget.

CURRENT CONSIDERATIONS: The current environment in education is remarkable in many ways and could even be considered revolutionary. This is due to the conveyance of a number of landmark changes occurring nationally and within the state, all of which affect education. The change in revenue distribution methodology called the Local Control Funding Formula presents an entirely new construct within which revenue is distributed to education and will effect many changes for LEA's throughout the state. At this same time, education is faced with adapting to the requirements of a new curriculum delivery system, called Common Core. The ramifications to the district associated with the new Health Care legislation are not totally known as yet but could be significant. Additionally, it is recognized that changes in the state pension system, the sea change occurring in Special Education as well as the challenges presented by the provision of mental health requirements by LEA's and changing accountability requirements occasioned by changes in state and federal regulation present a vastly different picture for education in California. The changed Federal environment precipitated by the impact of the sequestration of the Federal budget completes the equation which leads to the belief that the 2013-14 environment in education is experiencing changes which are revolutionary in nature and will have significant impact for many years to come.

While there have continued to be signs of weak recovery at the state and national level, the fiscal environment remains challenging.

Particular note should be taken regarding the current environment as it relates to the proposed radical change to the methodology used to distribute revenue to education. In the January and May budget proposals cited by the Governor, the Local Control Funding Formula was to be used as the new methodology to distribute education dollars to LEA's. Last year there was discussion about a proposed alternative to the use of Revenue Limits. This alternative method was termed the Weighted Student Formula. It shared some of the features contained in the Local Control Funding Formula. Since the time of its introduction there has been a continuous stream of changes to the LCFF formula. This continues to be the case making accurate projections impossible.

For this reason coupled with the fact that the eventual outcome of the discussions as well as the particulars of the Local Control Funding Formula remain very uncertain, the Kern County Office of the Superintendent of Education has provided guidance which encourages LEA's to utilize the method which provides the most certainty. For Sierra Sands, that is the traditional revenue limit calculation. A summary of the more significant aspects of the Local Control Funding Formula is provided as Attachment A.

Staff is aware that the district may adjust its budget 45 days after the adoption of the state budget and plans to do that. Staff believes that quality of the data from the state regarding whatever funding methodology is used will be more informative and will provide a more accurate budget projection at that time.

- Nationally, the slow as well as weak recovery continues. Global, structural and natural disasters continue to be significant factors in this very weak recovery. The issues related to the sequestration of the Federal budget and the anticipated cuts in all Federal programs is one which is concerning. Impact Aid, Special Education and Titles I, II and III could be cut by as much as 5.5%.
- Statewide, the situation remains the same. The recovery is proceeding, and although the revenues received by the state have at times exceeded projections, the recovery is considered to be very weak. Additionally, the Governor's May Revise revenue projection is reflective of that uncertainty.

The main budget issues revolve around the following items:

- The possibility of receiving funds under an entirely different distribution method - The Local Funded Control Formula.
- An ongoing deficit factor of ~18.997% proposed for 2013-14 which continues to impact revenues and increase the amount owed by the state to LEA's.
- Continued deferral buy down which will positively affect the cash position of the district.
- A continuing declining enrollment trend which also impacts revenues
- The continued added burden of district responsibility for student mental health by LEA's which impacts fiscal and personnel resources. The district experienced its first residential placement this year (2012-13). Costs for this item are anticipated to be ~210K in 2013-14
- The resource needs of the district Special Education program continue to be significant placing an additional burden of increasing encroachment on the unrestricted general fund. The trend of an increasing Special Education population continues.
- The impact of the continued sequestration of the Federal budget potentially as much as ~ 5.5% for all federal programs.

- The impact to the district if the 8002 portion of the Federal Impact Aid program is zeroed in the federal budget.

Assumptions for 2013-14

- California CPI 2.20%
- K-12 Revenue Limit Deficit % 18.997%
- \$ per ADA \$5536.89
- Student ADA 4716.96
- Funded COLA 1.565%
- K-3 Class Size ~30:1
- Lottery \$124.00 per student
- Proposition 20 \$30.00 per student
- Mandated Cost Reimbursement ~222K (Block Grant)
 - The district has chosen to receive a Block Grant for Mandated Costs instead of going through Mandated Cost reimbursement process
- Cost of Step and Column is estimated at ~1% for all associations
- Cost of Health and Welfare package is estimated with a ~7% cost increase
- District share of deferred maintenance contribution will be paid at 100% from the unrestricted general fund
- Energy and other cost saving initiatives remain ongoing
- District Reserve for Economic Uncertainty will be maintained at 5% (2.1M) in the general fund
- Walk distances continue to be strictly enforced
- While the district continues to project to deficit spend, it maintains its positive certification due to its use of reserves in the ending fund balance.
- The continued use of Tier III flexibility has kept the District from having to depend more heavily on its reserves.
- Balances for the other funds are included in the attachment.
- Cash continues to be problematic. The continued buy down of the deficit has been helpful, but the district had to borrow from Fund 17 in July of 2012 and may have to borrow in June of 2013 to satisfy its cash needs.
- Restrictive use of unrestricted dollars associated with the Education Protection Act has made unfettered use of the EPA dollars impossible.
- The strategic planning process undertaken by the district remains ongoing.
- At this time, the district projects a continuing operating budget deficit.
- Because the eventual outcome regarding the coming fiscal year is unknown, the financial situation remains challenging. In the face of this challenge, the district still plans to remain solvent for the 2013-14 and the two subsequent out-years.

FINANCIAL IMPLICATIONS: The district continues to remain fiscally solvent in 2013-14 and the two out-years during this time of revolutionary change.

SUPERINTENDENT'S RECOMMENDATION: It is recommended the board adopt the proposed budget for the 2013-14 school year as presented.

Local Control Funding Formula Attachment "A"

The purpose of this section is to provide the most current information available regarding the Local Control Funding Formula.

There is much that is either ill-defined or unknown about the proposed funding distribution methodology called The Local Control Funding Formula. It is as convoluted as the current Revenue Limit Funding Formula, but it differs in many ways. What follows is basic information regarding an evolving situation. Particular note should be taken of the fact that the Local Control Funding Formula is a change in the state system of revenue distribution to education. It is not a revenue generator for education.

- Basic features of Local Control funding Formula
 - Based on equity not adequacy
 - Based on the premise that more funding is needed for students in challenging circumstances (eg: Impoverished student and English language learners)
 - Distributes dollars based on:
 - Eventual funding target unique to each LEA based on its historical funding for state aid in relation to state average entitlement for the district in 2019-20 (base grant)
 - It should be noted that full funding under LCFF is not expected before 2020-21. LEA's are scheduled to continue to receive only a portion of their full entitlement yearly until 2020-21.
 - There is a hold harmless provision for 2013-14 which provides not less than the funding received in the prior year with adjustment for declining enrollment
 - Funding is delineated by grade span (base grant)
 - Incorporation of COLA into the funding formula
 - Additional funding for unduplicated students meeting poverty, English language proficiency criteria (concentration and supplemental grant)
 - Requires a still to be determined system of accountability and tracking and restricts the use of unrestricted dollars provided through the grants
 - Incorporates most state categorical funding into LCFF (see attachment A)
 - Includes a K-3 class size augmentation grant which holds classes for 24:1 ratio replacing the 20:1 K-3 class size ratio
 - Includes funding for implementation of the Common Core (can be utilized over two years)

- Statutory necessary small schools which include Rand Elementary are excluded from that formula although funding will be provided in 2013-14 pending review.

It should be noted that parameters for the use of concentration and supplemental grant funds associated with English learners and impoverished students have not been defined as yet. LEA's have been informed that the use of those funds are for those specific students and LEA's must track the funds and account for them accordingly. This essentially adds another restricted funding component to the unrestricted general fund of the district.

Staff is aware that the district has the option of adjusting its budget within 45 days after the state budget has been adopted and it plans to do so. Staff believes that the quality of the data from the state will be much more informative providing a more accurate district budget projection at that time.

Under the LCFF, local education agencies are to receive minimum state funding of no less than the total received in 2013-14 fiscal year, including the following categoricals:

- Administrator Training
- Adults in Correctional Facilities
- Advanced Placement and 1B
- Agricultural Vocational Education
- Arts & Music Block Grant
- Bilingual Teacher Training Assistance Program
- BTSA
- CAHSEE – Instructional Support & Services
- California School of Student Councils
- CalSAFE
- *CDS Mandatorily Expelled (Added at May Revision)*
- Certificated Staff Mentoring
- Charter School Categorical Block Grant
- Child Oral Health Assessments
- Civic Education
- Class Size Reduction
- Class Size Reduction, 9th Grade
- Community Based English Tutoring
- Community Day Schools
- Deferred Maintenance
- Educational Technology –CTAP
- EIA
- Foster Youth Programs
- GATE
- Instructional Materials Block Grant
- Math and Reading Professional Development
- National Board Certification Incentives

- Partnership Academics
- Physical Education Teacher Incentive Grants
- Professional Development Block Grant
- Pupil Retention Block Grant
- ROC/P
- School and Library Improvement Block Grant
- School Safety Block Grant (8-12)
- School Safety Consolidated Competitive Grants
- Specialized Secondary Programs
- Supplemental Instruction (Summer School)
- Supplemental School Counseling Program
- Teacher Credentialing Block Grant
- Teacher Dismissal Apportionment

Programs which will remain outside of the LCFF:

- Home to School Transportation
- Targeted Improvements
- Special Education Transportation
- After School Education and Safety
- QEIA, Child Nutrition and Special Education
- Mandated Block Grant
- District of Choice Credit
- Charter School Basic Aid Supplement
- Court Ordered Credit
- Adult Ed

Sierra Sands Unified School District
General Fund Unrestricted
2012/2013 Estimated Actuals v 2013/2014 Proposed Budget Comparison Report

		COLUMN A 2013/2014 Proposed Budget	COLUMN B 2012/2013 Estimated Actuals	DIFFERENCE
Projected Fund Balance	Objects			
July 1 Beginning Fund Balance		\$7,145,177	\$7,883,525	
Add: Revenues (<i>Column A - Column B</i>) *	8000-8999	\$29,002,318	\$31,480,542	-\$2,478,224
Less: Expenditures (<i>Column B - Column A</i>) **	1000-7999	\$31,877,295	\$32,218,890	\$341,594
June 30 Ending Fund Balance		\$4,270,200	\$7,145,177	
Less: Stores, Prepaid Expenses & Revolving Cash (<i>Column B - Column A</i>)		\$72,000	\$74,334	
Less: 5% Reserve for Economic Uncertainties (<i>Column B - Column A</i>)		\$2,171,823	\$2,195,760	
Available Ending Fund Balance as of June 30		<u>\$2,026,377</u>	<u>\$4,875,084</u>	
ADD: Revenues				<i>(Column A - Column B)</i>
Revenue Limit Sources	8010-8099	\$25,081,051	\$25,136,132	-\$55,080 ¹
Federal Revenues	8100-8299	\$1,504,813	\$3,745,527	-\$2,240,714 ²
Other State Revenues	8300-8599	\$4,276,280	\$4,241,660	\$34,620
Other Local Revenues	8600-8799	\$421,325	\$492,603	-\$71,278 ³
Total Revenues		<u>\$31,283,469</u> <i>a</i>	<u>\$33,615,922</u>	<u>-\$2,332,453</u>
LESS: Expenditures				<i>(Column B - Column A)</i>
Certificated Salaries	1000-1999	\$13,897,485	\$13,799,327	-\$98,158 ⁴
Classified Salaries	2000-2999	\$3,946,893	\$3,868,918	-\$77,975 ⁵
Benefits - Current Employees	3000-3999	\$7,522,834	\$7,191,829	-\$331,005 ⁶
Benefits - Retirees	370X & 390X	\$1,422,874	\$1,300,108	-\$122,766 ⁷
Books and Supplies	4000-4999	\$1,077,800	\$1,524,266	\$446,466 ⁸
Services and Operating Expenses	5000-5999	\$3,042,481	\$3,154,469	\$111,989 ⁹
Capital Outlay	6000-6599	\$334,300	\$858,213	\$523,913 ¹⁰
Other Outgo	7100-7299 7400-7499	\$445,312	\$412,134	-\$33,178 ¹¹
Indirect Costs	7300-7399	-\$142,436	-\$218,902	-\$76,466 ¹²
Total Expenditures		<u>\$31,547,543</u> <i>b</i>	<u>\$31,890,365</u>	<u>\$342,821</u>
ADD: Interfund Transfers In				<i>(Column A - Column B)</i>
Transfer In	8910-8929	\$309,776	\$302,106	\$7,670
Total Interfund Transfers In		<u>\$309,776</u> <i>c</i>	<u>\$302,106</u>	<u>\$7,670</u>
LESS: Interfund Transfers Out				<i>(Column B - Column A)</i>
Transfer Out - Fund 14 (Deferred Maintenance)	7610-7629	\$267,175	\$267,175	\$0
Transfer Out- Fund 17 (Reserve)	7610-7629	\$0	\$0	\$0
Transfer Out- Fund 17 (Golden Handshake)	7610-7629	\$62,577	\$61,350	-\$1,227
Total Interfund Transfers Out		<u>\$329,752</u> <i>d</i>	<u>\$328,525</u>	<u>-\$1,227</u>
LESS: Encroachment Contributions (Reduction of Revenue from Unrestricted General Fund) ***				<i>(Column A - Column B)</i>
Resource 2200 - Continuation High School	8980	-\$300,303	-\$197,923	-\$102,380 ¹³
Resource 6500 - Special Education	8980	-\$1,296,796	-\$1,214,922	-\$81,874 ¹⁴
Resource 7230 - Home to School Transportation	8980	-\$237,787	-\$279,565	\$41,778
Resource 7240 - Special Ed Transportation	8980	-\$656,041	-\$645,076	-\$10,965
Resource 9021 - Sierra Vista Center	8980	-\$100,000	-\$100,000	\$0
Total Encroachment Contributions		<u>-\$2,590,927</u> <i>e</i>	<u>-\$2,437,486</u>	<u>-\$153,442</u>
Net Revenue less Expenditures (a + c + e) - (b + d)		<u><u>-\$2,874,977</u></u>	<u><u>-\$738,347</u></u>	

* Revenues equal objects 8XXX and include total revenues, total interfund transfers in, and total encroachment contributions.

** Expenditures equal objects 1000-7999 and include total expenditures and total interfund transfers out. Indirect costs are general overhead costs paid out of the unrestricted general fund for restricted programs. Indirect costs are shown as negative because they are reimbursements to the unrestricted general fund by reducing the expense, so it is a reduction in expenses.

*** Encroachment contributions are taken from unrestricted general fund and added to the restricted general fund. They are shown as a negative because they decrease revenues.

- MINUS SIGNS before a number in the **Difference** column show either decreased revenue or increased expenses. No minus sign in the **Difference** column shows increased revenue or decreased expenses.

The information presented above is accurate to the best of our knowledge.

Sierra Sands Unified School District
General Fund Unrestricted
2012/2013 Estimated Actuals vs. 2013/2014 Proposed Budget Notes

- 1 Governor's May Revision proposes funding the COLA and paying back a portion of the deficit. These increases (+1.49M) are offset by reductions associated with a one-time prior year revenue limit adjustment in 12/13 (-773K), increased required revenue limit transfer for special education (-115K), change to unemployment portion of revenue limit (-255K), and declining enrollment (-400K).
- 2 District received more than anticipated prior year Federal Impact Aid revenue in 12/13. Other changes include reduced revenue associated with Federal sequestration and state-wide MAA reimbursement withholdings.
- 3 Decrease in revenue reflective of expense reimbursements and donations received in 12/13 as well as IYKSFA fund uses.
- 4 Increase due to step and column, restricted funding adjustments, and staffing needs.
- 5 Increase due to step and column, restricted funding adjustments, and staffing needs.
- 6 Benefits are a function of salaries. Other increases are a result of increased annual premium for Health and Welfare (approx 7%)
- 7 Reflective of Health and Welfare annual premium increase and changes in the number of retirees under age 65.
- 8 Decrease in expense primarily associated with expenses paid for by other sources including lost and damaged books, donation expenses and local grants (SB70). Other contributing factors to decrease are expenditures in 12/13 related to facility maintenance and text book adoptions that are not planned for 13/14.
- 9 Changes to unrestricted budget for services and operating expenses are a function of anticipated budget usage, use of MediCal funding, and IYKSFA related expenditures.
- 10 Reflective of necessary capital expenses in 12/13 including sky light repairs, technology projects, fencing, and other facility needs.
- 11 As a result of sequestration, the federal subsidy portion of the QSCB interest payments has been reduced, resulting in an increased cost to the district.
- 12 Indirect cost rate for 13/14 (3.44%) is lower than the rate for 12/13 (5.72%). This results in a reduction of indirect cost transfers which decrease unrestricted expenses.
- 13 Increase in encroachment due to increases related to step and column, H&W, as well as restricted funding staffing adjustments.
- 14 Special Education staffing needs continue to grow in relation to increasing special education student population and needs.

Sierra Sands Unified School District
General Fund Restricted
2012/2013 Estimated Actuals v 2013/2014 Proposed Budget Comparison Report

		COLUMN A 2013/2014	COLUMN B 2012/2013	
	Objects	<u>Proposed Budget</u>	<u>Estimated Actuals</u>	<u>DIFFERENCE</u>
Projected Fund Balance				
July 1 Beginning Fund Balance		\$619,839	\$668,184	
Add: Revenues (<i>Column A - Column B</i>) *	8000-8999	\$11,506,919	\$11,647,966	-\$141,047
Less: Expenditures (<i>Column B - Column A</i>) **	1000-7999	\$11,559,159	\$11,696,310	\$137,151
June 30 Ending Fund Balance		<u>\$567,599</u>	<u>\$619,839</u>	
ADD: Revenues				
				(<i>Column A - Column B</i>)
Revenue Limit Sources	8010-8092	\$1,754,088	\$1,639,650	\$114,439
Federal Revenues	8100-8299	\$2,563,643	\$2,861,238	-\$297,595
Other State Revenues	8300-8599	\$4,402,260	\$4,442,997	-\$40,737
Other Local Revenues	8600-8799	\$196,000	\$266,595	-\$70,595
Total Revenues		<u>\$8,915,991</u> a	<u>\$9,210,480</u>	<u>-\$294,489</u>
LESS: Expenditures				
				(<i>Column B - Column A</i>)
Certificated Salaries	1000-1999	\$4,250,457	\$4,363,516	\$113,059
Classified Salaries	2000-2999	\$2,075,930	\$2,019,366	-\$56,564
Benefits - Current Employees	3000-3999	\$3,059,550	\$2,948,232	-\$111,318
Books and Supplies	4000-4999	\$632,715	\$1,141,376	\$508,661
Services and Operating Expenses	5000-5999	\$1,175,287	\$801,935	-\$373,352
Capital Outlay	6000-6599	\$0	\$0	\$0
Other Outgo (Lease Rev Bond Paym)	7100-7299 7400-7499	\$292,783	\$292,982	\$199
Indirect Costs	7300-7399	\$72,436	\$128,902	\$56,466
Total Expenditures		<u>\$11,559,159</u> b	<u>\$11,696,310</u>	<u>\$137,151</u>
ADD: Encroachment Contributions (Reduction of Revenue from Unrestricted General Fund) ***				
				(<i>Column A - Column B</i>)
Resource 2200 - Continuation High School	8980	\$300,303	\$197,923	\$102,380
Resource 6500 - Special Education	8980	\$1,296,796	\$1,214,922	\$81,874
Resource 7230 - Home to School Transportation	8980	\$237,787	\$279,565	-\$41,778
Resource 7240 - Special Ed Transportation	8980	\$656,041	\$645,076	\$10,965
Resource 9021 - Sierra Vista Center	8980	\$100,000	\$100,000	\$0
Total Encroachment Contributions		<u>\$2,590,927</u> c	<u>\$2,437,486</u>	<u>\$153,442</u>
Net Revenue less Expenditures (a + c) - b		<u>-\$52,240</u>	<u>-\$48,344</u>	

* Revenues equal objects 8XXX and include total revenues, total interfund transfers in and total encroachment contributions.

** Expenditures equal objects 1000-7999 and include total expenditures and total interfund transfers out. Indirect costs are general overhead costs paid out of the unrestricted general fund for restricted programs. Indirect costs are shown as negative because they are reimbursements to the unrestricted general fund by reducing the expense, so it is a reduction in expenses.

*** Encroachment contributions are taken from unrestricted general fund and added to the restricted general fund. They are shown as a positive because they increase revenues.

- MINUS SIGNS before a number in the Difference column show either decreased revenue or increased expenses. No minus sign in the Difference column shows increased revenue or decreased expenses.

The information presented above is accurate to the best of our knowledge.

**Sierra Sands Unified School District
Fund Balances
2012/2013 Estimated Actuals**

		2012/2013 Estimated Actuals
Fund 11	Adult Education	
	Beginning Balance	\$265,436
	Estimated Revenues	\$205,000
	Estimated Expenditures	-\$120,000
	Estimated Ending Fund Balance	<u>\$350,436</u>
Fund 12	Child Development	
	Beginning Balance	\$31,402
	Estimated Revenues	\$453,869
	Estimated Expenditures	-\$453,869
	Estimated Ending Fund Balance	<u>\$31,402</u>
Fund 13	Cafeteria	
	Beginning Balance	\$751,177
	Estimated Revenues	\$1,997,950
	Estimated Expenditures	-\$1,997,477
	Estimated Ending Fund Balance	<u>\$751,650</u>
Fund 14	Deferred Maintenance	
	Beginning Balance	\$123,352
	Estimated Revenues	\$200,000
	Estimated Expenditures	\$0
	Contribution	\$267,175
	Estimated Ending Fund Balance	<u>\$590,527</u>
Fund 17	Special Reserve - Other than Capital Outlay	
	Beginning Balance	\$5,699,728
	Estimated Revenues	
	Golden Handshake Repayment (TF from FD 01)	\$61,350
	Reserve Contribution	\$0
	Estimated Expenditures	\$0
	Estimated Ending Fund Balance	<u>\$5,761,078</u>
	Designations	
	Minimum Fund Balance Policy	\$553,280
	Cash Solvency Reserve	\$5,207,798
	Available Ending Fund Balance (after designations)	<u>\$0</u>
	Sheltered Funds (included in designations)	
	Retiree H&W benefits reserve	-\$15,519
	School bus reserve	-\$32,459
	Classroom furniture reserve	-\$12,983
	Textbook adoption reserve	-\$32,459
	Photocopier lease reserve	-\$6,492
	Technology upgrade reserve	-\$12,983
 NOTE: FD 01 needed to borrow \$1M for cash purposes on June 22, 2012. This amount was repaid in July 2012.		
Fund 20	Post Employment Benefits Fund	
	Beginning Balance	\$3,239,089
	Estimated Revenues (Interest)	\$15,000
	Estimated Expenditures	\$0
	TF to Fund 01 for 09/10 retirees H&W expenses	-\$302,106
	Estimated Ending Fund Balance	<u>\$2,951,984</u>
Fund 21	Bond Fund	
	MEASURE A BOND	
	Beginning Balance	\$4,000,977
	Estimated Revenues	
	Measure A Bond Proceeds	\$0
	Siemens settlement funds	\$738,888
	Interest	\$5,000
	Estimated Expenditures	
	Measure A Bond Expenses	-\$3,000,000
	Ending Fund Balance	<u>\$1,744,865</u>
	Sheltered Funds	
	Reserve with US bank for QSCB debt service	\$1,734,167
	Estimated Ending Fund Balance	<u>\$10,698</u>

**Sierra Sands Unified School District
Fund Balances
2012/2013 Estimated Actuals**

LEASE REVENUE BOND

Beginning Balance	\$397,136
Estimated Revenues	\$0
Estimated Expenditures	
Lease Revenue Bond Expenses	\$0
Ending Fund Balance	<u>\$397,136</u>

Sheltered Funds

Reserve Fund Used for Final Bond Payment	\$297,136
Estimated Ending Fund Balance	<u>\$100,000</u>

Fund 25 Capital Facilities Fund - Developer Fees

Beginning Balance	\$318,691
Estimated Revenues	
Interest	\$1,500
Developer Fees	\$100,000
Estimated Expenditures	-\$250,000
Estimated Ending Fund Balance	<u>\$170,191</u>

Fund 35 School Facilities Fund (CTE Grant)

Beginning Balance	-\$862,509
Estimated Revenues	
Grant Revenues	\$360,159
Donations	\$10,000
Interest	\$13,544
One-time ROP funds for loan	\$273,806
IYKSFA TF in for CTE	\$2,200,000
Estimated Expenditures	-\$1,995,000
Estimated Ending Fund Balance	<u>\$0</u>

STATE MATCHING FACILITIES FUNDS

Beginning Balance	\$4,481,211
Estimated Revenues	\$0
Estimated Expenditures	\$0
Ending Fund Balance	<u>\$4,481,211</u>

Sheltered Funds

Reserved for capital facility needs	\$4,481,211
Estimated Ending Fund Balance	<u>\$0</u>

IYKSFA Inyo- Kern Schools Financing Authority

Beginning Balance	\$7,956,741
Estimated Revenues	
Interest	\$19,517
Payments from Lone Pine	\$1,007,625
Estimated Expenditures	
- Voice Over IP	-\$156,499
- Short term Project Manager	-\$21,554
Estimated Ending Fund Balance	<u>\$8,805,830</u>

Designations

CTE I - Building	\$1,200,000
CTE II - Wood	\$700,000
CTE II - TV/Video	\$300,000
BHS Special Ed flooring	\$7,000
PAC compressors, air handlers, mansard & flat roof	\$1,000,000
PAC temporary cooling units	\$50,000
BHS DOD portion of SSUSD share	\$1,000,000
Las Flores Modernization completion	\$1,500,000
Richmond shade structure completion	\$500,000
Richmond flooring	\$50,000
Gateway large skylights	\$70,000
Mesquite rewiring	\$800,000
Murray DOD portion of SSUSD share	\$1,000,000
Pierce Video Surveillance	\$140,000
Available Ending Fund Balance (after designations)	<u>\$488,830</u>

12. CONSENT CALENDAR

12.1 Approval of “A” and “B” Warrant

CURRENT CONSIDERATIONS: “A” and “B” warrants released in May, 2013 are submitted for approval. “A” warrants totaled \$2,201,872.54. “B” warrants totaled \$554,390.07.

FINANCIAL IMPLICATIONS: Warrants were issued as stated.

SUPERINTENDENT’S RECOMMENDATION: Approve “A” and “B” warrants for May, 2013 as presented.

This list represents the "A" and "B" warrants released during the month of **MAY 2013**
The "A" and "B" warrant registers are available in the business office for your review.

RECOMMENDED ACTION: Approve "A" and "B" warrants as presented.

"A" WARRANTS

<u>Type of Payroll</u>	<u>Amount</u>
End of month certificated	\$1,557,098.21
End of month classified	\$507,832.75
10th of month certificated	\$81,405.80
10th of month classified	\$55,535.78
Total "A" Warrants	\$2,201,872.54

"B" WARRANTS

<u>Register Number</u>	<u>Amount</u>
BATCH 182	FOOD SERVICE
BATCH 183	FOOD SERVICE
BATCH 184	\$50,462.62
BATCH 185	\$45,295.86
BATCH 186	\$56,561.42
BATCH 187	FOOD SERVICE
BATCH 188	\$49,473.28
BATCH 189	\$29,143.61
BATCH 190	\$11,840.23
BATCH 191	\$28,215.72
BATCH 192	FOOD SERVICE
BATCH 193	FOOD SERVICE
BATCH 194	\$20,688.10
BATCH 195	\$82,379.84
BATCH 196	\$45,706.00
BATCH 197	JUNE
BATCH 198	VOID
BATCH 199	\$89,153.33
BATCH 200	\$40,851.21
BATCH 201	JUNE
BATCH 202	FOOD SERVICE
BATCH 203	JUNE
BATCH 204	\$4,618.85
BATCH 205	JUNE
Total "B" Warrants	\$554,390.07

12. CONSENT CALENDAR

12.2 Report to the Board on Solid Waste Hauling Services

BACKGROUND INFORMATION: In accordance with Public Resource Code 40059, at the August 18, 2011 board meeting, the district utilized Resolution # 4 1112 to authorize a short-term contract for solid waste services while it reevaluated the district needs and went for bid for a solid waste hauling contract. This action was precipitated by the fact that the solid waste hauling service arrangement that was in place was due to expire on September 2, 2011 and the outcome of service provision was uncertain at the time and likely to remain so by the expiration date. This necessitated a short-term contract for service while the district pursued the bid process.

CURRENT CONSIDERATIONS: The district has concluded a short-term contract with Benz Sanitation, Inc. The district has been pleased with the service provided.

FINANCIAL IMPLICATIONS: The district is in the process of evaluating its solid waste hauling service requirements and is also developing specifications so that it can publically request formal proposals for these services from all qualified providers.

SUPERINTENDENT'S RECOMMENDATION: There is no action required at this time. This item is provided for information only.

12. CONSENT CALENDAR

12.3 Approval of Preschool Self-Evaluation Annual Report for the 2012-2013 School Year

BACKGROUND INFORMATION: The required 2012-2013 Preschool Program Self-Evaluation focuses on preschool educational content in order to have informed teaching and program planning, as well as increase the educational benefits for our young preschool children. Educational goals for the program are based on the Desired Results Developmental Profile (DRDP) Summary of Findings data. The DRDP helps identify program strengths and areas needing improvement and assists staff in establishing program goals for the coming year.

CURRENT CONSIDERATIONS: The annual Self-Evaluation occurs over a six month time period. Staff looks for trends or patterns that identify overall strengths and areas needing improvement. Data is collected and analyzed and key findings from the Developmental Profiles are generated. Educational Goals for the subsequent year are then created.

Completion of the Annual Self-Evaluation and submission to the board is a required component of the preschool program.

FINANCIAL IMPLICATIONS: Preschool (Child Development) is a Tier 1 protected program that has experienced cuts from 472,278 in 2011-2012 to \$435,160 in 2013-2014.

SUPERINTENDENT'S RECOMMENDATION: It is recommended that the board approve the Preschool Self-Evaluation Annual Report as presented.

Desired Results Program Action Plan – Reflection on Action Steps

Contractor Name Sierra Sands Unified School District	
Contract Type, Education Network, and/or Cal-SAFE CSPP	Age Group (Infant/Toddler, Preschool, School-Age) Preschool
Planning Date May 16, 2013	Lead Planner's Name and Position Kristina French, Program Director
Follow-up Date(s)	Lead Planner's Name and Position Laura Coffee, Program Administrator

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Reflection: Review each Program Action Plan (CD 4001A) submitted in the FY 2011–12 Program Self-Evaluation Report. Below, provide a narrative summarizing the outcome of each action step. Record how each action step was successfully accomplished. If there were modifications or revisions to the action steps, reflect on and record the outcome of those changes.

In August the Program Admin presented two trainings to address the ways teachers introduce concepts, present information, interact with students and materials and ways to document learning, labeled Observations and Developmentally Appropriate Practice. Observations were presented using the CDE Resource "Getting to Know You Through Observation" video. This training provided an opportunity to see and discuss the transition from observer to interacting and then back to observer as well as ideas on how to effectively collect documentation through anecdotal records, checklists, work samples, and photographs. The group discussed intentional environment/activity set up to collect focused and naturalistic observations. This training was presented to all new program staff members. Site Supervisors have requested that during the 13-14 school year, the administration provides a training to review actual observations and to critique the "quality" of the observation based upon the information provided and how well it documents the students' actual abilities.

Developmentally Appropriate Practice was presented using the NAEYC Resources *Developmentally Appropriate Practice in Early Childhood Programs, Revised Edition*. This training focused on how teachers intentionally set up their environments to get documentation and scaffold learning while providing developmentally appropriate activities and environments.

In February 2013, the Program Admin presented a workshop called Interaction Strategies to follow up on how information is being introduced and how teachers' interactions in classroom centers and activities can expand on children's learning. This training utilized the CA Preschool Curriculum Framework resource. Teaching staff were given classroom center materials and were asked to role play how they could interact with children, expand learning, conversations and support positive relationships while collecting documentation for the DRDP's.

To meet the training needs of the program staff and to provide follow up on challenging areas, monthly trainings were established that allow the entire program staff to come together and participate in workshops at the corporate office. This proved to be manageable to the schedule by adjusting the staff hours that day and very beneficial for the teaching staff as they had an opportunity to hear about and interact with staff from other sites. The administration began taking video of classroom practices which would be presented at the trainings and the staff could observe, reflect on and provide suggestions for adjustments. This process was very well received and the teaching staff asked for follow up trainings in this format. The use of monthly trainings will be continued during the 13-14 school year and topics have been selected based upon the program evaluation process.

To address the potential of missing evidence for certain measures, the Site Supervisors began establishing "focused observation" goals. They would post a few measures for the teaching staff to focus on getting documentation on during the six month period. Although this was implemented, it proved to be ineffective in the process of documentation and will need to be readdressed for the 13-14 school year.

Rotation of center materials were sporadic and the group planned several action items to address these needs; purchasing additional materials and creating a job duty chart. Additional manipulative materials were purchased and are in use at two program sites to allow for more rotation. The program staff also started to focus on rotating materials in the manipulative centers and not pulling out additional materials each day. The program staff created a new labeling system that was used at one program site and made transitioning materials an easier process. Additional labeling supplies will be purchased and this labeling system will begin being used at the other two program sites at the beginning of the 13-14 school year.

Teacher directed math activities were incorporated into the program large group lesson plans. Adjusting the lesson plan form that the sites use for planning their curriculum and environment was very helpful to ensure that these activities were being conducted regularly. The teaching staff was encouraged to introduce new topics and concepts for these activities at the Interaction Strategies training.

Pocket charts were purchased and are being used at each program site with a "Question of the Week". The charting ranged in topics and was designed to help children to identify emotions, diversity, and relate to a variety of math concepts. These were conducted as a large group activity and children placed their response in the pocket chart as they were being excused from large group. The program staff felt that incorporating this process was an easy and effective teaching strategy and this practice will be included in the curriculum for the 13-14 school year.

Program Self-Evaluation Annual Report

Contractor's Legal Name Sierra Sands Unified School District			
Vendor Number 7374			<input type="checkbox"/> Cal-SAFE CDS Code
Contract and Age	<input checked="" type="checkbox"/> CSPP <input type="checkbox"/> CCTR – (Infant/Toddler) <input type="checkbox"/> CCTR – (School Age) <input type="checkbox"/> Education Network (Infant/Toddler) <input type="checkbox"/> Education Network (Preschool) <input type="checkbox"/> CHAN <input type="checkbox"/> CMIG - (Infant/Toddler) <input type="checkbox"/> CMIG - (Preschool)		
Date Program Self-Evaluation Completed		May 24, 2013	
Number of Classrooms		5	Number of Family Child Care Homes
Describe the Program Self-Evaluation Process <p>Sierra Sands Unified School District State Preschool Program began the annual self-evaluation process in October 2012. The initial DRDP 2010's were completed within sixty days of the program start date, ranging from September 24 through October 5, 2012. The data was summarized and used by staff to develop individual goals for their students, their small groups, and for curriculum and program planning. The Program Director met with each site to develop the Desired Results Developmental Profile Summary of Findings at the classroom levels; Inyokern State Preschool (ISP) on Nov 14, Faller State Preschool (FSP) on November 15, and Pierce State Preschool (PSP) on November 27.</p> <p>In October 2012, a combination of the Program Director, Program Administrator, Site Supervisors, Teaching Staff Members, and a parent conducted the Early Childhood Environmental Rating Scale- Revised on all classes. Because of the new evaluation process, this was conducted much earlier in the year than has been done in the past. The results were compiled and summarized by the Program Director Tina French and the data was presented to the staff for review and assistance in completing the ECERS-R Summary of Findings; FSP on November 29, ISP on November 30 and PSP on December 4.</p> <p>Parent Teacher Conferences were conducted in November 2012 and families were asked to complete the Parent Survey at the end of the scheduled conference time. Surveys were completed and submitted into a large envelope and the child's name was then crossed off, ensuring confidentiality of the information and allowing the program to track which families had completed the form. The information was tallied by the Program Director and the data presented to the site Parent Advisory Committees for review and assistance in developing the Desired Results Parent Survey Summary of Findings for each site; FSP on January 17 and ISP and PSP on January 23.</p> <p>The DRDP 2010 was completed for the second assessment period between March 11 and 29, 2013. The results were tallied by the Program Director and presented to the Program Administrator and Site Supervisors on May 16, 2013. The group reflected on the results and developed the Program Action Plan on May 16, 2013 at the site level. Time was spent really looking at the progress made by students in the program between the two assessment dates. Action planning included planning ways to help staff gather accurate data that is truly reflective</p>			

of the current developmental levels of the students, holding staff accountable for all action plans from the previous years and providing the time, resources and support to strengthen our teaching teams and data collection efforts.


The results of the DRDP Summary of Findings, the Parent Survey Summary of Findings, and the ECERS-R Summary of Findings were reviewed and compiled into one agency report by the Program Director and Program Administrator on May 23, 2013.

The review process included active participation and involvement of the entire program staff, parents, and administration. Information was shared and progress documented during regularly scheduled district, Site Supervisor and Parent Advisory Committee meetings. Documentation is provided in meeting sign in sheets and minutes. It was noted that action items often exceeded the original time allotment and we continued to meet and update action plans well into the spring and second set of assessments.

Our state preschool programs all underwent a thorough review of program practices and policies during this school year as part of our accreditation application and visit process. We are pleased to report that Inyokern State Preschool and Pierce State Preschool both achieved reaccreditation. Fallar State Preschool was successfully added as a satellite location for the Pierce program and is accredited under the same program ID. While this was a huge accomplishment, it did hinder the focus on some of the action items and delayed their timely completion. The planning group all acknowledged that during the next program evaluation cycle, dates will be set early to secure program improvement and meet the educational goals of students early in the period.

Program Director Tina French attended the Desired Results Regional Training 2012-2013 online training for experienced administrators on October 17, 2012. She also attended a meeting with Sandra Patitucci in Bakersfield on November 7th when we reviewed the 2011-12 Program evaluation process.

School Board members and the district administrative team have contact with all preschool sites during regular program visits, special program activities, and school functions. The annual self-evaluation process and completed annual report will be presented to the SSUSD School Board on June 20, 2013.

A copy of the Program Self-Evaluation will be/has been presented to the Governing Board.		Date 6/20/2013
A copy of the Program Self-Evaluation will be/has been presented to teaching/program staff.		Date 5/28/2013
A copy of the Program Self-Evaluation will be/has been presented to parents.		Date 5/28/2013
Statement of Completion I certify that a Program Self-Evaluation was completed.	Signature  Name, Title, and Phone Number Joanna Rummer, Superintendent (760) 499-1600	Date 05/28/2014

**Desired Results Developmental Profile Summary of Findings
And Program Action Plan – Program or Network Level**

Contractor Name Sierra Sands Unified School District	
Contract Type, Education Network, and/or Cal-SAFE CSPP	Age Group (Infant/Toddler, Preschool, School-Age) Preschool
Planning Date May 23, 2013	Lead Planner's Name and Position Kristina French, Program Director
Follow-up Date(s)	Lead Planner's Name and Position Laura Coffee, Program Administrator Jennifer Stanley, Site Supervisor Fany Bravo, Site Supervisor Cassie Oliver, Teacher

This form can be expanded and is not limited to a single page.

Key Findings from Developmental Profiles And Educational Goal (What will be accomplished for children?)	Action Steps (Including materials and training needed, schedule, space and supervision changes)	Expected Completion Date and Persons Responsible
<p>34% of the children are at Exploring and Developing in the domain of Language and Literacy Development.</p> <p>70% or more preschool children will be at the Building or Integrating levels after the second assessment period in the 13-14 school year.</p>	<p>Schedule Utilize Comprehensive Early Literacy Learning (Prek-Grade 3) strategies weekly and note them on lesson plans and on classroom observation forms. Training provided to program staff by SSUSD in 11-12 school year and the components have been used intermittently, the focus will be on consistency.</p>	<p>Laura Coffee update forms Teaching staff implement October 30, 2013</p>
	<p>Training DRDP 2010 training conducted using West Ed resources including Desired Results Regional Training 2012-2013</p>	<p>Tina French September 13, 2013</p>

	materials, checklists and use of program developed tracking forms to ensure proper data collection.	
	Training DRDPtech Cloud training conducted to introduce program staff to online assessment tools and reports.	Tina French August 8, 2013
	Training Observation training using the CDE Resource "Getting to Know You Through Observation" and actual observation samples from previous year. This training will focus on gathering quality observations and data that are reflective of the students' current ability. This training model is a result of feedback from Site Supervisors on what their staff really need to improve their documentation.	Tina French September 13, 2013
	Training Whole Brain Teaching training with Chris Biffel- focusing on how to use active movement to capture the attention of the students, encourage involvement and anchor learning.	Tina French August 9, 2013
	Schedule Large group will consist of calendar that is inclusive of patterns (progressing from simple to complex), counting, days of the week, and months of the year. There will also be discussion of weather and inclusion of a shape and letter of the week. These activities will be conducted using whole brain teaching strategies and gestures to encourage active learning.	Teaching Staff September 13, 2013
	Schedule Large group observer noted on large group lesson plans. Lesson plan forms will be adjusted to require this component and identify persons responsible for gathering data during key program components.	Laura Coffee September 13, 2013
28% of children are at Exploring and Developing in the domain of Cognitive Development.	Schedule Small group lesson plans and observation cards will be monitored by Site Supervisor for completion as well as to check for quality. Site Supervisor will then conduct a brief meeting with a teaching staff each week to provide feedback and coaching.	Site Supervisors September 13, 2013
75% or more preschool children will be at the Building or	Materials/Supplies	Jennifer Stanley

Integrating levels after the second assessment period in the 13-14 school year.	Open ended question cards will be developed and posted at each classroom curriculum area.	September 1, 2013
	Materials/Supplies Science box will be created and added to the science center. Activities will be adjusted weekly and will be designed to allow the children to have hands on interaction/exploration with materials.	Laura Coffee update forms Teaching Staff implement September 30, 2013

12. CONSENT CALENDAR

12.4 Approval of Agreement with Dannis Woliver Kelley

BACKGROUND INFORMATION: The law firm of Dannis Woliver Kelley, formerly Miller, Brown & Dannis, is recognized as a leader in California in the area of educational law. The district has worked closely with the firm for the past nine years and continues to enjoy very effective and positive results.

CURRENT CONSIDERATIONS: The district continues to require the legal services provided by Dannis Woliver Kelley and wishes to renew its agreement with this firm for the 2013-14 school year.

FINANCIAL IMPLICATIONS: Nearly all of the interaction with the firm will be conducted by telephone and e-mail, minimizing cost of travel and billed travel time. All fees for legal services remain at the 2012-13 level with no increase.

SUPERINTENDENT'S RECOMMENDATION: It is recommended that the board approve the contract with the law firm of Dannis Woliver Kelley for legal services in accordance with the terms and conditions of the contract for the 2013-14 school year as presented.

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made and entered into this 1st day of July, 2013, by and between the Sierra Sands Unified School District, hereinafter referred to as District, and Dannis Woliver Kelley, a professional corporation, hereinafter referred to as Attorney.

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

District appoints Attorney to represent, advise, and counsel it from July 1, 2013, through and including June 30, 2014, and continuing thereafter as approved. Any services performed during the period between the above commencement date and the date of Board action approving this Agreement are hereby ratified by said Board approval. Attorney agrees to prepare periodic reviews of relevant court decisions, legislation, and other legal issues. Attorney agrees to keep current and in force at all times a policy covering incidents of legal malpractice.

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

Except as hereinafter provided, District agrees to pay Attorney two hundred twenty-five dollars (\$225) to three hundred dollars (\$300) per hour for shareholders, special counsel and of counsel; one hundred eighty-five dollars (\$185) to two hundred twenty-five dollars (\$225) per hour for associates; and one hundred twenty dollars (\$120) to one hundred forty dollars (\$140) per hour for paralegals and law clerks. Rates for individual attorneys may vary within the above ranges depending on the level of experience and qualifications and the nature of the legal services provided. Substantive communications advice (telephone, voice-mail, e-mail) is billed in a minimum increment of three-tenths (.3) of an hour. In addition, reasonable travel time will be charged at the regular hourly rate. In the course of travel it may be necessary for Attorney to work for and bill other clients while in transit. If, during the course of representation of District, an insurance or other entity assumes responsibility for payment of all or partial fees of Attorney on a particular case or matter, District shall remain responsible for the difference between fees paid by the other entity and Attorney's hourly rates as specified in this Agreement unless otherwise agreed by the parties.

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

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

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

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

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

Because Attorney represents many school and community college districts, county offices of education, joint powers authorities, SELPAs and other educational entities, conflicts of interest may arise in the course of Attorney's representation. Because Attorney does not represent many private entities or non-school public entities, Attorney will encounter fewer conflicts of interest than the District would encounter with law firms that represent those types of entities. If Attorney becomes aware of any potential or actual conflicts of interest, Attorney will inform the District of the conflict and comply with the legal and ethical requirements to fulfill its duties of loyalty and confidentiality to District. If District has any question about whether Attorney has a conflict of interest in its representation of District in any matter, it may contact Attorney or other legal counsel for clarification.

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

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

SIERRA SANDS UNIFIED SCHOOL DISTRICT

Joanna Rummer
Superintendent

Date

DANNIS WOLIVER KELLEY

Sue Ann Salmon Evans
Sue Ann Salmon Evans
Attorney at Law

5/28/13
Date

At its public meeting of _____, 2013, the Board approved this Agreement and authorized the Board President, Director or Designee to execute this Agreement.

12. CONSENT CALENDAR

12.5 Approval of Contract Renewal for Services with Capitol Advisors Group, LLC, Richard Gonzalez

BACKGROUND INFORMATION: The Sierra Sands Unified School District has had an ongoing relationship with Richard Gonzalez & Associates to provide their expertise in the assessment of eligibility and origination of documents speaking to the eligibility for the State Allocation Board related to facilities. This year Mr. Gonzalez has joined with Capitol Advisors Group, LLC, to continue to provide service to districts in the area of facilities.

CURRENT CONSIDERATIONS: The district's relationship with Richard Gonzalez & Associates has been very beneficial. There is a continued requirement for the district to provide updated documentation to the State Allocation Board. As the district continues to progress in the implementation of its Facilities Master Plan through its use of Measure "A" bond funds, as well as the funding provided by the DoD Schools Construction and Modernization Program Grants, it recognizes the need for continued support in this area. Staff recommends that the district continue its relationship with Richard Gonzalez who was the principal at Richard Gonzales and Associates. Richard Gonzalez and Associates recently merged with Capital Advisors Group, LLC. Mr. Gonzalez continues to provide the same services as before. Staff recommends continuing its relationship with Mr. Gonzalez through Capitol Advisors, LLC.

FINANCIAL IMPLICATIONS: The cost of the contract with Capitol Advisors Group, LLC, is expected to remain at the 2012-13 level of \$12,000. The estimated return on investment is significant. Developer fees is an appropriate fund source to be used for this item.

SUPERINTENDENT'S RECOMMENDATION: It is recommended that the board approve the contract with Capitol Advisors Group, LLC, specifically Richard Gonzalez, to continue to support the district with its eligibility for and related issues associated with modernization and new construction as presented.



AGREEMENT FOR SERVICES

This agreement is made between **Capitol Advisors Group, LLC**, hereinafter referred to as the Contractor and the **Sierra Sands Unified School District**, hereinafter referred to as the Client, commencing July 1, 2013.

Scope of Work

The Contractor agrees to:

1. Participate in planning and strategy sessions with the Client, design team and other consultants and governmental agencies, as necessary, to assist Client with its school construction program
2. Evaluate eligibility for new construction and modernization funding through the School Facilities Program
3. Evaluate opportunities to pursue facilities hardship funding to replace or rehabilitate facilities as appropriate
4. Advise and recommend on joint use funding opportunities
5. Advise and recommend on strategies for the sequencing and timing of applications for new construction, modernization and any other state funding program to maximize funding
6. Prepare documents for Client review in support of identified projects
7. Report regularly on activities and progress of projects
8. Coordination as necessary, with other state agencies
9. Intervention on behalf of client with agency staff
10. Coordination with design team and other Client consultants as needed

Advisory Services and Policy Monitoring

Due to the constant fluctuations in program regulations and policies, the Contractor will monitor, collect and analyze data gathered through various outlets. Contractor will provide this data to Client through advisories.

Monitoring services include:

1. State Allocation Board (SAB) monthly meetings
2. SAB Implementation Committee, the policy group responsible for review of new/ revised regulations, development of policy that is forwarded to the SAB for adoption

Report Services The creation of specialized reports, such as a Yield Study Report, shall be provided at a fee negotiated by the Client and Contractor.

Compensation For the services delineated above, the Client shall pay to the Contractor a monthly retainer of Five Hundred (\$500) Dollars per calendar month and fees for services charged on a time and materials basis. Services shall be billed in 15 minute increments at the rate of One Hundred Twenty Five (\$125) Dollars per Hour. Such payment is due and payable by the tenth of each month pursuant to invoicing by the Contractor. It is further understood that if the duties of the Contractor are increased or decreased in either scope or volume that the payment be increased or decreased by written addendum without requiring re-negotiation of this agreement.

Reimbursement The Contractor shall be reimbursed for pre-approved out-of-pocket expenses, which include any pre-approved charges for outside services specifically requested by the Client, printing charges and other like expenditure. In the event of travel to the District, the Contractor shall be paid the sum of One Thousand Two Hundred Dollars (\$1,200) per day per consultant to cover staff time, airfare, rental car, gas meals and hotel accommodations.

Contractor's Limitations The Client and Contractor expressly understand and agree that the Contractor, while engaged in carrying out the provisions of this agreement, is an independent contractor and is not an officer or employee of the Client. Furthermore, the Contractor is without authority to obligate the Client for indebtedness or other commitments without the express approval of the Client.

Termination Clause It is mutually agreed that this agreement shall continue until June 30, 2014 or unless terminated by either party upon thirty-day written notice.

CAPITOL ADVISORS GROUP, LLC.

SIERRA SANDS UNIFIED SCHOOL DISTRICT

Authorized Signatory

Date

Authorized Signatory

Date