LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Regular Meeting
of the

Board of Education

Tuesday, August 12, 2014

AGENDA

ADMINISTRATION
Sherine Smith, Superintendent of Schools
Darlene Messinger, Assistant Superintendent, Instructional Services
Dean West, Assistant Superintendent, Business Services
Leisa Winston, Director Human Resources & Public Communication

BOARD OF EDUCATION
Jan Vickers, President
Ketta Brown, Clerk
Theresa O'Hare, Member
Betsy Jenkins, Member
William Landsiedel, Member

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

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

August 12, 2014

Closed Session: 5:00 p.m.
Open Session: 6:00 p.m.

AGENDA

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

   A. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
   Subdivision (a) of Government Code Section 54956.9
   Name of Case: McKnight

   B. **PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**
   (Pursuant to Education Code §54957)

RECORDING OF SCHOOL BOARD MEETINGS
All Open Session School Board Meetings will be audio recorded.

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

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

10. **REPORTS**
    - *LaBUFA Representative*
    - *CSEA Representative*
    - *Organizations – Boosters, PTA, SchoolPower*
    - *Board Members*
    - *Superintendent*
    - *Cabinet Members*

11. CONSENT CALENDAR

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

a. Approval of Minutes
   i. July 22, 2014 – Regular Meeting
   ii. July 23, 2014 – Special Meeting

b. Approval of Personnel Report

c. Approval of Conference/Workshop Attendance

d. Approval of Warrants #380336 through 380484 in the amount of $1,791,836.01 Dates: 7/15/14 through 8/5/14

e. Approval of Interdistrict Attendance Agreements – Resident Students to Other District(s)

f. Approval of Interdistrict Attendance Agreements - Student(s) From Other District(s

g. Approval of Agreement for Contracted Services with Megan Hartshorne, RD for Enhancement and Expansion of the Nutrition Department for the Period July 1, 2014 – June 30, 2015 with a Not-to-Exceed Amount of $30,000

h. Approval of Agreement for Contracted Services with Melissa Manning for Student Nutrition Consulting Services for the 2014/2015 School Year with a Not-to-Exceed Amount of $7,500

i. Approval/Ratification for authorization to renew agreement with Valley Crest Landscape Maintenance for landscape, horticultural and athletic field management services in the amount of $181,800

j. Approval of Agreement for Contracted Services with Lewis Trine for Student Attendance Accounting and Consulting Services for the 2014/2015 School Year with a Not-to-Exceed Amount of $14,500

k. Award Ratification of Contract to Empire Parking Lots Services, Inc. for Asphalt Paving Repair and Replacement in an amount of $219,050 and a deductive change order #1 amount of $5,610 for a total revised contract of $213,440

l. Approval of Agreement for Contracted Services with Nicole Miller & Associates, Inc., to Conduct Investigations into the Legal Residency of Enrolled Students Within the Jurisdiction of Laguna Beach Unified School District as well as Risk Management Investigations with a Not-to-Exceed Amount of $4,500

m. Approval of Award of Contract for School Furniture based on Milpitas Unified School District piggyback purchasing bid #14.1 to One Work Place, Virco and Staples

INFORMATION ITEMS

None

ACTION ITEMS

12. **CHANGE ORDER TO CONTRACT FOR KNORR SYSTEMS, INC. FOR LAGUNA BEACH HIGH SCHOOL COMMUNITY POOL MAINTENANCE AND REPAIR SERVICES FOR $2,236.80**
    – Dean West, Assistant Superintendent, Business Services
    It is proposed that the Board of Education approve a change order to Knorr Systems, Inc. in the amount of $2,236.80 for Laguna Beach High School Community Pool Maintenance and Repair Services. The original contract is for $79,823.24 plus the change order of $2,236.80 brings the revised contract amount to $82,060.04.

13. **PERMISSION TO ENGAGE LANDSCAPE ARCHITECT AND ADVERTISE AN INVITATION TO BIDDERS IN A GENERAL CIRCULATION NEWSPAPER FOR REPLANTING THE SLOPE AROUND LBHS ATHLETIC FIELDS**
    – Dean West, Assistant Superintendent, Business Services
    It is proposed that the Board of Education grant permission to advertise an invitation to bidders in a general circulation newspaper for replanting on slope around LBHS athletic fields.

14. **REVISED JOB DESCRIPTION: DATABASE ADMINISTRATOR**
    – Leisa Winston, Director, Human Resources and Public Communications
    It is proposed that the Board of Education approve revisions to the job description of Database Administrator.

15. **ADJOURNMENT – Jan Vickers, President, Board of Education**

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

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

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

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

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

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

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

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

REASONABLE ACCOMMODATION

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

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

11.a.i. CONSENT/ACTION **August 12, 2014**

Board of Education
Minutes of Regular Meeting
July 22, 2014

Call to Order

The Regular Meeting of the Board of Education was called to order by Board President Vickers at 6:00 p.m., at the Central Offices for Laguna Beach Unified, 550 Blumont, Laguna Beach, California.

Roll Call to Establish Quorum

Quorum was established.

Members Present: Jan Vickers
Ketta Brown
Theresa O'Hare
Betsy Jenkins
William Landsiedel

Public Comment on Closed Session Items

No Closed Session

Present at Board Meeting

Members Present: Jan Vickers
Ketta Brown
Theresa O'Hare
Betsy Jenkins
William Landsiedel

Staff: Sherine Smith, Superintendent
Dean West, Assistant Superintendent of Business Services
Darlene Messinger, Assistant Superintendent, Instructional Services
Leisa Winston, Executive Director, Human Resources
Victoria Webber, Executive Assistant to the Superintendent
Shannon Soto, Director of Fiscal Services
Mike Morrison, Chief Technology Officer

Pledge of Allegiance

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

Adoption of Agenda

It was moved by Clerk Brown, seconded by Member Jenkins, to approve the agenda.

Discussion: None

President Vickers called for the vote.

Motion carried by a vote of 5-0 with members Vickers, Brown, O'Hare, Jenkins, and Landsiedel voting yes to adopt the agenda.

Special Recognitions

None

Public Comment (Non- Agenda Items)

None

Reports

PTA Council – Kathleen Fay

- PTA membership envelopes were distributed

Board Members
Board members reported as follows:

Member Landsiedel
- No report

Member Jenkins
- No report

Member O'Hare
- No report

Clerk Brown

- No report

President Vickers

- Shared an article from the LA Times regarding an app that may help reduce sports injuries
- Shared an article from the OC Register on computer Coding
- Shared an article from the OC Register on creativity with the use of technology referred to as Raspberry PI

Superintendent Smith

- Shared staff has had internal discussions regarding coding and the expansion into more grades

Cabinet

Darlene Messinger, Assistant Superintendent, Instructional Services

- Working on 4CLE (Classroom Learning Environment) with Mike Morrison and teachers
- Teachers attended training for coding at OCDE entitled Mindcraft
- Kelly Skon and Michelle Martinez will be presenters at the STEM conference in the fall

Leisa Winston, Director, Human Resources and Public Communication

- Busy hiring
- New employee orientation scheduled for August 29 for Certificated and Classified staff
- Substitute teacher recruitment scheduled in August
    - Clerk Brown asked about the process
    - President Vickers asked about lesson plans for subs

Dean West, Assistant Superintendent, Business Services

- Reported extension of Mr. Doughty's contract was not approved by PERS
- Project manager is in place and major projects are moving forward
- Alarm companies have been changed and the systems are being upgraded
- AT&T removing their cell site equipment
- Year-end closing is in process
- Reported on discussion with Legislative Analysts Office and the importance of recognizing each district's unique financial situation
- Board members asked questions regarding the LBHS science room modifications and slope maintenance

Mr. Mike Morrison, Chief Technology Officer stated that one teacher is already using Raspberry PI in the classroom. The tech staff is working on the "bring your own device" (BYOD) project and updating that portion of the student handbook

SchoolPower - Robin Rounaghi

- No Report

Consent Calendar

President Vickers called for a motion to approve the Consent Calendar.

It was moved by Member Landsiedel, seconded by Clerk Brown, to approve the consent calendar, items a-t.

a. Approval of Minutes
   i. June 10, 2014 – Regular Meeting
   ii. June 24, 2014 – Regular Meeting
   iii. June 30, 2014 – Special Meeting

b. Approval of Personnel Report

c. Approval of Conference/Workshop Attendance

d. Field Trips

e. Denial of Interdistrict Attendance Agreements from Students from Other Districts

f. Approval of Interdistrict Attendance Agreements – Resident Students to Other District(s)

g. Approval of Interdistrict Attendance Agreements - Student(s) From Other District(s)

h. Approval of Agreements for Contracted Services – Special Education

i. Approval of Warrants #380113 through 380335 in the amount of $1,168,397.25
   Dates: 6/18/14 through 7/14/14

j. Ratification of Certificated Payroll 12A in the Amount of $1,828,405.59
   Ratification of Classified Payroll 12B in the Amount of $853,720.06
   Ratification of Certificated Payroll 12C in the Amount of $149,003.89

k. Fourth Quarter Report to County Superintendent of Schools on Williams Uniform Complaints (Required by Education Code Section 35186)

l. Approval of Agreement Between South Orange County Community College District (SOCCCD) and LBUSD Collaborative for Adult School Planning Grant Assembly Bill 86 (AB86) in an Amount Not-to-Exceed $11,000

m. Approval of Professional Development contract with OCDE for Common Core Professional Learning in Elementary Mathematics (K-5 teachers) at an Amount Not-to-Exceed $7,200

n. Approval of Contract for Professional Development Institute training for LBUSD Secondary Teachers by Kagan Professional Development in an Amount Not-to-Exceed $18,800

o. Approval of Contract for Professional Development for LBUSD secondary teachers with Math Consultant, Dr. Patrick Callahan in an Amount Not-to-Exceed $42,000

p. Award of Contract for the Purchase of Frozen Foods and Canned Foods from Gold Star for 2014-15 with A Cost Not-to-Exceed $170,000

q. Approval of Continuance of Current Meal Prices for the Nutrition Services Program for 2014-2015

r. Approval of Closure of Central Offices from Wednesday, November 26, 2014 through Friday, November 28, 2014 and Monday, December 22, 2014 through Wednesday, December 31, 2014

s. Ratification of Community Facilities District 98-1 (Crystal Cove) Administrative Expense Fund Disbursements Totaling $3,892.79

t. Approval of School Counseling Fieldwork Agreement with Chapman University

Discussion: None

President Vickers called for the vote.

Vickers: Yes Brown: Yes O'Hare: Yes Jenkins: Yes Landsiedel: Yes

Motion carried by a vote of 5-0 with members Vickers, Brown, O'Hare, Jenkins, and Landsiedel voting yes to approve Consent Calendar, items a-t.

INFORMATION ITEMS

None

ACTION ITEMS

Resolution #14-14: Resolution of the Board of Education Acting as the Legislative Body of Community Facilities District No. 98-1 of the Laguna Beach Unified School District Authorizing the Levy of Special Taxes Within Community Facilities District No. 98-1 for Fiscal Year 2014/15.

It was moved by Clerk Brown, seconded by Member Landsiedel, to approve Resolution #14-14:Resolution of the Board of Education Acting as the Legislative Body of Community Facilities District No. 98-1 of the Laguna Beach Unified School District Authorizing the Levy of Special Taxes Within Community Facilities District No. 98-1 for Fiscal Year 2014/15.

Discussion: Mr. West, Assistant Superintendent, Business Services, stated this is an annual item brought forward to the Board. Everything is in place at the County and reports are routinely brought to the Board to keep everyone updated.

President Vickers called for a roll call vote.

Vickers: Yes Brown: Yes O'Hare: Yes Jenkins: Yes Landsiedel: Yes

Motion carried by a vote of 5-0 with members Vickers, Brown, O'Hare, Jenkins, and Landsiedel voting yes to approve Resolution #14-14: Resolution of the Board of Education Acting as the Legislative Body of Community Facilities District No. 98-1 of the Laguna Beach Unified School District Authorizing the Levy of Special Taxes Within Community Facilities District No. 98-1 for Fiscal Year 2014/15.

Create Position of Campus Supervisor, 3.5 hours/day at Thurston Middle School

It was moved by Clerk Brown, seconded by Member Jenkins, to approve creating a position of Campus Supervisor, 3.5 hours/day at Thurston Middle School.

Discussion: Leisa Winston, Director of Human Resources and Public Communications, stated this recommendation came after discussions in budget and staff meetings indicated a need.

Mrs. Kathleen Fay, PTA Council, stated PTA supports the position.

President Vickers called for the vote.

Vickers: Yes Brown: Yes O'Hare: Yes Jenkins: Yes Landsiedel: Yes

Motion carried by a vote of 5-0, with members Vickers, Brown, O'Hare, Jenkins, and Landsiedel voting yes to approve creating a position of Campus Supervisor, 3.5 hours/day at Thurston Middle School.

Increase hours of Health Clerk, Thurston Middle School from 3.0 hours per day to 6 hours per day, 10.25 months per year

It was moved by Clerk Brown, seconded by Member O'Hare to approve increasing the hours of the health clerk at Thurston Middle School from 3.0 hours per day to 6 hours per day, 10.25 months per year.

Discussion: Leisa Winston, Director of Human Resources and Public Communications, recommended approval, stating that part of the Reclassification Committee discussions included equitable coverage at each school site. Increasing the hours was in the best interest of student health and safety.

Kathleen Fay, PTA Council, stated PTA supports this.

President Vickers called for the vote.

Vickers: Yes Brown: Yes O'Hare: Yes Jenkins: Yes Landsiedel: Yes

Motion carried by a vote of 5-0, with members Vickers, Brown, O'Hare, Jenkins, and Landsiedel voting yes to approve increasing the hours of the health clerk at Thurston Middle School from 3.0 hours per day to 6 hours per day, 10.25 months per year.

School Start and Dismissal Time (Instructional Minutes) for the 2014-2015 School Year (Revised)

It was moved by Clerk Brown, seconded by Member O'Hare, to approve the revised school start and dismissal times (instructional minutes) for the 2014-2015 school year for Thurston Middle School.

Discussion: Darlene Messinger, Assistant Superintendent, Instructional Services stated there were adjustments within the bell schedule, but no net change to the instructional minutes.

President Vickers called for the vote.

Vickers: Yes Brown: Yes O'Hare: Yes Jenkins: Yes Landsiedel: Yes

Motion carried by a vote of 5-0, with members Vickers, Brown, O'Hare, Jenkins, and Landsiedel voting yes to approve the revised school start and dismissal times (instructional minutes) for the 2014-2015 school year for Thurston Middle School.

Agreement for Contracted Services with Walt Eden of Edenco, Inc. for Construction Project Management and Consulting Services at a Not-to-Exceed Amount of $36,000

It was moved by Clerk Brown, seconded by Member Landsiedel, to approve the Agreement for Contracted Services with Walt Eden of Edenco, Inc. for Construction Project Management and Consulting Services at a Not-to-Exceed Amount of $36,000.

Discussion: Mr. West stated there was one change to the contract since printing of the agenda with respect to the liability and malpractice insurance. Coverage amounts for both are set at $500,000.

President Vickers called for the vote.

Vickers: Yes Brown: Yes O'Hare: Yes Jenkins: Yes Landsiedel: Yes

Motion carried by a vote of 5-0, with members Vickers, Brown, O'Hare, Jenkins, and Landsiedel voting yes to approve the Agreement for Contracted Services with Walt Eden of Edenco, Inc. for Construction Project Management and Consulting Services at a Not-to-Exceed Amount of $36,000.

Motion to adjourn

It was moved by Member Landsiedel, seconded by Clerk Brown to adjourn Open Session.

Discussion: President Vickers announced the following meetings:

Special Board Meeting will be held July 23 at 11:00 a.m.
Regular Board Meeting August 26.

President Vickers called for the vote.

Vickers: Yes Brown: Yes O'Hare: Yes Jenkins: Yes Landsiedel: Yes

Motion carried by a vote of 5-0, with members Vickers, Brown, O'Hare, Jenkins, and Landsiedel voting yes to adjourn the meeting.

Open Session was adjourned at 6:35 p.m.

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Ketta Brown
Clerk of the Board
August 12, 2014

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

11.a.ii. CONSENT/ACTION **August 12, 2014**

Board of Education
Minutes of Special Meeting
July 23, 2014

Call to Order

The Special Meeting of the Board of Education was called to order by Board President Vickers at 11:02 a.m. , at the Central Offices for Laguna Beach Unified, 550 Blumont, Laguna Beach, California.

Roll Call to Establish Quorum

Roll call to establish Quorum :

Members Present: Jan Vickers
Ketta Brown
Theresa O'Hare
Betsy Jenkins
William Landsiedel

Staff Present: Sherine Smith, Superintendent
Victoria Webber, Executive Assistant

Pledge of Allegiance

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

Adoption of Agenda

It was moved by Clerk Brown, seconded by Member Landsiedel, to approve the agenda as presented.

No discussion occurred. President Vickers called for the vote.

Motion carried by a vote of 5-0, with members Vickers, Brown, O'Hare, Jenkins and Landsiedel voting yes to adopt the agenda.

Comments from the Public

None

Adjourn to Closed Session

It was moved by Clerk Brown, seconded by Member Landsiedel, to adjourn to Closed Session.

No discussion occurred.

President Vickers called for the vote.

Motion carried by a vote of 5-0, with members Vickers, Brown, O'Hare, Jenkins and Landsiedel voting yes to adjourn to closed session.

The meeting adjourned to Closed Session at 11:06 a.m. to discuss the following:

A. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
Government code 54957
Title: Superintendent of Schools

Victoria Webber was not in attendance for closed session.

Adjournment of Closed Session

It was moved by Member Landsiedel, seconded by Clerk Brown, to adjourn Closed Session.

No discussion occurred. President Vickers called for the vote.

Motion carried by a vote of 5-0 with members Vickers, Brown, O'Hare, Jenkins and Landsiedel voting yes to adjourn to closed session.

Closed Session was adjourned at 12:55 p.m.

Reconvene Open Session

Open Session reconvened at 12:59 p.m.

Report out of Closed Session

President Vickers reported out that the Board completed the superintendent's evaluation and is pleased to report the Superintendent has earned an excellent evaluation. She was awarded "exceeded expectations" in four of the goal areas and "met expectations" in one goal area. We are confident the District will continue to thrive under Dr. Smith's leadership. Dr. Smith is commended for the following:

1. Significant and focused staff development.
2. Strong support of parent education programs.
3. Creation of the Capital Improvement Plan in conjunction with a Master Facilities Plan.
4. Excellent recruitment and hiring of staff.
5. Solid financial status of the District under Superintendent's leadership.
6. Exceptional coaching of staff.
7. Keeping the Board apprised of the LCAP implementation.

The Superintendent will receive the same 1.5% salary increase awarded to all other credentialed employees. A contract amendment will be placed on the August 26 Board Meeting agenda.

It was moved by Clerk Brown, seconded by Member Jenkins to adjourn the meeting.

Discussion: No discussion occurred.

President Vickers called for the vote.

Motion carried by a vote of 5-0 with members Vickers, Brown, O'Hare, Jenkins and Landsiedel voting yes to adjourn. The meeting was adjourned at 1:02 p.m.

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Ketta Brown
Clerk of the Board
August 12, 2014

Laguna Beach Unified School District

11.b CONSENT/ACTION **August 12, 2014**

Approval/Ratification: Personnel Report

Proposal

It is proposed that the Board of Education approve/ratify the Certificated and Classified Personnel Report including various actions which are required to meet the needs of the District.

Background

Processing of various certificated and classified personnel actions are required for the operation of the District. Compensation to personnel is within budgeted amounts in accordance with Board of Education policy.

Budget Impact

Expenditures are within budgeted appropriations as indicated.

Recommended Action

It is recommended that the Board of Education approve/ratify the Personnel Report and direct the Superintendent to authorize the actions requested in the report.

Prepared by:	Submitted by,	
Melinda Grace	*Leisa Winston*	
Melinda Grace Human Resources Technician	Leisa Winston Director, Human Resources and Public Communications	Sherine Smith, Ed.D. Superintendent of Schools

PERSONNEL REPORT **August 26, 2014**

I. RESIGNATONS:

Name:	Position/Site:	Effective Date:
Heather Hamblin	Instructional Aide II/Special Ed Top of the World Elementary	July 30, 2014
Allison Isambert	Central Office Assistant District/Central Offices	August 11, 2014

II. LEAVES 2014-2015:

Name:	Position/Site:	Effective Date:
Javier Diaz	School/Community Liaison District Wide Services LOA Request: 1 hour per day, 9 weeks per Semester Reason: Teach Middle School Foreign Language Wheel/Spanish	September 2014 to June 2015

III. EMPLOYMENT:

Name:	Position/Site:		Effective Date:
Dawn Brown PC10CONA01	Administrative Assistant, Human Resources & Public Communication Human Resources & Public Communications Dept. 0110397140-2330 Confidential Salary Schedule Step: 6 8 hours per day/5 days per week/12 months per year New Position: Board Approved June 24, 2014	General Fund Probationary Employee $6,193.167 per month	August 25, 2014
Javier Diaz PC06MST401	Middle School Teacher - Spanish /Foreign Language Wheel Thurston Middle School 0106011008-1110 Teacher Salary Schedule - Step: 0 1 hour per day/9 weeks per semester/187 day contract work schedule Replaces: Dave Dixon - 20% Assignment for One Nine Week Period Each Semester	General Fund $67.277 per diem	August 26, 2014 June 18, 2015
Jenny Hoffman PC05CSS102	School Counselor - High School Laguna Beach High School 0105111012-1230 Counselor Salary Schedule - Step 2 7 hours per day/5 days per week/197 day contract work schedule Replaces: Johnathan Rastello	General Fund Probationary I Employee $78,353.01 Annual Salary	August 14, 2014
Bradley Rush PC04PSY104	School Psychologist Thurston Middle School 50% - 0104132980-1240 50% - 0104133150-1240 School Psychologist Salary Schedule - Step: 5 8 hours per day/5 days per week/12 month, 201 day contract Replaces: Robert Ariston	General Fund Probationary I Contract $113,230 Annual Salary	August 1, 2014

PERSONNEL REPORT **August 26, 2014**

III. EMPLOYMENT: (continued)

Name:	Position/Site:		Effective Date:
Robert Sperakos	Technology Systems Specialist		August 25, 2014
PC13IT0201	Information Technology Department	General Fund	
	0113457175-2420	Probationary Employee	
	Range: 38 Step: E	$5, 625 per month	
	8 hours per day/5 days per week/12 months per year		
	Replaces: Long Le		

IV. EMPLOYMENT: Reclassification

Name:	Position/Site:		Effective Date:
Elizabeth Phillips	Health Clerk		August 25, 2014
PC06SE0701	Thurston Middle School	General Fund	
	0106171008-2230	Permanent Employee	
	Range: 27 Step: E + 6.5% Longevity	$3,425.81 per month	
	6 hours per day/5 days per year/10.25 calendar months		
	Per Board Approval July 22, 2014 of Recommendation of Reclassification Committee		
Elizabeth Phillips	Clerk Typist I		August 13, 2014
PC06SE0701	Thurston Middle School	General Fund	
	0106091008-2420	Permanent Employee	
	Range: 25 Step: E + 6.5% Longevity	$25.066 per hour	
	.75 hour per day/5 days per year/10.5 calendar months		
	Per Board Approval July 22, 2014 of Recommendation of Reclassification Committee		

VII. EMPLOYMENT: Short Term/Extra Duty

Name:	Position/Site:		Effective Date:
Mark Harris	Campus Supervisor		August 25, 2014
	Laguna Beach High School	General Fund	
	0105011012-2970	Short Term Assignment	
	Range: 24 Step: E $22.946 per hour	NTE: 8 hours	
	Reason: Breaker Days		
Colleen Schuelke	Campus Supervisor		August 25, 2014
	Laguna Beach High School	General Fund	
	0105011012-2970	Short Term Assignment	
	Range: 24 Step: A $18.799 per hour	NTE: 8 hours	
	Reason: Breaker Days		

VII. EMPLOYMENT: Short Term/Extra Duty (continued)

Name:	Position/Site:		Effective Date:
Shadi Tavares	Administrative Assistant - Business Services Business Services Department 0102397406-2330 Range: 37 Step: E $5,482 per month 8 hours per day/5 days per week/NTE: 2 months Reason: Temporary Replacement for Penny McIntire	General Fund Short Term Assignment NTE: 2 months	August 1, 2014 to September 30, 2014
Margaret Warder	Technology Systems Specialist - Short Term/Substitute Information Technology Department 0113457175-2420 Range: 38 Step: A $26.607 per hour Reason: Parent Support for District Wide Online Registration	General Fund Short Term Assignment NTE: 40 Hours	August 11, 2014 to August 29, 2014

Laguna Beach Unified School District

11.c. CONSENT/ACTION **August 12, 2014**

Approve: **Conference/Workshop Attendance**

Dean West – "CBO Symposium " – November 20-21 2014 – Newport Beach, CA. The premier event for school business professionals. The symposium will provide participants with information needed to succeed in today's turbulent times.

Fiscal Impact:

$	525.00	Registration
$	525.00	TOTAL

Account #0102397406-5220 – Business Office Travel & Conference

Sherine Smith – "SF^2 Board Meeting" – December 13-14, 2014 - San Francisco, CA. School Services of California will host the SF^2 Board Meeting during the annual CSBA conference.

Fiscal Impact:

$	0.00	Registration
$	205.00	Transportation
$	235.00	Lodging
$	100.00	Meals
$	540.00	TOTAL

Account #0101377100--5220 – Superintendent Travel & Conference

Sherine Smith – "Superintendent Symposium" – January 27-30, 2015 - Monterey, CA. Sessions will focus on instructional leadership, advocacy, technology, and fiscal leadership.

Fiscal Impact:

$	545.00	Registration
$	700.00	Transportation
$	700.00	Lodging
$	150.00	Meals
$	60.00	Parking
$	2,095.00	TOTAL

Account #0101377100 - 5220 – Superintendent Travel & Conference

Total Expenses: $3,160.00

Prepared by:

Victoria Webber
Executive Assistant
to the Superintendent

Submitted by:

Sherine Smith, Ed.D.
Superintendent of Schools

Laguna Beach Unified School District

11.d. CONSENT/ACTION **August 12, 2014**

Approval: **Warrants #380336 Through #380484 In The Amount of $1,791,836.01**
Dates: 7/15/14 through 8/5/14

Proposal

It is proposed that the Board of Education approve/ratify Warrants #380336 through #380484 in the amount of $1,791,836.01.

Background

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

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

Budget Impact

The warrants are in accordance with the approved 2013/2014 and 2014/2015 District Operating Budgets.

Recommended Action

It is recommended that the Board of Education approve/ratify the warrants in the amount of $1,791,836.01.

Prepared by:	Submitted by:	
Shadi Tavares Accounts Payable	Dean West (SMS) Dean West Assistant Superintendent Business Services	Sherine Smith, Ed.D. Superintendent of Schools

SELECT Check ID's and Numbers: 76@ ; Check Dates: 071514

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00380336	07/15/14	ACSA	DUES & MEMBERSHIPS	0109037150	5310	DUES & MEMBERSHIPS	1,533.40
						CHECK TOTAL:	1,533.40
00380337	07/15/14	ALPHA Facilities Solut	CONTRACT SERVICES	0102477408	5610	CONTRACT SERVICES	21,404.00
						CHECK TOTAL:	21,404.00
00380338	07/15/14	Andrus Plumbing	PLUMBING REPAIRS	0108477408	5662	PLUMBING REPAIRS	250.00
						CHECK TOTAL:	250.00
00380339	07/15/14	Blue Shield of Califor	JULY 2014	0102017400	3401	HEALTH & WELFARE, CERTIF	169,132.27
			JULY 2014	0102397400	3402	HEALTH & WELFARE,CLASSIF	83,303.96
						CHECK TOTAL:	252,436.23
00380340	07/15/14	Blue Shield of Califor	JULY 2014	0102017400	3401	HEALTH & WELFARE, CERTIF	1,824.08
			JULY 2014	0102397400	3402	HEALTH & WELFARE,CLASSIF	898.42
						CHECK TOTAL:	2,722.50
00380341	07/15/14	CalSTRS/Employer Insti	ACCOUNTS PAYABLE MANUAL	0100000000	9510	ACCOUNTS PAYABLE MANUAL	425,451.77
						CHECK TOTAL:	425,451.77
00380342	07/15/14	Clear Vision Technolog	ANNUAL SOFTWARE LICENSE FEE	0113457175	5805	ANNUAL SOFTWARE LICENSE	600.00
						CHECK TOTAL:	600.00
00380343	07/15/14	CRISIS PREVENTION INST	TRAVEL & CONFERENCE	0104292600	5220	TRAVEL & CONFERENCE	950.00
						CHECK TOTAL:	950.00
00380344	07/15/14	Delta Dental	JULY 2014	0102017400	3401	HEALTH & WELFARE, CERTIF	20,900.67
			JULY 2014	0102397400	3402	HEALTH & WELFARE,CLASSIF	10,294.36
						CHECK TOTAL:	31,195.03
00380345	07/15/14	Designed Protection In	JULY 2014	0102397400	3402	HEALTH & WELFARE,CLASSIF	1,050.00
			JULY 2014	0102017400	3401	HEALTH & WELFARE, CERTIF	2,450.00
						CHECK TOTAL:	3,500.00
00380346	07/15/14	Easy English Times	PUBLICATIONS & JOURNALS	0102014410	4365	PUBLICATIONS & JOURNALS	155.00
						CHECK TOTAL:	155.00
00380347	07/15/14	Geil Industries	MISC OUTSIDE VENDOR	0105015060	5860	MISC OUTSIDE VENDOR	48.60
						CHECK TOTAL:	48.60
00380348	07/15/14	Grainger	MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES	698.02
			MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES	1,016.78
						CHECK TOTAL:	1,714.80

SELECT Check ID's and Numbers: 76@ ; Check Dates: 071514

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00380349	07/15/14	Hawthorne Educational	PUBLICATIONS & JOURNALS	0104613150	4365	PUBLICATIONS & JOURNALS	55.00
						CHECK TOTAL:	55.00
00380350	07/15/14	Kaiser Foundation Heal	JULY 2014	0102017400	3401	HEALTH & WELFARE, CERTIF	79,572.84
			JULY 2014	0102397400	3402	HEALTH & WELFARE,CLASSIF	39,192.60
			JULY 2014	0102017400	3401	HEALTH & WELFARE, CERTIF	347.46
			JULY 2014	0102397400	3402	HEALTH & WELFARE,CLASSIF	171.14
						CHECK TOTAL:	119,284.04
00380351	07/15/14	KRUGER TEAM SPORT	GENERAL SUPPLIES-NON INSTRUCT	0105095060	4340	GENERAL SUPPLIES-NON INS	1,077.30
						CHECK TOTAL:	1,077.30
00380352	07/15/14	Naviance	CONSULTANTS-COMPUTER SERVICES	0113457175	5832	CONSULTANTS-COMPUTER SER	5,244.00
						CHECK TOTAL:	5,244.00
00380353	07/15/14	Office Depot	PRINTERS <$250 & INK/SUPPLIES	0102397406	4322	PRINTERS <$250 & INK/SUP	164.29
			GENERAL SUPPLIES-NON INSTRUCT	0102397406	4340	GENERAL SUPPLIES-NON INS	5.35
			GENERAL SUPPLIES-NON INSTRUCT	0102397406	4340	GENERAL SUPPLIES-NON INS	479.39
			GENERAL SUPPLIES-NON INSTRUCT	0102397406	4340	GENERAL SUPPLIES-NON INS	62.63
			GENERAL SUPPLIES-NON INSTRUCT	0102397406	4340	GENERAL SUPPLIES-NON INS	32.39
						CHECK TOTAL:	744.05
00380354	07/15/14	Regents of Univ. of CA	TRAVEL & CONFERENCE	0105111012	5220	TRAVEL & CONFERENCE	150.00
						CHECK TOTAL:	150.00
00380355	07/15/14	San Diego State Univer	TRAVEL & CONFERENCE	0105111012	5220	TRAVEL & CONFERENCE	210.00
						CHECK TOTAL:	210.00
00380356	07/15/14	Util-Locate, LLC	CONTRACT SERVICES	0106477408	5610	CONTRACT SERVICES	675.00
						CHECK TOTAL:	675.00
00380357	07/15/14	Verizon California	JULY 2014	0108477409	5920	TELEPHONE SERVICE	6.87
			JULY 2014	0107477409	5920	TELEPHONE SERVICE	6.87
			JULY 2014	0106477409	5920	TELEPHONE SERVICE	6.87
			JULY 2014	0105477409	5920	TELEPHONE SERVICE	6.87
			JULY 2014	0102477409	5920	TELEPHONE SERVICE	6.87
						CHECK TOTAL:	34.35
00380358	07/15/14	MOBILE MODULAR MANAGEM	RENTAL EXPENSE	2506498410	5620	RENTAL EXPENSE	586.00
						CHECK TOTAL:	586.00

TOTAL FOR STOCK 76 Laguna Beach's check stock ID 870,021.07

SELECT Check ID's and Numbers: 76@ ; Check Dates: 071514

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
			GRAND TOTAL				870,021.07

SELECT Check ID's and Numbers: 76@ ; Check Dates: 071614

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00380359	07/16/14	ACTIVE INTERNET TECHNO	ANNUAL SOFTWARE LICENSE FEE	0113457175	5805	ANNUAL SOFTWARE LICENSE	20,000.00
						CHECK TOTAL:	20,000.00
00380360	07/16/14	Brek Communications In	CONTRACT SERVICES	0102477408	5610	CONTRACT SERVICES	2,058.91
						CHECK TOTAL:	2,058.91
00380361	07/16/14	HIDDLESON LISTENING LA	JUNE 2014	0104632900	5889	OTHER THERAPY	1,050.00
			JUNE 2014	0104632900	5889	OTHER THERAPY	2,025.00
						CHECK TOTAL:	3,075.00
00380362	07/16/14	Laguna Beach Chamber o	DUES & MEMBERSHIPS	0101377100	5310	DUES & MEMBERSHIPS	150.00
						CHECK TOTAL:	150.00
00380363	07/16/14	Oak Grove Institute	JUNE 2014	0104632210	5875	TUITION	1,500.00
						CHECK TOTAL:	1,500.00
00380364	07/16/14	OC Register	PUBLICATIONS & JOURNALS	0101377100	4365	PUBLICATIONS & JOURNALS	196.56
						CHECK TOTAL:	196.56
00380365	07/16/14	Office Depot	GENERAL SUPPLIES-NON INSTRUCT	0101377100	4340	GENERAL SUPPLIES-NON INS	32.99
			GENERAL SUPPLIES-NON INSTRUCT	0101377100	4340	GENERAL SUPPLIES-NON INS	86.68
						CHECK TOTAL:	119.67
00380366	07/16/14	Pearson Assessments	TESTS/SCORING	0104613150	4330	TESTS/SCORING	210.00
						CHECK TOTAL:	210.00
00380367	07/16/14	Practi-Cal Inc.	WARRANT DATED 7/3/14	0104292600	5831	CONSULTANTS-OTHER	1,042.82
			WARRANT DATED 7/10/14	0104292600	5831	CONSULTANTS-OTHER	131.57
						CHECK TOTAL:	1,174.39
00380368	07/16/14	ROTARY CLUB OF LAGUNA	DUES & MEMBERSHIPS	0101377100	5310	DUES & MEMBERSHIPS	360.00
						CHECK TOTAL:	360.00
00380369	07/16/14	Rutan & Tucker	LEGAL EXPENSE	0101377100	5835	LEGAL EXPENSE	1,215.10
						CHECK TOTAL:	1,215.10
00380370	07/16/14	SCHOOL OUTFITTERS	EQUIPMENT - NEW	0105477408	4410	EQUIPMENT - NEW	4,330.06
			EQUIPMENT - NEW	0105477408	4410	EQUIPMENT - NEW	3,820.25
			EQUIPMENT - NEW	0105477408	4410	EQUIPMENT - NEW	37.80
						CHECK TOTAL:	8,188.11
00380371	07/16/14		JUNE 2014	0104632900	5878	PARENT REIMBURSEMENT (LE	1,600.00
						CHECK TOTAL:	1,600.00

SELECT Check ID's and Numbers: 76@ ; Check Dates: 071614

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
			TOTAL FOR STOCK 76 Laguna Beach's check stock ID				39,847.74
			GRAND TOTAL				39,847.74

SELECT Check ID's and Numbers: 76@ ; Check Dates: 071714

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00380372	07/17/14	ACSA	DUES & MEMBERSHIPS	0101377100	5310	DUES & MEMBERSHIPS	330.00
						CHECK TOTAL:	330.00
00380373	07/17/14	ACSA	DUES & MEMBERSHIPS	0101377100	5310	DUES & MEMBERSHIPS	1,857.40
						CHECK TOTAL:	1,857.40
00380374	07/17/14	C Lewis Trine CPA	CONSULTANTS-OTHER	0109397150	5831	CONSULTANTS-OTHER	2,377.20
						CHECK TOTAL:	2,377.20
00380375	07/17/14	California School Boar	DUES & MEMBERSHIPS	0101377100	5310	DUES & MEMBERSHIPS	10,031.00
			DUES & MEMBERSHIPS	0101377100	5310	DUES & MEMBERSHIPS	2,365.00
						CHECK TOTAL:	12,396.00
00380376	07/17/14	CATHEDRAL HOME FOR CHI	JUNE 2014	0104632210	5898	AB3632 ROOM & BOARD	6,900.00
			JUNE 2014	0104632210	5875	TUITION	2,888.00
			JUNE 2014	0104632210	5889	OTHER THERAPY	4,950.00
						CHECK TOTAL:	14,738.00
00380377	07/17/14	Durham School Services	JUNE SUMMER ROUTES	0104256700	5100	SUBAGREEMENTS FOR SERVIC	6,906.04
			JUNE SUMMER ROUTES	0102257710	5100	SUBAGREEMENTS FOR SERVIC	4,228.05
						CHECK TOTAL:	11,134.09
00380378	07/17/14	Firebrand Media LLC	ADVERTISING	0102257710	5815	ADVERTISING	3,000.00
						CHECK TOTAL:	3,000.00
00380379	07/17/14	School Services of CA	DUES & MEMBERSHIPS	0101377100	5310	DUES & MEMBERSHIPS	4,000.00
						CHECK TOTAL:	4,000.00

TOTAL FOR STOCK 76 Laguna Beach's check stock ID 49,832.69

GRAND TOTAL 49,832.69

SELECT Check ID's and Numbers: 76@ ; Check Dates: 071814

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00380380	07/18/14	ANCHOR ELECTRIC	ELECTRICAL REPAIRS	0105477408	5661	ELECTRICAL REPAIRS	2,267.00
			ELECTRICAL REPAIRS	0105477408	5661	ELECTRICAL REPAIRS	902.00
			ELECTRICAL REPAIRS	0105477408	5661	ELECTRICAL REPAIRS	1,104.00
			ELECTRICAL REPAIRS	0106477408	5661	ELECTRICAL REPAIRS	337.00
			ELECTRICAL REPAIRS	0106477408	5661	ELECTRICAL REPAIRS	120.00
			ELECTRICAL REPAIRS	0106477408	5661	ELECTRICAL REPAIRS	160.00
			ELECTRICAL REPAIRS	0108477408	5661	ELECTRICAL REPAIRS	120.00
			ELECTRICAL REPAIRS	0105477408	5661	ELECTRICAL REPAIRS	4,860.00
						CHECK TOTAL:	9,870.00
00380381	07/18/14	Follett School Solutio	TEXTBOOKS	0102014041	4100	TEXTBOOKS	-61.91
			TEXTBOOKS	0102014041	4100	TEXTBOOKS	-1,544.95
			TEXTBOOKS	0102014041	4100	TEXTBOOKS	-172.43
			TEXTBOOKS	0102014041	4100	TEXTBOOKS	-39.94
			TEXTBOOKS	0102014041	4100	TEXTBOOKS	-65.26
			TEXTBOOKS	0102014041	4100	TEXTBOOKS	-16.23
			TEXTBOOKS	0102014041	4100	TEXTBOOKS	-42.50
			TEXTBOOKS	0102014041	4100	TEXTBOOKS	-66.59
			TEXTBOOKS	0102014041	4100	TEXTBOOKS	-104.70
			TEXTBOOKS	0102014041	4100	TEXTBOOKS	-139.29
			TEXTBOOKS	0102014041	4100	TEXTBOOKS	-8.51
			TEXTBOOKS	0102014041	4100	TEXTBOOKS	-42.63
			TEXTBOOKS	0102014041	4100	TEXTBOOKS	-48.62
			TEXTBOOKS	0102014041	4100	TEXTBOOKS	-186.32
			TEXTBOOKS	0102014041	4100	TEXTBOOKS	-10.30
			TEXTBOOKS	0102014041	4100	TEXTBOOKS	-54.66
			TEXTBOOKS	0102014041	4100	TEXTBOOKS	-295.98
			TEXTBOOKS	0102014041	4100	TEXTBOOKS	-70.22
			TEXTBOOKS	0102014041	4100	TEXTBOOKS	-428.98
			TEXTBOOKS	0102014041	4100	TEXTBOOKS	-4,527.05
			TEXTBOOKS	0102014041	4100	TEXTBOOKS	-276.79
			TEXTBOOKS	0102014041	4100	TEXTBOOKS	8,931.22
						CHECK TOTAL:	727.36
00380382	07/18/14	Office Depot	GENERAL SUPPLIES-NON INSTRUCT	0104072000	4340	GENERAL SUPPLIES-NON INS	130.00
			GENERAL SUPPLIES-NON INSTRUCT	0101377100	4340	GENERAL SUPPLIES-NON INS	109.48
			GENERAL SUPPLIES-NON INSTRUCT	0101377100	4340	GENERAL SUPPLIES-NON INS	13.18
						CHECK TOTAL:	252.66
00380383	07/18/14	Resilient Communicatio	ANNUAL SOFTWARE LICENSE FEE	0113457175	5805	ANNUAL SOFTWARE LICENSE	4,387.25
						CHECK TOTAL:	4,387.25

TOTAL FOR STOCK 76 Laguna Beach's check stock ID 15,237.27

SELECT Check ID's and Numbers: 76@ ; Check Dates: 071814

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
			GRAND TOTAL				15,237.27

SELECT Check ID's and Numbers: 76@ ; Check Dates: 072114

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00380384	07/21/14	Northcott-Williams Inc	CONTRACT SERVICES	0105477408	5610	CONTRACT SERVICES	5,700.00
			CONTRACT SERVICES	0105477408	5610	CONTRACT SERVICES	11,500.00
			CONTRACT SERVICES	0105477408	5610	CONTRACT SERVICES	1,710.00
						CHECK TOTAL:	18,910.00
			TOTAL FOR STOCK 76 Laguna Beach's check stock ID				18,910.00
			GRAND TOTAL				18,910.00

SELECT Check ID's and Numbers: 76@ ; Check Dates: 072214

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00380385	07/22/14	Accrediting Commission	DUES & MEMBERSHIPS	0105011012	5310	DUES & MEMBERSHIPS	820.00
						CHECK TOTAL:	820.00
00380386	07/22/14	Apple Computer Inc.	MISC OUTSIDE VENDOR	0113457175	5860	MISC OUTSIDE VENDOR	583.20
						CHECK TOTAL:	583.20
00380387	07/22/14	AT&T	JUNE 2014	0102477409	5920	TELEPHONE SERVICE	9.07
			JUNE 2014	0105477409	5920	TELEPHONE SERVICE	6.20
			JUNE 2014	0106477409	5920	TELEPHONE SERVICE	99.30
			JUNE 2014	0107477409	5920	TELEPHONE SERVICE	227.60
			JUNE 2014	0108477409	5920	TELEPHONE SERVICE	200.30
						CHECK TOTAL:	542.47
00380388	07/22/14	BIXLER, JOSHUA	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	136.11
						CHECK TOTAL:	136.11
00380389	07/22/14	Chris Shea	MILEAGE FEB - MAY 2014	0102397406	5210	MILEAGE REIMBURSEMENT	185.05
			MILEAGE - NOVEMBER 2013	0102397406	5210	MILEAGE REIMBURSEMENT	16.20
						CHECK TOTAL:	201.25
00380390	07/22/14	Durinda Klein	GENERAL SUPPLIES-NON INSTRUCT	0105091012	4340	GENERAL SUPPLIES-NON INS	289.82
						CHECK TOTAL:	289.82
00380391	07/22/14		PARENT REIMBURSEMENT (LEGAL)	0104632900	5878	PARENT REIMBURSEMENT (LE	810.00
						CHECK TOTAL:	810.00
00380392	07/22/14		JUNE 2014	0104632900	5878	PARENT REIMBURSEMENT (LE	1,909.10
			MAY 2014 - SPEECH / OT	0104632900	5878	PARENT REIMBURSEMENT (LE	915.00
						CHECK TOTAL:	2,824.10
00380393	07/22/14	Grainger	MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES	61.38
						CHECK TOTAL:	61.38
00380394	07/22/14	HARTSHORNE RD, MEGAN	JUNE 2014	0102397400	5831	CONSULTANTS-OTHER	450.00
						CHECK TOTAL:	450.00
00380395	07/22/14	JR ASSOCIATES	MATERIALS & SUPPLIES-INSTRUCT	0102011190	4310	MATERIALS & SUPPLIES-INS	556.60
						CHECK TOTAL:	556.60
00380396	07/22/14		APRIL 2014	0104632900	5878	PARENT REIMBURSEMENT (LE	1,600.00
			MAY 2014	0104632900	5878	PARENT REIMBURSEMENT (LE	1,600.00
			JUNE 2014	0104632900	5878	PARENT REIMBURSEMENT (LE	1,600.00
						CHECK TOTAL:	4,800.00

SELECT Check ID's and Numbers: 76@ ; Check Dates: 072214

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00380397	07/22/14	Maintex	OTHER CUSTODIAL SUPPLIES	0105477409	4361	OTHER CUSTODIAL SUPPLIES	301.05
			OTHER CUSTODIAL SUPPLIES	0105477409	4361	OTHER CUSTODIAL SUPPLIES	1,097.32
			OTHER CUSTODIAL SUPPLIES	0105477409	4361	OTHER CUSTODIAL SUPPLIES	165.72
						CHECK TOTAL:	1,564.09
00380398	07/22/14	NATIONAL EMERGENCY NUM	ANNUAL SOFTWARE LICENSE FEE	0113457175	5805	ANNUAL SOFTWARE LICENSE	250.00
						CHECK TOTAL:	250.00
00380399	07/22/14	OCDE	IAA-PAYMENTS TO COUNTY OFFICES	0104542110	7142	IAA-PAYMENTS TO COUNTY O	3,861.75
						CHECK TOTAL:	3,861.75
00380400	07/22/14	PITNEY BOWES GLOBAL FI	JULY 2014	0102397400	5620	RENTAL EXPENSE	231.91
						CHECK TOTAL:	231.91
00380401	07/22/14	Safety 1st Pest Contro	JUNE 2014	0108477409	5550	PEST CONTROL	125.00
			JUNE 2014	0107477409	5550	PEST CONTROL	125.00
			JUNE 2014	0106477409	5550	PEST CONTROL	125.00
			JUNE 2014	0105477409	5550	PEST CONTROL	175.00
			JUNE 2014	0102477409	5550	PEST CONTROL	50.00
			PEST CONTROL	0106477409	5550	PEST CONTROL	50.00
						CHECK TOTAL:	650.00
00380402	07/22/14	Scholastic Inc.	ANNUAL SOFTWARE LICENSE FEE	0107015040	5805	ANNUAL SOFTWARE LICENSE	1,580.00
						CHECK TOTAL:	1,580.00
00380403	07/22/14	School Savers	EQUIPMENT - NEW	0102016300	4410	EQUIPMENT - NEW	4,102.96
			MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	101.65
						CHECK TOTAL:	4,204.61
00380404	07/22/14		JUNE 2014 - TIMOTHY	0104632900	5878	PARENT REIMBURSEMENT (LE	1,600.00
			JUNE 2014 - MATTHEW	0104632900	5878	PARENT REIMBURSEMENT (LE	1,600.00
						CHECK TOTAL:	3,200.00
00380405	07/22/14	Southern Calif Gas Co.	JUNE 2014	0102477409	5510	UTILITIES - HEAT	16.49
			JUNE 2014	0105477409	5510	UTILITIES - HEAT	35.13
			JUNE 2014	0105477409	5510	UTILITIES - HEAT	159.03
			JUNE 2014	0105477409	5510	UTILITIES - HEAT	14.30
						CHECK TOTAL:	224.95
00380406	07/22/14	VALLEY CREST LANDSCAPE	JUNE 2014	0108477409	5610	CONTRACT SERVICES	3,500.00
			JUNE 2014	0102477409	5610	CONTRACT SERVICES	600.00
			JUNE 2014	0105477409	5610	CONTRACT SERVICES	3,950.00
			JUNE 2014	0106477409	5610	CONTRACT SERVICES	3,000.00
			JUNE 2014	0107477409	5610	CONTRACT SERVICES	4,100.00

SELECT Check ID's and Numbers: 76@ ; Check Dates: 072214

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
						CHECK TOTAL:	15,150.00
00380407	07/22/14	Xerox Corporation	JUNE 2014	0105011012	5620	RENTAL EXPENSE	2,375.60
						CHECK TOTAL:	2,375.60
00380408	07/22/14	XVR Software LLC	CONSULTANTS-COMPUTER SERVICES	0113457175	5832	CONSULTANTS-COMPUTER SER	3,996.00
						CHECK TOTAL:	3,996.00
			TOTAL FOR STOCK 76 Laguna Beach's check stock ID				49,363.84
			GRAND TOTAL				49,363.84

SELECT Check ID's and Numbers: 76@ ; Check Dates: 072314

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00380409	07/23/14		PARENT REIMBURSEMENT (LEGAL)	0104632900	5878	PARENT REIMBURSEMENT (LE	19,005.00
						CHECK TOTAL:	19,005.00
00380410	07/23/14	OdysseyWare	ANNUAL SOFTWARE LICENSE FEE	0105013040	5805	ANNUAL SOFTWARE LICENSE	18,000.00
						CHECK TOTAL:	18,000.00
			TOTAL FOR STOCK 76	Laguna Beach's check stock ID			37,005.00
			GRAND TOTAL				37,005.00

SELECT Check ID's and Numbers: 76@ ; Check Dates: 072514

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00380411	07/25/14	Andrus Plumbing	PLUMBING REPAIRS	0105477408	5662	PLUMBING REPAIRS	250.00
						CHECK TOTAL:	250.00
00380412	07/25/14	Atkinson Andelson Loya	JUNE 2014	0110377145	5835	LEGAL EXPENSE	66.94
						CHECK TOTAL:	66.94
00380413	07/25/14	B & H Photo Video Inc.	EQUIPMENT - NEW	0105015060	4410	EQUIPMENT - NEW	568.95
						CHECK TOTAL:	568.95
00380414	07/25/14		FEBRUARY 2014 - OT	0104632900	5878	PARENT REIMBURSEMENT (LE	200.00
			MARCH 2014 - ABA	0104632900	5878	PARENT REIMBURSEMENT (LE	1,175.00
			APRIL 2014 - ABA	0104632900	5878	PARENT REIMBURSEMENT (LE	583.50
			JUNE 2014 - ABA	0104632900	5878	PARENT REIMBURSEMENT (LE	425.00
						CHECK TOTAL:	2,383.50
00380415	07/25/14	Cengage Learning	TEXTBOOKS	0102014041	4100	TEXTBOOKS	11,975.04
						CHECK TOTAL:	11,975.04
00380416	07/25/14	Hayden McNeil	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	422.69
						CHECK TOTAL:	422.69
00380417	07/25/14	JSR HEATING & AIR COND	PLUMBING REPAIRS	0108477408	5662	PLUMBING REPAIRS	710.00
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	310.00
			PLUMBING REPAIRS	0107477408	5662	PLUMBING REPAIRS	260.00
			PLUMBING REPAIRS	0105477408	5662	PLUMBING REPAIRS	505.00
						CHECK TOTAL:	1,785.00
00380418	07/25/14	LBUSD Revolving Cash F	ACCOUNTS PAYABLE MANUAL	0100000000	9510	ACCOUNTS PAYABLE MANUAL	577.88
						CHECK TOTAL:	577.88
00380419	07/25/14	National Construction	RENTAL EXPENSE	0105477408	5620	RENTAL EXPENSE	170.60
						CHECK TOTAL:	170.60
00380420	07/25/14	PAXTON/PATTERSON	TEXTBOOKS	0102014041	4100	TEXTBOOKS	69,485.13
						CHECK TOTAL:	69,485.13
00380421	07/25/14	Practi-Cal Inc.	WARRANT DATED 7/17/14	0104292600	5831	CONSULTANTS-OTHER	257.15
						CHECK TOTAL:	257.15
00380422	07/25/14	PRINCETON HEALTH PRESS	MATERIALS & SUPPLIES-INSTRUCT	0104116100	4310	MATERIALS & SUPPLIES-INS	2,860.00
						CHECK TOTAL:	2,860.00
00380423	07/25/14	Schuster and Sons	VEHICLE REPAIR	0102477408	5640	VEHICLE REPAIR	1,087.97
						CHECK TOTAL:	1,087.97

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Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00380424	07/25/14	Southern Calif Gas Co.	JULY 2014	0107477409	5510	UTILITIES - HEAT	70.68
						CHECK TOTAL:	70.68
00380425	07/25/14	Void - Continued Stubb	Undefined.....	Undef.	Unde	CHECK TOTAL:	0.00*
00380426	07/25/14	Void - Continued Stubb	Undefined.....	Undef.	Unde	CHECK TOTAL:	0.00*
00380427	07/25/14	Void - Continued Stubb	Undefined.....	Undef.	Unde	CHECK TOTAL:	0.00*
00380428	07/25/14	Void - Continued Stubb	Undefined.....	Undef.	Unde	CHECK TOTAL:	0.00*
00380429	07/25/14	Void - Continued Stubb	Undefined.....	Undef.	Unde	CHECK TOTAL:	0.00*
00380430	07/25/14	State Board of Equaliz	EQUIPMENT - NEW	0102477408	4410	EQUIPMENT - NEW	806.08
			MISC OUTSIDE VENDOR	0109397150	5860	MISC OUTSIDE VENDOR	-3.19
			EQUIPMENT - NEW	0102015940	4410	EQUIPMENT - NEW	20.00
			MATERIALS & SUPPLIES-INSTRUCT	0105015060	4310	MATERIALS & SUPPLIES-INS	24.76
			EQUIPMENT - NEW	0106495040	4410	EQUIPMENT - NEW	178.09
			MATERIALS & SUPPLIES-INSTRUCT	0104292600	4310	MATERIALS & SUPPLIES-INS	14.38
			MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	95.04
			GENERAL SUPPLIES-NON INSTRUCT	0102257710	4340	GENERAL SUPPLIES-NON INS	75.20
			EQUIPMENT - NEW	0102015940	4410	EQUIPMENT - NEW	36.04
			MATERIALS & SUPPLIES-INSTRUCT	0102014100	4310	MATERIALS & SUPPLIES-INS	603.46
			GENERAL SUPPLIES-NON INSTRUCT	0105095060	4340	GENERAL SUPPLIES-NON INS	10.08
			SOFTWARE - NON INSTRUCTIONAL	0102477408	4350	SOFTWARE - NON INSTRUCTI	68.00
			EQUIPMENT-COMPUTER	0113457175	4460	EQUIPMENT-COMPUTER	312.48
			EQUIPMENT-COMPUTER	0113017175	4460	EQUIPMENT-COMPUTER	322.56
			VEHICLE REPAIR	0102477408	5640	VEHICLE REPAIR	17.45
			EQUIPMENT - NEW	0102477408	4410	EQUIPMENT - NEW	806.08
			MATERIALS & SUPPLIES-INSTRUCT	0104292600	4310	MATERIALS & SUPPLIES-INS	101.04
			TESTS/SCORING	0104292600	4330	TESTS/SCORING	32.47
			MATERIALS & SUPPLIES-INSTRUCT	0104292600	4310	MATERIALS & SUPPLIES-INS	20.40
			EQUIPMENT - NEW	0102015940	4410	EQUIPMENT - NEW	913.46
			EQUIPMENT - NEW	0102015940	4410	EQUIPMENT - NEW	90.98
			EQUIPMENT - NEW	0102015940	4410	EQUIPMENT - NEW	816.10
			EQUIPMENT-COMPUTER	0113457175	4460	EQUIPMENT-COMPUTER	99.20
			EQUIPMENT - NEW	0107477408	4410	EQUIPMENT - NEW	44.96
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	9.68
			EQUIPMENT - NEW	0102015940	4410	EQUIPMENT - NEW	30.13
			EQUIPMENT - NEW	0102015940	4410	EQUIPMENT - NEW	29.45
			MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	19.68
			MATERIALS & SUPPLIES-INSTRUCT	0104292600	4310	MATERIALS & SUPPLIES-INS	28.72
			PUBLICATIONS & JOURNALS	0102397406	4365	PUBLICATIONS & JOURNALS	16.56

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Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
			MATERIALS & SUPPLIES-INSTRUCT	0104292600	4310	MATERIALS & SUPPLIES-INS	7.26
			MATERIALS & SUPPLIES-INSTRUCT	0105015060	4310	MATERIALS & SUPPLIES-INS	55.19
			MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	37.44
			MAINTENANCE SUPPLIES	0108477408	4362	MAINTENANCE SUPPLIES	5.60
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	6.40
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	12.88
			MAINTENANCE SUPPLIES	0108477408	4362	MAINTENANCE SUPPLIES	4.96
			EQUIPMENT - NEW	0105011012	4410	EQUIPMENT - NEW	18.00
			MAINTENANCE SUPPLIES	0106477408	4362	MAINTENANCE SUPPLIES	4.82
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	5.90
			VEHICLE REPAIR	0102477408	5640	VEHICLE REPAIR	13.46
			GENERAL SUPPLIES-NON INSTRUCT	0108477408	4340	GENERAL SUPPLIES-NON INS	55.12
			MATERIALS & SUPPLIES-INSTRUCT	0107011005	4310	MATERIALS & SUPPLIES-INS	80.91
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	-1.13
			EQUIPMENT - NEW	0113017175	4410	EQUIPMENT - NEW	53.55
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	7.09
			MATERIALS & SUPPLIES-INSTRUCT	0106015040	4310	MATERIALS & SUPPLIES-INS	4.27
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	1.98
			MATERIALS & SUPPLIES-INSTRUCT	0105015040	4310	MATERIALS & SUPPLIES-INS	43.08
			CONTRACT SERVICES	0107477408	5610	CONTRACT SERVICES	-3.23
			MATERIALS & SUPPLIES-INSTRUCT	0108015040	4310	MATERIALS & SUPPLIES-INS	35.43
			TESTS/SCORING	0104292600	4330	TESTS/SCORING	14.40
			TESTS/SCORING	0104292600	4330	TESTS/SCORING	41.44
			LIBRARY BOOKS	0106054356	4210	LIBRARY BOOKS	6.53
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	41.44
			MATERIALS & SUPPLIES-INSTRUCT	0105015060	4310	MATERIALS & SUPPLIES-INS	1.14
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	2.05
			MATERIALS & SUPPLIES-INSTRUCT	0105015060	4310	MATERIALS & SUPPLIES-INS	6.83
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	-0.98
			MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	6.83
			TESTS/SCORING	0104613150	4330	TESTS/SCORING	8.63
			GENERAL SUPPLIES-NON INSTRUCT	0105091012	4340	GENERAL SUPPLIES-NON INS	10.32
			MATERIALS & SUPPLIES-INSTRUCT	0105015040	4310	MATERIALS & SUPPLIES-INS	142.95
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	19.92
			MATERIALS & SUPPLIES-INSTRUCT	0107111005	4310	MATERIALS & SUPPLIES-INS	14.01
			MATERIALS & SUPPLIES-INSTRUCT	0104292600	4310	MATERIALS & SUPPLIES-INS	31.92
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	-20.72
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	19.92
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	17.63
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	28.02
			VEHICLE REPAIR	0102477408	5640	VEHICLE REPAIR	51.44
			MATERIALS & SUPPLIES-INSTRUCT	0104613150	4310	MATERIALS & SUPPLIES-INS	2.82
			MATERIALS & SUPPLIES-INSTRUCT	0105011075	4310	MATERIALS & SUPPLIES-INS	298.98
			MATERIALS & SUPPLIES-INSTRUCT	0104613150	4310	MATERIALS & SUPPLIES-INS	6.07

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Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
			MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	19.76
			EQUIPMENT - NEW	0105015040	4410	EQUIPMENT - NEW	64.92
			GENERAL SUPPLIES-NON INSTRUCT	0105095040	4340	GENERAL SUPPLIES-NON INS	3.20
			VEHICLE REPAIR	0102477408	5640	VEHICLE REPAIR	41.68
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	3.96
			MATERIALS & SUPPLIES-INSTRUCT	0106015040	4310	MATERIALS & SUPPLIES-INS	47.75
			MATERIALS & SUPPLIES-INSTRUCT	0105311075	4310	MATERIALS & SUPPLIES-INS	91.20
			MATERIALS & SUPPLIES-INSTRUCT	0106015040	4310	MATERIALS & SUPPLIES-INS	29.80
			MATERIALS & SUPPLIES-INSTRUCT	0105015400	4310	MATERIALS & SUPPLIES-INS	12.45
			MATERIALS & SUPPLIES-INSTRUCT	0106015040	4310	MATERIALS & SUPPLIES-INS	13.06
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	6.32
			TESTS/SCORING	0104292600	4330	TESTS/SCORING	105.60
			MATERIALS & SUPPLIES-INSTRUCT	0107011005	4310	MATERIALS & SUPPLIES-INS	3.52
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	-1.58
			MATERIALS & SUPPLIES-INSTRUCT	0107015040	4310	MATERIALS & SUPPLIES-INS	7.27
			MATERIALS & SUPPLIES-INSTRUCT	0105015040	4310	MATERIALS & SUPPLIES-INS	8.24
			REGULATORY FEES	0105015040	5805	ANNUAL SOFTWARE LICENSE	0.80
			EQUIPMENT - NEW	0105015060	4410	EQUIPMENT - NEW	46.00
			MATERIALS & SUPPLIES-INSTRUCT	0107015600	4310	MATERIALS & SUPPLIES-INS	18.43
			MATERIALS & SUPPLIES-INSTRUCT	0107015040	4310	MATERIALS & SUPPLIES-INS	14.82
			MATERIALS & SUPPLIES-INSTRUCT	0105015060	4310	MATERIALS & SUPPLIES-INS	11.61
			MATERIALS & SUPPLIES-INSTRUCT	0107015040	4310	MATERIALS & SUPPLIES-INS	29.75
			MATERIALS & SUPPLIES-INSTRUCT	0107015040	4310	MATERIALS & SUPPLIES-INS	11.52
			MATERIALS & SUPPLIES-INSTRUCT	0105015060	4310	MATERIALS & SUPPLIES-INS	13.41
			MATERIALS & SUPPLIES-INSTRUCT	0102014711	4310	MATERIALS & SUPPLIES-INS	100.00
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	0.58
			MATERIALS & SUPPLIES-INSTRUCT	0106015040	4310	MATERIALS & SUPPLIES-INS	1.72
			MATERIALS & SUPPLIES-INSTRUCT	0108015640	4310	MATERIALS & SUPPLIES-INS	2.15
			MATERIALS & SUPPLIES-INSTRUCT	0105015040	4310	MATERIALS & SUPPLIES-INS	30.18
			MATERIALS & SUPPLIES-INSTRUCT	0108015040	4310	MATERIALS & SUPPLIES-INS	4.48
			MATERIALS & SUPPLIES-INSTRUCT	0105015040	4310	MATERIALS & SUPPLIES-INS	22.40
			MATERIALS & SUPPLIES-INSTRUCT	0108015040	4310	MATERIALS & SUPPLIES-INS	8.89
			EQUIPMENT - NEW	0106018450	4410	EQUIPMENT - NEW	101.20
			MATERIALS & SUPPLIES-INSTRUCT	0107015040	4310	MATERIALS & SUPPLIES-INS	3.48
			MATERIALS & SUPPLIES-INSTRUCT	0105011075	4310	MATERIALS & SUPPLIES-INS	64.00
			GENERAL SUPPLIES-NON INSTRUCT	0105091012	4340	GENERAL SUPPLIES-NON INS	13.38
			MATERIALS & SUPPLIES-INSTRUCT	0107011005	4310	MATERIALS & SUPPLIES-INS	3.59
			TESTS/SCORING	0104613150	4330	TESTS/SCORING	3.26
			MATERIALS & SUPPLIES-INSTRUCT	0107015040	4310	MATERIALS & SUPPLIES-INS	11.58
			MATERIALS & SUPPLIES-INSTRUCT	0105015040	4310	MATERIALS & SUPPLIES-INS	8.64
			EQUIPMENT - NEW	0105015040	4410	EQUIPMENT - NEW	56.80
			MATERIALS & SUPPLIES-INSTRUCT	0107015040	4310	MATERIALS & SUPPLIES-INS	4.43
			MATERIALS & SUPPLIES-INSTRUCT	0107015040	4310	MATERIALS & SUPPLIES-INS	1.64
			GENERAL SUPPLIES-NON INSTRUCT	0105091012	4340	GENERAL SUPPLIES-NON INS	6.29

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			MATERIALS & SUPPLIES-INSTRUCT	0108015040	4310	MATERIALS & SUPPLIES-INS	7.87
			MATERIALS & SUPPLIES-INSTRUCT	0105015040	4310	MATERIALS & SUPPLIES-INS	3.14
			MATERIALS & SUPPLIES-INSTRUCT	0107015040	4310	MATERIALS & SUPPLIES-INS	14.74
			MATERIALS & SUPPLIES-INSTRUCT	0105015040	4310	MATERIALS & SUPPLIES-INS	4.07
			MATERIALS & SUPPLIES-INSTRUCT	0107015040	4310	MATERIALS & SUPPLIES-INS	5.92
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	-1.28
			MATERIALS & SUPPLIES-INSTRUCT	0108015040	4310	MATERIALS & SUPPLIES-INS	9.70
			EQUIPMENT - NEW	0105015060	4410	EQUIPMENT - NEW	39.43
			EQUIPMENT - NEW	0105011012	4410	EQUIPMENT - NEW	41.47
			EQUIPMENT - NEW	0105011012	4410	EQUIPMENT - NEW	41.47
			MATERIALS & SUPPLIES-INSTRUCT	0104613150	4310	MATERIALS & SUPPLIES-INS	17.91
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	38.93
			GENERAL SUPPLIES-NON INSTRUCT	0108091005	4340	GENERAL SUPPLIES-NON INS	3.20
			MATERIALS & SUPPLIES-INSTRUCT	0108015040	4310	MATERIALS & SUPPLIES-INS	13.68
			MATERIALS & SUPPLIES-INSTRUCT	0105015040	4310	MATERIALS & SUPPLIES-INS	3.18
			MATERIALS & SUPPLIES-INSTRUCT	0107015040	4310	MATERIALS & SUPPLIES-INS	4.00
			MATERIALS & SUPPLIES-INSTRUCT	0106015040	4310	MATERIALS & SUPPLIES-INS	15.18
			MATERIALS & SUPPLIES-INSTRUCT	0107015040	4310	MATERIALS & SUPPLIES-INS	1.99
			GENERAL SUPPLIES-NON INSTRUCT	0110397140	4340	GENERAL SUPPLIES-NON INS	12.35
			EQUIPMENT - NEW	0105011075	4410	EQUIPMENT - NEW	39.43
			MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	21.52
			EQUIPMENT - NEW	0105015060	4410	EQUIPMENT - NEW	165.89
			MATERIALS & SUPPLIES-INSTRUCT	0105015040	4310	MATERIALS & SUPPLIES-INS	19.70
			MATERIALS & SUPPLIES-INSTRUCT	0106015040	4310	MATERIALS & SUPPLIES-INS	14.81
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	17.69
			MATERIALS & SUPPLIES-INSTRUCT	0107015040	4310	MATERIALS & SUPPLIES-INS	8.64
			MATERIALS & SUPPLIES-INSTRUCT	0106477408	4310	MATERIALS & SUPPLIES-INS	90.14
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	0.97
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	4.88
			MATERIALS & SUPPLIES-INSTRUCT	0107015040	4310	MATERIALS & SUPPLIES-INS	16.75
			MATERIALS & SUPPLIES-INSTRUCT	0107015040	4310	MATERIALS & SUPPLIES-INS	14.81
			MATERIALS & SUPPLIES-INSTRUCT	0105015060	4310	MATERIALS & SUPPLIES-INS	0.68
			MATERIALS & SUPPLIES-INSTRUCT	0108015040	4310	MATERIALS & SUPPLIES-INS	4.69
			MATERIALS & SUPPLIES-INSTRUCT	0102015110	4310	MATERIALS & SUPPLIES-INS	0.95
			MATERIALS & SUPPLIES-INSTRUCT	0102015110	4310	MATERIALS & SUPPLIES-INS	1.19
			MATERIALS & SUPPLIES-INSTRUCT	0102015110	4310	MATERIALS & SUPPLIES-INS	0.21
			MATERIALS & SUPPLIES-INSTRUCT	0102015110	4310	MATERIALS & SUPPLIES-INS	1.08
			MATERIALS & SUPPLIES-INSTRUCT	0102014100	4310	MATERIALS & SUPPLIES-INS	17.49
			MATERIALS & SUPPLIES-INSTRUCT	0108015640	4310	MATERIALS & SUPPLIES-INS	25.18
			MATERIALS & SUPPLIES-INSTRUCT	0108015040	4310	MATERIALS & SUPPLIES-INS	3.89
			MATERIALS & SUPPLIES-INSTRUCT	0108015640	4310	MATERIALS & SUPPLIES-INS	24.44
			GENERAL SUPPLIES-NON INSTRUCT	0106091008	4340	GENERAL SUPPLIES-NON INS	6.32
			MATERIALS & SUPPLIES-INSTRUCT	0105015060	4310	MATERIALS & SUPPLIES-INS	2.22
			MATERIALS & SUPPLIES-INSTRUCT	0107111005	4310	MATERIALS & SUPPLIES-INS	4.47

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			MATERIALS & SUPPLIES-INSTRUCT	0107111005	4310	MATERIALS & SUPPLIES-INS	22.44
			GENERAL SUPPLIES-NON INSTRUCT	0110397140	4340	GENERAL SUPPLIES-NON INS	6.56
			MATERIALS & SUPPLIES-INSTRUCT	0108015040	4310	MATERIALS & SUPPLIES-INS	1.84
			GENERAL SUPPLIES-NON INSTRUCT	0110397140	4340	GENERAL SUPPLIES-NON INS	65.56
			MATERIALS & SUPPLIES-INSTRUCT	0102015110	4310	MATERIALS & SUPPLIES-INS	1.08
			MATERIALS & SUPPLIES-INSTRUCT	0108015040	4310	MATERIALS & SUPPLIES-INS	16.67
			GENERAL SUPPLIES-NON INSTRUCT	0101377100	4340	GENERAL SUPPLIES-NON INS	5.20
			MATERIALS & SUPPLIES-INSTRUCT	0107015040	4310	MATERIALS & SUPPLIES-INS	2.96
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	-1.35
			GENERAL SUPPLIES-NON INSTRUCT	0101377100	4340	GENERAL SUPPLIES-NON INS	34.03
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	4.72
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	7.00
			MISC OUTSIDE VENDOR	0102115398	5860	MISC OUTSIDE VENDOR	26.80
			VEHICLE REPAIR	0102477408	5640	VEHICLE REPAIR	45.21
			CA USE TAX LIABILITY	01	9552	CA USE TAX LIABILITY	458.62
			MATERIALS & SUPPLIES-INSTRUCT	0104292600	4310	MATERIALS & SUPPLIES-INS	7.76
						CHECK TOTAL:	9,382.18
00380431	07/25/14	SWAN COMMUNICATIONS	MATERIALS & SUPPLIES-INSTRUCT	0102014100	4310	MATERIALS & SUPPLIES-INS	91.80
						CHECK TOTAL:	91.80
00380432	07/25/14	Ward's Natural Science	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	39.91
						CHECK TOTAL:	39.91
00380433	07/25/14	Wenger	EQUIPMENT - NEW	0102015940	4410	EQUIPMENT - NEW	571.51
						CHECK TOTAL:	571.51
00380434	07/25/14	Western OC Self Funded	MANUAL PREMIUM ADJ 2013-2014	0100000000	9510	ACCOUNTS PAYABLE MANUAL	13,708.00
						CHECK TOTAL:	13,708.00
00380435	07/25/14	Gold Star Foods	ACCOUNTS PAYABLE MANUAL	1300000000	9510	ACCOUNTS PAYABLE MANUAL	38.36
						CHECK TOTAL:	38.36
00380436	07/25/14	State Board of Equaliz	ACCOUNTS PAYABLE MANUAL	1300000000	9510	ACCOUNTS PAYABLE MANUAL	2,605.00
						CHECK TOTAL:	2,605.00

TOTAL FOR STOCK 76 Laguna Beach's check stock ID 118,398.29

GRAND TOTAL 118,398.29

SELECT Check ID's and Numbers: 76@ ; Check Dates: 072814

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00380437	07/28/14	Capistrano Laguna ROP	ALL OTHER TRANSFERS TO JPA	0100546206	7283	ALL OTHER TRANSFERS TO J	139,541.00
			TRANSFERS OF APPORT TO JPA	0102546300	7223	TRANSFERS OF APPORT TO J	4,568.01
						CHECK TOTAL:	144,109.01
00380438	07/28/14	Designed Protection In	AUGUST 2014	0102017400	3401	HEALTH & WELFARE, CERTIF	2,450.00
			AUGUST 2014	0102397400	3402	HEALTH & WELFARE,CLASSIF	1,050.00
						CHECK TOTAL:	3,500.00
00380439	07/28/14	EDENCO INC.	JULY 7 - 2, 2014	0102477408	5831	CONSULTANTS-OTHER	4,800.00
						CHECK TOTAL:	4,800.00
00380440	07/28/14	KNORR SYSTEMS	SITE IMPROVEMENT	0105497411	6110	SITE IMPROVEMENT	8,412.25
						CHECK TOTAL:	8,412.25
00380441	07/28/14	LBUSD Revolving Cash F	ACCOUNTS PAYABLE MANUAL	0100000000	9510	ACCOUNTS PAYABLE MANUAL	183.46
			ACCOUNTS PAYABLE MANUAL	0100000000	9510	ACCOUNTS PAYABLE MANUAL	5,396.83
			DUES & MEMBERSHIPS	0101377100	5310	DUES & MEMBERSHIPS	144.00
						CHECK TOTAL:	5,724.29
00380442	07/28/14	Maintex	OTHER CUSTODIAL SUPPLIES	0105477409	4361	OTHER CUSTODIAL SUPPLIES	20.40
			OTHER CUSTODIAL SUPPLIES	0105477409	4361	OTHER CUSTODIAL SUPPLIES	204.23
			OTHER CUSTODIAL SUPPLIES	0105477409	4361	OTHER CUSTODIAL SUPPLIES	103.85
			OTHER CUSTODIAL SUPPLIES	0105477409	4361	OTHER CUSTODIAL SUPPLIES	-118.32
						CHECK TOTAL:	210.16
00380443	07/28/14	OC Register	ADVERTISING	0102256700	5815	ADVERTISING	444.00
						CHECK TOTAL:	444.00
00380444	07/28/14	Officemax Inc.	GENERAL SUPPLIES-NON INSTRUCT	0105091012	4340	GENERAL SUPPLIES-NON INS	1,338.27
			COPIER PAPER	0102397400	4312	COPIER PAPER	319.15
			GENERAL SUPPLIES-NON INSTRUCT	0105091012	4340	GENERAL SUPPLIES-NON INS	85.50
			GENERAL SUPPLIES-NON INSTRUCT	0105091012	4340	GENERAL SUPPLIES-NON INS	26.03
			GENERAL SUPPLIES-NON INSTRUCT	0105091012	4340	GENERAL SUPPLIES-NON INS	248.84
			GENERAL SUPPLIES-NON INSTRUCT	0105091012	4340	GENERAL SUPPLIES-NON INS	43.06
			GENERAL SUPPLIES-NON INSTRUCT	0105091012	4340	GENERAL SUPPLIES-NON INS	6.58
						CHECK TOTAL:	2,067.43
00380445	07/28/14	SCHOOL OUTFITTERS	EQUIPMENT - NEW	0104613150	4410	EQUIPMENT - NEW	876.28
						CHECK TOTAL:	876.28
00380446	07/28/14	Southern California Ed	JUNE 2014	0107477409	5520	LIGHT & POWER	7,074.78
						CHECK TOTAL:	7,074.78
00380447	07/28/14	Sunpeak Construction	SITE IMPROVEMENT	0105497411	6110	SITE IMPROVEMENT	8,270.00

SELECT Check ID's and Numbers: 76@ ; Check Dates: 072814

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
						CHECK TOTAL:	8,270.00
						TOTAL FOR STOCK 76 Laguna Beach's check stock ID	185,488.20
			GRAND TOTAL				185,488.20

SELECT Check ID's and Numbers: 76@ ; Check Dates: 072914

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00380448	07/29/14	ACSA	DUES & MEMBERSHIPS	0110397140	5310	DUES & MEMBERSHIPS	1,426.48
						CHECK TOTAL:	1,426.48
00380449	07/29/14	ASCIP	OTHER INSURANCE	0102397400	5450	OTHER INSURANCE	288,019.00
						CHECK TOTAL:	288,019.00
00380450	07/29/14	B&C Moving	CONTRACT SERVICES	0102477408	5610	CONTRACT SERVICES	1,749.99
						CHECK TOTAL:	1,749.99
00380451	07/29/14	Cox Communications	JULY 2014	0102457400	5940	INTERNET CONNECTIVITY	5,362.23
			JULY 2014	0102457400	5940	INTERNET CONNECTIVITY	-1,849.03
			AUGUST 2014	0102457400	5940	INTERNET CONNECTIVITY	119.20
						CHECK TOTAL:	3,632.40
00380452	07/29/14	Eagle Software	ANNUAL SOFTWARE LICENSE FEE	0113457175	5805	ANNUAL SOFTWARE LICENSE	13,207.50
						CHECK TOTAL:	13,207.50
00380453	07/29/14	Fisher Scientific	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	66.01
						CHECK TOTAL:	66.01
00380454	07/29/14	Follett School Solutio	TEXTBOOKS	0102014041	4100	TEXTBOOKS	53.05
						CHECK TOTAL:	53.05
00380455	07/29/14	Laguna Beach Water Dis	JULY 2014	0102477409	5530	WATER - UTILITIES	100.72
			JULY 2014	0105477409	5530	WATER - UTILITIES	415.39
			JULY 2014	0105477409	5530	WATER - UTILITIES	1,288.94
			JULY 2014	0106477409	5530	WATER - UTILITIES	32.00
			JULY 2014	0105477409	5530	WATER - UTILITIES	474.80
			JULY 2014	0105477409	5530	WATER - UTILITIES	34.06
			JULY 2014	0106477409	5530	WATER - UTILITIES	5,603.58
			JULY 2014	0105477409	5530	WATER - UTILITIES	1,258.75
			JULY 2014	0102477409	5530	WATER - UTILITIES	76.85
			JULY 2014	0105477409	5530	WATER - UTILITIES	26.28
						CHECK TOTAL:	9,311.37
00380456	07/29/14	LAWSON-BURKE STRUCTURA	CONTRACT SERVICES	0105477408	5610	CONTRACT SERVICES	1,170.00
						CHECK TOTAL:	1,170.00
00380457	07/29/14	LOVELADY, MARY E.	MISC OUTSIDE VENDOR	0102397454	5860	MISC OUTSIDE VENDOR	10,008.00
						CHECK TOTAL:	10,008.00
00380458	07/29/14	McGraw Hill School Pub	TEXTBOOKS	0102016300	4100	TEXTBOOKS	7,672.16
						CHECK TOTAL:	7,672.16

SELECT Check ID's and Numbers: 76@ ; Check Dates: 072914

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00380459	07/29/14	Office Depot	GENERAL SUPPLIES-NON INSTRUCT	0109397150	4340	GENERAL SUPPLIES-NON INS	59.00
			GENERAL SUPPLIES-NON INSTRUCT	0104072000	4340	GENERAL SUPPLIES-NON INS	203.68
			GENERAL SUPPLIES-NON INSTRUCT	0110397140	4340	GENERAL SUPPLIES-NON INS	298.52
						CHECK TOTAL:	561.20
00380460	07/29/14	Practi-Cal Inc.	CONSULTANTS-OTHER	0104292600	5831	CONSULTANTS-OTHER	97.53
						CHECK TOTAL:	97.53
00380461	07/29/14	PTM Document Systems	GENERAL SUPPLIES-NON INSTRUCT	0105091012	4340	GENERAL SUPPLIES-NON INS	338.76
						CHECK TOTAL:	338.76
00380462	07/29/14	Purchase Power	POSTAGE	0105091012	5910	POSTAGE	5,050.00
			POSTAGE	0102397400	5910	POSTAGE	3,535.00
						CHECK TOTAL:	8,585.00
00380463	07/29/14	Verizon Business Netwo	JULY 2014	0102477409	5920	TELEPHONE SERVICE	508.32
						CHECK TOTAL:	508.32
00380464	07/29/14	Verizon Business Netwo	TELEPHONE SERVICE	0102477409	5920	TELEPHONE SERVICE	3,166.91
						CHECK TOTAL:	3,166.91

TOTAL FOR STOCK 76 Laguna Beach's check stock ID 349,573.68

GRAND TOTAL 349,573.68

SELECT Check ID's and Numbers: 76@ ; Check Dates: 073114

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00380465	07/31/14	TRI SPAN INC.	ASBESTOS	0105477408	5601	ASBESTOS	2,850.00
						CHECK TOTAL:	2,850.00

TOTAL FOR STOCK 76 Laguna Beach's check stock ID 2,850.00

GRAND TOTAL 2,850.00

SELECT Check ID's and Numbers: 76@ ; Check Dates: 080414

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00380466	08/04/14	VALLEY CREST LANDSCAPE	JULY 2014	0108477409	5610	CONTRACT SERVICES	3,500.00
			JULY 2014	0107477409	5610	CONTRACT SERVICES	4,100.00
			JULY 2014	0106477409	5610	CONTRACT SERVICES	3,000.00
			JULY 2014	0105477409	5610	CONTRACT SERVICES	3,950.00
			JULY 2014	0102477409	5610	CONTRACT SERVICES	600.00
						CHECK TOTAL:	15,150.00

TOTAL FOR STOCK 76 Laguna Beach's check stock ID 15,150.00

GRAND TOTAL 15,150.00

SELECT Check ID's and Numbers: 76@ ; Check Dates: 080514

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00380467	08/05/14	ANCHOR ELECTRIC	ELECTRICAL REPAIRS	0105477408	5661	ELECTRICAL REPAIRS	320.00
			ELECTRICAL REPAIRS	0102477408	5661	ELECTRICAL REPAIRS	888.00
						CHECK TOTAL:	1,208.00
00380468	08/05/14	Capistrano USD	ACCOUNTS PAYABLE MANUAL	0100002000	9510	ACCOUNTS PAYABLE MANUAL	3,113.76
						CHECK TOTAL:	3,113.76
00380469	08/05/14	Konica Minolta	JULY 2014	0102397406	4355	COPIER SUPPLIES	53.03
			JULY 2014	0102397406	4355	COPIER SUPPLIES	501.45
			JULY 2014	0102397406	4355	COPIER SUPPLIES	1.13
			JULY 2014	0102397406	4355	COPIER SUPPLIES	76.98
			JULY 2014	0102397406	4355	COPIER SUPPLIES	22.92
						CHECK TOTAL:	655.51
00380470	08/05/14		JULY 2014	0104256700	5881	NPS TRANSPORTATION-IN LI	59.20
						CHECK TOTAL:	59.20
00380471	08/05/14	KYA SERVICES LLC	CONTRACT SERVICES	0105477408	5610	CONTRACT SERVICES	1,750.00
						CHECK TOTAL:	1,750.00
00380472	08/05/14	Laguna Beach Water Dis	JULY 2014	0105477409	5530	WATER - UTILITIES	3,009.93
			JULY 2014	0105477409	5530	WATER - UTILITIES	264.74
			JULY 2014	0105477409	5530	WATER - UTILITIES	326.98
						CHECK TOTAL:	3,601.65
00380473	08/05/14	Mardan Center of Educa	JULY 2014	0104632210	5100	SUBAGREEMENTS FOR SERVIC	19,092.00
						CHECK TOTAL:	19,092.00
00380474	08/05/14	Practi-Cal Inc.	WARRANT DATED 7/31/14	0104292600	5831	CONSULTANTS-OTHER	530.84
						CHECK TOTAL:	530.84
00380475	08/05/14	The LaunchPad	JULY 2014	0104632900	5885	OCCUPATIONAL THERAPY	270.00
						CHECK TOTAL:	270.00
00380476	08/05/14	Util-Locate, LLC	CONTRACT SERVICES	0105477408	5610	CONTRACT SERVICES	850.00
						CHECK TOTAL:	850.00
00380477	08/05/14	Xerox Corporation	JULY 2014	0105091012	5620	RENTAL EXPENSE	571.06
			JULY 2014	0105011012	5620	RENTAL EXPENSE	586.43
			JULY 2014	0105011012	5620	RENTAL EXPENSE	369.18
						CHECK TOTAL:	1,526.67
00380478	08/05/14	XVR Software LLC	ANNUAL SOFTWARE LICENSE FEE	0113457175	5805	ANNUAL SOFTWARE LICENSE	6,884.00
						CHECK TOTAL:	6,884.00

SELECT Check ID's and Numbers: 76@ ; Check Dates: 080514

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00380479	08/05/14		FOOD	1302277426	4700	FOOD	443.25
						CHECK TOTAL:	443.25
00380480	08/05/14		FOOD	1302277426	4700	FOOD	41.65
						CHECK TOTAL:	41.65
00380481	08/05/14	ISAMBERT, ALLISON	FOOD	1302277426	4700	FOOD	50.00
						CHECK TOTAL:	50.00
00380482	08/05/14		FOOD	1302277426	4700	FOOD	37.35
						CHECK TOTAL:	37.35
00380483	08/05/14		FOOD	1302277426	4700	FOOD	7.25
						CHECK TOTAL:	7.25
00380484	08/05/14		FOOD	1302277426	4700	FOOD	37.10
						CHECK TOTAL:	37.10
				TOTAL FOR STOCK 76		Laguna Beach's check stock ID	40,158.23
			GRAND TOTAL				40,158.23

1

Laguna Beach Unified School District

11.e. CONSENT/ACTION **August 12, 2014**

Approval: Interdistrict Attendance Agreements – Resident Students to Other District(s)

Proposal

It is proposed that the Board of Education approve the following Interdistrict Attendance Agreement(s) for resident student(s) to attend another school district.

Background

Board Policy 5035 and Education Code 48204 provide for Interdistrict Attendance Agreements. These agreements are based upon factors that will positively affect student achievement and welfare. The Agreement must also be approved by the Board of Education of the cooperating district.

Implications

The action will allow resident student(s) to attend another school district. It is the procedure of staff to recommend approval as per Board policy; however, Board members have the option to consider each case separately in approving or denying requests. These requests are for the 2014/2015 school year.

Budget Impact

The District will experience a reduction in expenditures associated with student instruction as a result of reduced student enrollment.

Recommended Action

It is recommended that the Board of Education approve the attached list of students requesting Interdistrict Attendance Agreements as presented.

Prepared by:	Submitted by:	
Shadi Tavares Accounts Payable	Dean West (SMS) Dean West Assistant Superintendent Business Services	Sherine Smith, Ed.D. Superintendent of Schools

Laguna Beach Unified School District

Interdistrict Attendance Agreements – Student(s) to Other District(s)
August 12, 2014

Name	Grade	District	Reason
Andrew M.	2	Saddleback USD	2
Josh M.	1	Saddleback USD	2
Luke M.	1	Saddleback USD	2

(1) Child Care
(2) Geographic Location
(3) Renewal
(4) Relocated
(5) Senior Privilege
(6) Special Need/Request

Laguna Beach Unified School District

11.f. CONSENT/ACTION **August 12, 2014**

Approval: Interdistrict Attendance Agreements - Student(s) From Other District(s).

Proposal

It is proposed that the Board of Education approve the following Interdistrict Attendance Agreement request(s) for student(s) to attend Laguna Beach Unified School District.

Background

Board Resolution, Board Policy 5035 and Education Code 48204 provide for Interdistrict Attendance Agreements. Because of limited District resources, the Governing Board discourages transfers into the District and will consider approving such transfers only on a case-by-case basis through an Interdistrict Attendance Agreement with another district.

Board Policy 5035 states the Superintendent may approve Interdistrict Agreements allowing senior students to attend the same school they attended as juniors, even if their families moved out of the District during the junior year.

Employees of the District may also request that their children be allowed to attend District schools, even if they live outside District boundaries, to facilitate childcare and transportation.

AB 97, which re-enacted SB 140 or the "Allen Bill", states that a district may (not must) grant admittance to a non-resident student if the parent(s) or guardian(s) of the student are employed by the district. Upon advice of County Counsel, the intent of the bill considers an employee to be a full-time employee with consideration to childcare.

When it is late in the school year and, for child welfare purposes to minimize disruption to a student's learning environment, the parent(s) may also request continued attendance within District schools.

The following request(s) is (are) for the 2014/2015 school year.

Implications

This proposed action will approve the request of a non-resident student(s) to attend Laguna Beach Unified Schools.

Budget Impact

While the District is responsible for expenditures associated with student instruction, no additional revenue is received as a result of student enrollment.

Recommended Action

It is recommended that the Board of Education approve the attached list of student(s) requesting Interdistrict Attendance Agreements.

Prepared by:	Submitted by:	
Shadi Tavares Accounts Payable	Dean West (SMS) Dean West Assistant Superintendent Business Services	Sherine Smith, Ed.D. Superintendent of Schools

Interdistrict Attendance Agreements – Student(s) from Other District(s)
August 12, 2014

Name	Grade	District	Reason
Alyssa P.	11	Capistrano USD	6
Gavin P.	6	Capistrano USD	6

(1) Child Care
(2) Geographic Location
(3) Renewal
(4) Relocated
(5) Senior Privilege
(6) Special Need/Request

Laguna Beach Unified School District

11.g. CONSENT/ACTION **August 12, 2014**

Approval: **Agreement for Contracted Services with Megan Hartshorne, RD for Enhancement and Expansion of the Nutrition Department for the Period July 1, 2014 – June 30, 2015 with a Not-to-Exceed Amount of $30,000**

Proposal

It is proposed that the Board of Education ratify approval of a contract with Megan Hartshorne, RD for consulting services in the area of Nutrition for the period July 1, 2014 – June 30, 2015 with a not-to-exceed amount of $30,000.

Background

In January 2013 SchoolPower granted our funding request to provide the services and expertise of registered dietician, Megan Hartshorne to assist with the goals for our Nutrition Department. Continued services provided by Megan Hartshorne, RD would include the updating of department procedures and practices, developing new and improving existing menu offerings, staff training and education, and student nutrition education.

Through the planning process the Nutrition Staff and related committees have looked at establishing department practices to meet new regulations; to increase efficiency; to analyze and increase meal participation; to update staff training and education; and, to benefit students with health and nutrition education.

Contract Components

Scope of Work: CONSULTANT will provide student nutrition consulting services as requested by the DISTRICT as follows:

- Continued and New Projects for SY 2014-15:
    - Assess employee strengths and provide specific staff training for areas of need
    - Perform site visits to monitor compliance with regulations and training
    - Communicate and meet with student body to continue improving customer satisfaction
    - Collaborate with students and staff to produce new recipes and/or menu items
    - Collaborate with School Nurse and Student Services to communicate special student dietary needs (allergens, carbs, etc)
    - Continue to provide support for parents with MealsPlus and eFunds queries
    - Continue to strengthen relationship between WholeFoods Market and elementary teachers to provide nutrition education within the classroom
    - Collaborate with Nutrition Department to update menu offerings and department practices to meet federal regulations
    - Increase departmental efficiency through implementation of written, standardized work processes
    - Continue to implement in-class health and nutrition education

Compensation: DISTRICT agrees to pay CONSULTANT for services satisfactorily rendered pursuant to this AGREEMENT at an hourly rate of seventy-five dollars ($75.00). DISTRICT shall pay CONSULTANT upon invoice submittal per the following:

- Nutrition Improvement On-going Efforts – 8 hours per week
  - July 1, 2014 – June 30, 2015
- Additional Services as needed at $75.00 per hour up to not to exceed authorization
- Mileage reimbursement

Expenses: DISTRICT shall not be liable to CONSULTANT for any costs or expenses paid or incurred by CONSULTANT in performing contractual services for the District, except as follows: mileage at the current IRS allowable rate between the District Office and School Sites only.

Budget Impact

Donations from SchoolPower were the source of funding in 2012/2013 for the enhancement and expansion of the Nutrition Department. Administrative costs will be funded through the general fund as well as any costs not supported by donations for 2014/2015.

Recommendation

It is recommended that the Board of Education approve a contract with Megan Hartshorne, RD for student nutrition consulting services for the 2014/2015 school year with a not-to-exceed amount of $30,000.

Prepared by:	Submitted by:	
S. Soto	Dean West (sms)	Smith
Shannon Soto Director Fiscal Services	Dean West Assistant Superintendent Business Services	Sherine Smith, Ed.D. Superintendent of Schools

INDEPENDENT CONTRACTOR AGREEMENT

This AGREEMENT is hereby entered into between the Laguna Beach Unified School District, hereinafter referred to as "DISTRICT," and Megan Hartshorne, RD, Address: 11 Vistamar Drive, Laguna Niguel, CA 92677; hereinafter referred to as "CONTRACTOR."

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

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

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

NOW, THEREFORE, the parties agree as follows:

1. **Scope of Work. CONTRACTOR shall perform services for the DISTRICT for student nutrition consulting services as requested by the District as follows:**

- Provide training of new Meal Pattern regulations to keep Nutrition staff current with most recent regulations.
- Update Employee Manual and distribute to Nutrition Services team members during training
- Work with Whole Foods Market and Elementary teachers to provide health and nutrition education in the classroom
- Provide 'Harvest of the Month' education opportunities to elementary students
- Work with students and staff to provide Student Nutrition Advisory Committee (SNAC) group at the high school
- Communicate with student body to continue improving customer satisfaction (student taste tests, surveys, SNAC group, and/or Student Leadership groups)
- Communicate new changes with the students and community, when applicable
- Assist Nutrition Department with updating a la carte offerings and pricing in compliance with new regulations
- Report to Assistant Superintendent, Business Services to communicate updates, progress, and/or department needs

2. Term. CONTRACTOR shall commence providing services under this AGREEMENT upon Board approval and will diligently perform as required until June 30, 2015.

3. Compensation: DISTRICT agrees to pay CONSULTANT for services satisfactorily rendered pursuant to this AGREEMENT at an hourly rate of seventy-five dollars ($75.00). DISTRICT shall pay CONSULTANT upon invoice submittal per the following:
   - Nutrition Improvement On-going Efforts – 8 hours per week
     - July 1, 2014 – June 30, 2015
   - Additional Services as needed at $75.00 per hour up to not to exceed authorization
   - Mileage reimbursement

4. Expenses. DISTRICT shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for DISTRICT, except as follows: mileage at the current IRS allowable rate between the District Office and School Sites only.

5. Independent Contractor. CONTRACTOR, in the performance of this AGREEMENT, shall be and act as an independent contractor. CONTRACTOR understands and agrees that he/she and all of his/her employees shall not be

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

LAGUNA BEACH UNIFIED	**CONTRACTOR**
SCHOOL DISTRICT	**Megan Hartshorne, RD**
550 Blumont	**11 Vistamar Drive**
Laguna Beach, CA 92651	**Laguna Niguel, CA 92677**

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

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

THIS AGREEMENT IS ENTERED INTO THIS 12th DAY OF August, 2014.

LAGUNA BEACH U.S.D.	**CONTRACTOR**
By: _____	By: _____
Signature	Signature
Dean West	_____
Typed Name	Typed Name
Asst. Superintendent, Business Services	_____
Title	Title
	_____
	Social Security or
	Taxpayer Identification Number

14/15 M. HARTSHORNE CONTRACT

Laguna Beach Unified School District

11.h. CONSENT/ACTION **August 12, 2014**

Approval: **Agreement for Contracted Services with Melissa Manning for Student Nutrition Consulting Services for the 2014/2015 School Year with a Not-to-Exceed Amount of $7,500.**

Proposal

It is proposed that the Board of Education approve a contract with Melissa Manning for student nutrition consulting services for the 2014/2015 school year with a not-to-exceed amount of $7,500.

Background

Through the planning process the nutrition staff and related committees have looked at the methods to continuously improve the nutrition value and make available options desirable to students. One step in executing these plans is to engage nutritional specialists to enhance support of our nutrition staff to achieve these objectives. With services from Melissa Manning, our goal is to improve child nutrition by analyzing current menus. A corresponding objective is to establish cycle menus to meet new NSLP/SBP reimbursement certification process. The services will also elevate requirements for contributions to meal patterns, standardized recipes, and product specifications.

1. **Menu Planning and Analysis:**
   - Goals:
     - Meal Pattern Compliance: All required components and portion sizes will be met for each menu each month.
     - Documentation: All required documentation on products, recipes, meal pattern analysis, and production records will be maintained in accordance with NSLP and Health Department standards.
   - Action steps:
     - During 2014-2015 school year:
       - NutriKids will be maintained to reflect current product information including meal pattern, nutritional analysis, and purchasing information.
       - Quarterly site visits will be conducted for meal and kitchen compliance.

   Compensation: DISTRICT agrees to pay CONSULTANT for services satisfactorily rendered pursuant to this AGREEMENT at an hourly rate of seventy-five dollars ($75.00). DISTRICT shall pay CONSULTANT upon invoice submittal per the following:

   - Audit Compliance and Menu Review – 12 days (3 days per quarter)
   - Additional Services as needed at $75.00 per hour up to not to exceed authorization

Expenses: DISTRICT shall not be liable to CONSULTANT for any costs or expenses paid or incurred by CONSULTANT in performing contractual services for the District, except as follows: none.

Budget Impact

Donations from SchoolPower were the source of funding in 2012/2013 for the enhancement and expansion of the Nutrition Department. The District will seek continued support for this initiative with SchoolPower for 2014/2015 with any amount not supported by donations to be paid from the general fund.

Recommendation

It is recommended that the Board of Education approve a contract with Melissa Manning for student nutrition consulting services for the 2014/2015 school year with a not-to-exceed amount of $7,500.

Prepared by:	Submitted by:	
S. Soto	Dean West (sms)	
Shannon Soto Director Fiscal Services	Dean West Assistant Superintendent Business Services	Sherine Smith, Ed.D. Superintendent of Schools

INDEPENDENT CONTRACTOR AGREEMENT

This AGREEMENT is hereby entered into between the Laguna Beach Unified School District, hereinafter referred to as "DISTRICT," and Melissa Manning, RD, Address: 133 Avenida Mesita, San Clemente, CA 92673; hereinafter referred to as "CONTRACTOR."

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

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

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

NOW, THEREFORE, the parties agree as follows:

1. **Scope of Work. CONTRACTOR shall perform services for the DISTRICT for student nutrition consulting services as requested by the District as follows:**

- **Menu Planning and Analysis:**
  - Goals:
    - Meal Pattern: All required components and portion sizes will be met for each menu each month.
    - Documentation: All required documentation on products, recipes, meal pattern analysis, and production records will be maintained in accordance with NSLP and Health Department standards.
  - Action steps:
    - During 2014-2015 school year:
      - NutriKids will be maintained to reflect current product information including meal pattern, nutritional analysis, and purchasing information.
      - Quarterly site vists will be conducted for meal and kitchen compliance.

2. Term. CONTRACTOR shall commence providing services under this AGREEMENT upon Board approval and will diligently perform as required until June 30, 2015.

3. Compensation. DISTRICT agrees to pay the CONTRACTOR for services satisfactorily rendered pursuant to this AGREEMENT a total fee not to exceed $7,500.00. DISTRICT shall pay CONSULTANT upon invoice submittal per the following:

- Audit Compliance and Menu Review – 12 days (3 days per quarter)
- Additional Services as needed at $75.00 per hour up to not to exceed authorization

4. Expenses. DISTRICT shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for DISTRICT, except as follows: none.

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

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

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

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

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

DISTRICT may terminate this AGREEMENT upon giving of written notice of intention to terminate for cause. Cause shall include: (a) material violation of this AGREEMENT by the CONTRACTOR; or (b) any act by CONTRACTOR exposing the DISTRICT to liability to others for personal injury or property damage; or CONTRACTOR is adjudged a bankrupt, CONTRACTOR makes a general assignment for the benefit of creditors or a receiver is appointed on account of CONTRACTOR's insolvency. Written notice by DISTRICT shall contain the reasons for such intention to terminate and unless within five (5) days after service of such notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this AGREEMENT shall upon the expiration of the five (5) days cease and terminate. In the event of such termination, the DISTRICT may secure the required services from another contractor. If the cost to the DISTRICT exceeds the cost of providing the service pursuant to this AGREEMENT, the excess cost shall be charged to and collected from the CONTRACTOR. The foregoing provisions are in addition to

and not a limitation of any other rights or remedies available to DISTRICT. Written notice by DISTRICT shall be deemed given when received by the other party or no later than three days after the day of mailing, whichever is sooner.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

LAGUNA BEACH UNIFIED	**CONTRACTOR**
SCHOOL DISTRICT	**Melissa Manning, RD**
550 Blumont	**133 Avenida Mesita**
Laguna Beach, CA 92651	**San Clemente, CA 92673**

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

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

THIS AGREEMENT IS ENTERED INTO THIS 12th DAY OF August, 2014.

LAGUNA BEACH U.S.D.	**CONTRACTOR**
By: _____	By: _____
Signature	Signature
Dean West	_____
Typed Name	Typed Name
Asst. Superintendent, Business Services	_____
Title	Title
	_____
	Social Security or
	Taxpayer Identification Number

14/15 M. MANNING CONTRACT

Laguna Beach Unified School District

11.i. CONSENT/ACTION **August 12, 2014**

Ratification / Approval: **Authorization to renew agreement with Valley Crest Landscape Maintenance for landscape, horticultural and athletic field management services in the amount of $181,800**

Proposal

It is proposed that the Board of Education renew agreement with Valley Crest Landscape Maintenance for landscape, horticultural and athletic field management services in the amount of $181,800.

Background

The current contract for landscape services was awarded in 2013-14 through the competitive bidding process. The scope is clearly defined for ongoing and routine services. Additional services for planting new trees, bushes and plants are additional, as well as non-routine tree trimming or removal. Pricing for additional services are identified for pricing under the contract.

The contract may be extended annually per contract provisions. The monthly contract amount of $15,150 will remain the same for the 2014-15 year.

Budget Impact

The $181,800 contract will be paid from the General Fund. Additional services beyond the scope of the base contract may be provided based in the pricing identified in the initial proposal competitively bid in 2013/14.

Recommendation

It is recommended that the Board of Education renew agreement with Valley Crest Landscape Maintenance for landscape, horticultural and athletic field management services in the amount of $181,800.

Submitted by:

Dean West (SMS)

Dean West
Assistant Superintendent
Business Services

Reviewed by:

Sherine Smith, Ed.D.
Superintendent of Schools

Laguna Beach Unified School District

11.j. CONSENT/ACTION **August 12, 2014**

Approval: **Agreement for Contracted Services with Lewis Trine for Student Attendance Accounting and Consulting Services for the 2014/2015 School Year with a Not-to-Exceed Amount of $14,500**

Proposal

It is proposed that the Board of Education approve a contract with Lewis Trine to secure student attendance accounting and consulting services for the District for the 2014/2015 school year with a not-to-exceed amount of $14,500.

Background

Lewis Trine has provided student attendance accounting and reporting for the District for the past several years. Mr. Trine also reports this information to the County and State to ensure District compliance. He is again prepared to provide services to the District as needed.

Contract Components

Scope of Work: CONSULTANT will provide student attendance accounting and consulting services as requested by the DISTRICT.

Compensation: DISTRICT agrees to pay the CONSULTANT for services satisfactorily rendered pursuant to this AGREEMENT a total not-to-exceed fee of thirteen thousand dollars ($14,500.00). DISTRICT shall pay CONSULTANT quarterly upon invoice submittal per the following rates:

- $80/hour for principle attendance reports; and,
- $65/hour for development of computer programs related to attendance reports.

Expenses: DISTRICT shall not be liable to CONSULTANT for any costs or expenses paid or incurred by CONSULTANT in performing contractual services for the District, except as follows: Specified conferences and seminars as approved by the Assistant Superintendent of Business Services.

Budget Impact

This General Fund expenditure is budgeted at a not-to-exceed amount of $14,500.00.

Recommendation

It is proposed that the Board of Education approve a contract with Lewis Trine to secure student attendance accounting and consulting services for the District for the 2014/2015 school year with a not-to-exceed amount of $14,500.

Prepared by:	Submitted by:	
S. Soto	Dean West (SMS)	
Shannon Soto Director Fiscal Services	Dean West Assistant Superintendent Business Services	Sherine Smith, Ed.D. Superintendent of Schools

INDEPENDENT CONTRACTOR AGREEMENT

This AGREEMENT is hereby entered into between the Laguna Beach Unified School District, hereinafter referred to as "DISTRICT," and C. Lewis Trine, Address: 1663 Carmel Circle East, Upland, CA 91784; hereinafter referred to as "CONTRACTOR."

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

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

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

NOW, THEREFORE, the parties agree as follows:

1. Scope of Work. CONTRACTOR shall perform services for the DISTRICT for attendance accounting and consulting services as requested by the District.

2. Term. CONTRACTOR shall commence providing services under this AGREEMENT upon Board approval and will diligently perform as required until August 31, 2015.

3. Compensation. DISTRICT agrees to pay the CONTRACTOR for services satisfactorily rendered pursuant to this AGREEMENT a total fee not to exceed $14,500. DISTRICT shall pay CONTRACTOR according to the following terms and conditions: The work shall be billed on a periodic basis upon submittal of invoice per the following hourly rates:

- $80/hour for principle attendance reports; and,
- $65/hour for development of computer programs related to attendance reports.

4. Expenses. DISTRICT shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for DISTRICT, except as follows: Specified conferences and seminars as approved by the Assistant Superintendent of Business Services.

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

local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONTRACTOR's employees.

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

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

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

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

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

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

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

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

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

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

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

~~coverage, CONTRACTOR will provide evidence of renewal to DISTRICT. CONTRACTOR agrees to name DISTRICT and its officers, agents and employees as additional insureds under said policies. CONTRACTOR shall provide proof of current Worker's Compensation insurance for CONTRACTOR'S employees (if applicable).~~

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

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

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

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

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

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

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

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

Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section.

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

LAGUNA BEACH UNIFIED	**CONTRACTOR**
SCHOOL DISTRICT	**C. Lewis Trine, CPA**
550 Blumont	**1663 Carmel Circle East**
Laguna Beach, CA 92651	**Upland, CA 91784**

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

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

THIS AGREEMENT IS ENTERED INTO THIS 12TH DAY OF August, 2014.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT	**CONTRACTOR**
By: _____	By: _____
Signature	Signature
Dean West	_____
Typed Name	Typed Name
Asst. Superintendent, Business Services	_____
Title	Title
	_____
	Social Security or
	Taxpayer Identification Number

14/15 C. LEWIS TRINE ATTENDANCE ACCOUNTING CONTRACT

Laguna Beach Unified School District

11.k. CONSENT/ACTION **August 12, 2014**

Approval: **Award Ratification of Contract to Empire Parking Lots Services, Inc. for Asphalt Paving Repair and Replacement in an amount of $219,050 and a deductive change order #1 amount of -$5,610 for a total revised contract of $213,440**

Proposal

It is proposed that the Board of Education ratify approval of Empire Parking Lots Services, Inc. for asphalt paving repair and replacement for in an amount of $219,050 and a deductive change order #1 amount of $5,610 for a total revised contract of $213,440.

Background

Asphalt paving is highly durable and if properly maintained can provide 20 to 35 years of service. Typical maintenance is comprised in its first decade via the use of seal coat every three years, then in later three year cycles by the use of crack sealant in combination with seal coat. Towards the end of an asphalt parking lot's life span some sections may need to be removed and replaced, or be addressed by overlayingone inch of new asphalt on top of the existing surface.

It is important to note that the deterioration of asphalt is accelerated when water works its way under its surface, thus validating the efforts to maintain a well sealed surface. Once water penetrates to the base materials underlying the asphalt, the ground becomes soft and then repeated automobile traffic flexes the pavement, introducing additional cracks, further allowing more water intrusion.

Surveys of asphalt parking lots and playgrounds provide evidence that repair and replacement is warranted in order to preserve these facility assets from further deterioration. In the case of the warehouse/bus yard facility, the parking lot has been left unmaintained for so long that it is no longer repairable and also poses a safety hazard. Complete removal and replacement is warranted at this facility. The District Office parking lot is also due for extensive repairs.

Solicitation of bids was approved by the Laguna Beach Unified School District's Board of Education during its regularly scheduled meeting held April 22, 2014. A public notice of an invitation to bid was circulated on April 26 and May 3, 2014 and a mandatory pre-bid conference was held May 13, 2014 which was attended by Industrial Coating and Restoration, Empire Parking Lot Services, Inc. and Road Works.

Bids were to be received no later than 10:00 am on June 3, 2014. One bid was received from Empire Parking Lot Services, Inc., no other bids were submitted. Staff has reviewed submittals and references and confirmed that Empire Parking Lot Services, Inc. is highly qualified to perform stipulated work and that it is compliance with all aspects of contract requirements.

In order to correct drainage in the bus yard, replace an additional 12,000 sq. ft. of asphalt in the District parking lot, the method of remove and haul away was changed to pulverize in place. This resulted in a deductive change order of $5,610 for a revised contract amount of $213,440.

Budget Impact

Following the implementation of LCFF, Deferred Maintenance projects are now expended in the General Fund. Asphalt replacement qualifies for the Facilities Repair and Replacement Fund; however, since we are only midway to the 20-year replacement mark, this $213,440 project will be expended from the Restricted Routine Maintenance Account in the General Fund.

Recommended Action

It is recommended that the Board of Education ratify approval of Empire Parking Lots Services, Inc. for asphalt paving repair and replacement for in an amount of $219,050 and a deductive change order #1 amount of -$5,610 for a total revised contract of $213,440.

Submitted by:

Dean West (sms)

Dean West
Assistant Superintendent
Business Services

Sherine Smith, Ed.D.
Superintendent of Schools

Laguna Beach Unified School District

11.l. CONSENT/ACTION **August 12, 2014**

Approval: **Agreement for Contracted Services with Nicole Miller & Associates, Inc., to Conduct Investigations into the Legal Residency of Enrolled Students Within the Jurisdiction of Laguna Beach Unified School District as well as Risk Management Investigations with a Not-to-Exceed Amount of $4,500.**

Proposal

It is proposed that the Board of Education approve an agreement for contracted services with Nicole Miller & Associates, Inc., to conduct investigations into the legal residency of enrolled students within the jurisdiction of Laguna Beach Unified School District as well as risk management investigations with a not-to-exceed amount of $4,500.

Background

Education Code section 48200 provides that students shall attend public school in the school district in which the residency of either the parent or legal guardian of the student is located.

Ensuring that students enrolled in our schools actually reside within our district boundaries has been a long standing district practice. This practice is important to LBUSD because of our funding model and limited facility space. As a basic aid district we are funded from the proceeds of our local property tax and do not receive state aid (funding from the state) on a per pupil basis. When an address is falsified and a student resides outside our school district boundaries, not only do we not receive revenue for those students; but, their actual school district of residence is deprived of the per pupil state aid. Some individuals go to great lengths to perpetuate the deception of a falsified residence and home visits, even multiple home visits become necessary. This is not a good use of time for educational administrators and we are better served with the task being performed by a professional on a contracted as needed basis.

This investigator is also used by our property/liability insurance carrier and several other Orange County school districts. By working under a retainer, the investigator will be accessible for security and risk management investigations to identify and limit financial exposure to the District.

Contract Components

Scope of Work: CONSULTANT shall perform the following services for the DISTRICT: Conduct investigations in the legal residency of students enrolled in class within the jurisdiction of the Laguna Beach Unified School District. Investigations will be conducted in an impartial, courteous, timely, and professional manner. Investigations may include, but are not limited to, discrimination and harassment claims, policy and procedure violations, unprofessional conduct complaints, charges of theft, and other serious allegations. Reports will be provided to the District, which can be used to support the respective position of each individual case.

Compensation: DISTRICT agrees to pay the CONSULTANT for services satisfactorily rendered pursuant to this AGREEMENT a total not-to-exceed fee of forty-five hundred dollars ($4,500) with an hourly rate of service at $115.00.

Expenses: District shall not be liable to CONSULTANT for any costs or expenses paid or incurred by CONSULTANT in performing contractual services for the District, except as follows: None. Vehicle mileage and other costs not related to the actual investigations are included in the monthly retainer.

Budget Impact

This General Fund expenditure is budgeted at a not-to-exceed amount of 4,500.

Recommendation

It is proposed that the Board of Education approve an agreement for contracted services with N. Miller & Associates, Inc. to conduct investigations into the legal residency of enrolled students within the jurisdiction of Laguna Beach Unified School District as well as risk management investigations with a not-to-exceed amount of $4,500.

Prepared by:	Submitted by:	
S. Soto	Dean West (sms)	
Shannon Soto Director Fiscal Services	Dean West Assistant Superintendent Business Services	Sherine Smith, Ed.D. Superintendent of Schools

INDEPENDENT CONTRACTOR AGREEMENT

This AGREEMENT is hereby entered into between the Laguna Beach Unified School District, hereinafter referred to as "DISTRICT," and Nicole Miller, Address: 33282 Golden Lantern, Suite 112, Dana Point, CA 92629; hereinafter referred to as "CONTRACTOR."

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

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

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

NOW, THEREFORE, the parties agree as follows:

1. Scope of Work. CONTRACTOR shall perform services for the DISTRICT for attendance accounting and consulting services as requested by the District.

2. Term. CONTRACTOR shall commence providing services under this AGREEMENT upon Board approval and will diligently perform as required until June 30, 2015.

3. Compensation. DISTRICT agrees to pay the CONTRACTOR for services satisfactorily rendered pursuant to this AGREEMENT a total fee not to exceed $4,500. DISTRICT shall pay CONTRACTOR according to the following terms and conditions: The work shall be billed on a periodic basis upon submittal of invoice per the following hourly rates:

- $115/hour for residential investigative services.

4. Expenses. DISTRICT shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for DISTRICT, except as follows: None.

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

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

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

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

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

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

10. Hold Harmless. CONTRACTOR agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its governing board, officers, employees and agents from every claim or

demand made and every liability, loss, damage or expense, of any nature whatsoever, which may be incurred by reason of:

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

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

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

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

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

~~CONTRACTOR shall provide proof of current Worker's Compensation insurance for CONTRACTOR'S employees (if applicable).~~

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

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

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

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

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

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

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

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

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

LAGUNA BEACH UNIFIED	**CONTRACTOR**
SCHOOL DISTRICT	**NICOLE MILLER & ASSOCIATES, INC.**
550 Blumont	**33282 Golden Lantern, Suite 112**
Laguna Beach, CA 92651	**Dana Point, CA 92629**

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

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

THIS AGREEMENT IS ENTERED INTO THIS 12TH DAY OF August, 2014.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT	**CONTRACTOR**
By: _____	By: _____
Signature	Signature
Dean West	_____
Typed Name	Typed Name
Asst. Superintendent, Business Services	_____
Title	Title
	_____
	Social Security or
	Taxpayer Identification Number

**14/15 Nicole Miller & Assoc. Contractor Agreement **

Laguna Beach Unified School District

11.m. CONSENT/ACTION **August 12, 2014**

Approval: **Award of Contract for School Furniture based on Milpitas Unified School District piggyback purchasing bid #14.1 to One Work Place, Virco and Staples.**

Proposal

It is proposed that the Board of Education award a contract for furniture based on Milpitas Unified School District piggyback purchasing bid #14.1 to One Work Place, Virco and Staples.

Background

Pursuant to Public Contract Code 20118, other districts and public agencies in the State of California may purchase identical items under the price, terms and conditions of this bid, published by Milpitas Unified School District, from the awarded vendors. The bid allows up to four annual renewals.

On December 10, 2013 the Milpitas Unified School District Board of Education approved bid contract #14.1. Three items were deferred and approved on February 25, 2014. The bid may be extended through December 10, 2018 by mutual annual consent of the Districts and vendors.

Eleven items were bid and One Work Place was awarded the bid for nine of the items; while Virco and Staples were each awarded one of the items. The items included four types of tables, six types of seating, and one desk.

The Laguna Beach Unified School District will begin to purchase furniture for the re-design of the 4C Learning Environment. This contract will provide competitively bid pricing on furniture that fits some of our needs. The redesign of classrooms will take many shapes, but this local purchasing option is a step in the overall plan.

Budget Impact

Purchases awarded under this contract are within the approved General Fund budget, primarily supported by the 4CLE, donations, school and department budget. The District has allocated $380,000 to the 4C's learning environment.

Recommended Action

It is recommended that the Board of Education award a contract for furniture based on Milpitas Unified School District piggyback purchasing bid #14.1 to One Work Place, Virco and Staples.

Prepared and Submitted by:	Reviewed by:	
Michael Morrison Chief Technology Officer	Dean West Assistant Superintendent Business Services	Sherine Smith, Ed.D. Superintendent of Schools

Laguna Beach Unified School District

12. ACTION **August 12, 2014**

Ratification / Approval: **Change Order to contract for Knorr Systems, Inc. for Laguna Beach High School Community Pool Maintenance and Repair Services for $2,236.80**

Proposal

It is proposed that the Board of Education approve a change order to Knorr Systems, Inc. in the amount of $2,236.80 for Laguna Beach High School Community Pool Maintenance and Repair Services. The original contract is for $79,823.24 plus the change order of $2,236.80 brings the revised contract amount to $82,060.04.

Background

The Laguna Beach Unified School District and the City of Laguna Beach share with each other, under the terms and limitations of a Joint Use Agreement (JUA), the use of the Laguna Beach High School Community Pool for the common general educational and recreational objectives of the community and to jointly accomplish projects related to the improvement and use of the property.

In general, the parties agree the Laguna Beach High School Community Pool will be kept in good repair and in a clean, orderly, safe, and sanitary condition suitable for its intended use. As specified in the joint use agreement, the parties have met to discuss necessary repairs and maintenance items needed to maintain the Community Pool in good condition, the cost of which is to be shared proportionately by the Parties as stated in the JUA. All proposals and initiatives for maintenance, repairs, and replacements must be approved in advance by the District.

With the approval of both Parties, bid solicitation for pool maintenance and repair was advertised on February 1st and 8th, 2014, with a mandatory pre-bid job walk conducted on February 19, 2014. The scope of work reviewed included:

- Replacement of Filtration System (which has exceeded its useful life)
- Replacement of Heater Concrete Pad (to prevent problems with pool heater)
- Installation of Energy Efficient Pool Lights (upgrade failing lights to LEDs)
- Replacement of ADA Ramp Tile (replace broken tiles)
- Acid Washing of Pool Shell (cleans the plaster of any algae)
- Replacement of Expansion Joints (prevents algae growth)
- Replacement of Outlet Valve Tile (prolongs plaster life)
- Replacement of Broken Drain in Men's Locker Room (section of drain line is broken)

No bids were received on the original due date. Upon contacting job walk attendees, it was determined that the scope of work was too complicated for average pool contractors. As such, a reduced scope of work which included the following items was circulated to the original respondents.

- Replacement of Filtration System
- Installation of Energy Efficient Pool Lights
- Replacement of ADA Ramp Tile
- Acid Washing of Pool Shell

The Board of Education approved Knorr Systems, Inc for Laguna Beach High School Community Pool Maintenance and Repair Services for $79,823.24 on April 22, 2014. During the course of the project, some modifications were needed for to place equipment and make repairs. The acid washing of the pool shell was removed from the scope in order to accomplish the identified tasks and maintain the schedule.

Additional contractors were used to complete the total scope of work identified by the agencies as being required to maintain a safe and efficient pool facility.

Budget Impact

Additional General Funds in the amount of $2,236.80 were used related to this change order. The pool repairs are within the scope of the Joint Use Agreement with the City of Laguna Beach and costs are shared 70% to the City and 30% to the School District.

Recommended Action

It is recommended that the Board of Education approve a change order to Knorr Systems, Inc. in the amount of $2,236.80 for Laguna Beach High School Community Pool Maintenance and Repair Services. The original contract is for $79,823.24 plus the change order of $2,236.80 brings the revised contract amount to $82,060.04.

Prepared and Submitted by:

Dean West

Dean West
Assistant Superintendent
Business Services

Reviewed by:

Sherine Smith, Ed. D.
Superintendent of Schools

KNORR SYSTEMS, INC.

2221 Standard Ave, Santa Ana, CA 92707 (714) 754-4044 (714) 754-1405 Fax

INVOICE

INVOICE NUMBER: SO95279-2
INVOICE DATE: 6/6/2014

SOLD TO:	SHIP TO:
LAGUNA BEACH USD ATTN: ACCTS PAYABLE 550 BLUMONT STREET LAGUNA BEACH, CA 92651	LAGUNA BEACH HIGH SCHOOL 670 PARK AVE LAGUNA BEACH, CA 92651

CUSTOMER ID	COMPLETION DATE	CUSTOMER PO
L6520	6/6/2014	CHANGE ORDER REQUEST #1

ITEM NUMBER	DESCRIPTION	PRICE
	ADDITIVE WORK	
1	PROVIDE & INSTALL (6) SOLENOID VALVES	$300.00
2	PROVIDE & INSTALL NEW ACID & CHLORINE FEED CONN.	$500.00
3	REPLACE HEATER PLUMBING INLET & OUTLET SPOOLS	$300.00
4	PROVIDE & INSTALL NEW PUMP COUPLER	$500.00
5	PVC WELD EXISTING MAIN DRAIN MODULATING VALVE	$300.00
6	MOVE & PLACE NEW FILTER TANKS ON NEW PAD	$1,000.00
7	INSTALL (12) ANCHORS & MODIFY REAR FILTER TANK BASES	$1,001.81
8	LABOR TO REMOVE NEW EPD FILTER TANKS TO SET ASIDE IN NON-INTRUSIVE AREA	$1,180.00
	SUBTOTAL	$5,081.80
	DEDUCTIVE WORK	
1	REMOVE ACID WASH OF POOL SHELL FROM CONTRACT	-$2,845.00

GRAND TOTAL **$2,236.80**

All returns must be accompanied by an authorization number and shipped prepaid. RETURNS WILL BE SUBJECT TO A MINIMUM 20% RESTOCKING CHARGE.

18% A.P.R. is charged on all past due invoices.

Laguna Beach Unified School District

13. ACTION **August 12, 2014**

Approval: **Permission to engage landscape architect and advertise an invitation to bidders in a general circulation newspaper for replanting the slope around LBHS athletic fields.**

Proposal

It is proposed that the Board of Education grant permission to advertise an invitation to bidders in a general circulation newspaper for replanting on slope around LBHS athletic fields.

Background

The District bid and awarded a contract for routine landscape maintenance with specified per unit costs for optional additional planting and repairs. The District intended to use those rates to replant the slop outside the LBHS athletic fields. However, the scope was determined to be separate, unique and large enough to bid as a separate project.

The will hire a Landscape Architect to design the specifications of the types of plants and layout of the slope. The District will then advertise the project for bid. Upon completion of the competitive bidding process, District staff will bring a recommendation to the Board of Education to award the contract.

Budget Impact

The expenditure estimate associated with landscape architect is $4,000 and advertising the bid is $2,000 and is will be paid from the general fund.

Recommended Action

It is recommended that the Board of Education grant permission to advertise an invitation to bidders in a general circulation newspaper for replanting on slope around LBHS athletic fields.

Prepared by:

Dean West

Dean West
Assistant Superintendent
Business Services

Submitted by:

Sherine Smith, Ed.D.
Superintendent of Schools

Laguna Beach Unified School District

14. ACTION **August 12, 2014**

Approval: Revised Job Description: Database Administrator

Proposal

It is proposed that the Board of Education approve revisions to the job description of Database Administrator.

Background

The Database Administrator position and job description was created in June 2014. Due to current shortages in the field and the specific skills, duties, and education requirements of this position, the field of candidates available for consideration is small. By amending the education requirements for the job description, the District may be able to attract a qualified, experienced candidate for the position.

Budget Impact

There is no budget impact for this item.

Recommended Action

It is recommended that the Board of Education approve revisions to the job description of Database Administrator.

Prepared by:

Leisa Winston/MG

Leisa Winston
Director, Human Resources
& Public Communications

Submitted by:

Sherine Smith, Ed.D.
Superintendent of Schools

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Database Administrator

DEFINITION:

Under the direction of the Chief Technology Officer, plan, maintain and develop databases, as well as programming applications and respective duties using SQL and .NET. Integrate the Student Information System (Aeries) with external and internal databases and applications.

ESSENTIAL DUTIES:

- Work with project teams to develop and implement project management plans.
- Ensure Extract Transfer and Load procedures and protocols are established and maintained.
- Develop plans and procedures to assure that data remains consistent across all databases.
- Develop procedures for data security, backup and recovery.
- Regularly and routinely audit data for accuracy and logic.
- Plan data flows for a new or revised databases.
- Test new systems.
- Maintain data standards; including adherence to the Children's Internet Protection Act (CIPA).
- Write database documentation; prepare and document data standards, procedures and definitions for the data dictionary (metadata).
- Control access permissions and privileges; assure adherence to Family Educational Rights to Privacy Act (FERPA).
- Accurately assess users' access requirements and resolve access problems.
- Provide leadership and guidance to Technology department staff.
- Assist with programming and development to write web applications.
- Ensure that data remains consistent across databases.
- Ensure that storage, archiving, backup and recovery procedures are functioning correctly.
- Assure that business rules governing data are clearly defined and routinely monitored.
- Assure that users may access secured data based upon job duties and responsibilities using SAS applications.
- Communicate regularly with technical, applications, and operational staff, to ensure the integrity and security of all data.
- Serve as a resource and active participant for general technology projects.

OTHER REPRESENTATIVE DUTIES:

- Participate in trainings and meetings as directed.
- Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Legal responsibilities and restrictions of Family Educational Rights to Privacy Act (FERPA) and Children's Internet Protection Act (CIPA) as they apply to access control and privileges for security.
- Conceptual design processes.
- Documentation standards, including procedures and definitions for metadata.
- Database design and management of SQL, .NET and SAS (Statistical Analysis System).
- Programming languages for SQL and .NET.

Ability to:

- Plan and implement a project management plan.
- Serve as a technical resource to District personnel.
- Provide reports to Technology Services Department as needed.
- Utilize resources such as technical reference manuals, hardware specifications and troubleshooting guides to identify solutions.
- Maintain current knowledge of technological advances in the field.
- Meet schedules and time lines.
- Plan and organize work.
- Prioritize and schedule work.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with others.
- Maintain consistent, punctual and regular attendance.

Experience:

At least two years of responsible experience in database administration planning, design, configuration, installation, troubleshooting, integration, performance monitoring, maintenance, enhancement and security management. Experience in K-12 school district environments is highly desired.

Education:

Bachelor's degree in computer science, business administration, management information systems or related field, **additional appropriate related experience, or completion of a related technical school program.**

License Requirement:

Possession of a valid California Motor Vehicle Operator's License.

Personal Qualities:

- Independent Worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities

- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:

Environment:

- Primarily indoor work environment
- Occasional dark/dusty confined spaces.
- Constant interruptions.

Physical Requirements

- Ability to stand or sit for extended periods of time.
- Ability to frequently reach, grasp, stoop, bend, push, pull, kneel, squat, and twist to store or retrieve materials.
- Ability to frequently lift or move more than 40 pounds, and occasionally lift or move more than 40 pounds with assistance.
- Dexterity of hand and fingers to operate a computer keyboard.
- Vision: Must possess vision (which may be corrected) to read small print and computer screens.
- Speech and Hearing: Must possess hearing (which may be corrected) to use a telephone and to hear discussions and questions during public and school meetings and productions. The individual isrequired to speak clearly and distinctly, to make lengthy oral presentations, and to converse by telephone.
- Ability to climb stairs.

Operation of Vehicles, Machinery, and Equipment Requirements:

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

Mental and Emotional Requirements:

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

- Ability to to give direction and to exercise tact, diplomacy, empathy, and firmness in sometimes highly emotional situations.

Hazards:

- Working with equipment that may potentially cause electrical shock.